## nha<sup>®</sup> Managing the Externship Certification Queue

<b>Step 1:</b> Log into your administrative account at <b>NHANOW.com</b>		Login / Account 💌
Step 2: Locate the Candidates section in your left-hand navigation and select the Certification Queue • Total certifications "Queued" for Institution Release should be visible		CANDIDATES Send Account Invites View Exam Applications View Exam Results Certification Queue
<b>Step 3:</b> Candidate names, certification types, exam dates, and queue expiration dates are visible from this page • Select Approve or Reject	First Last Name 1 Nam Candidate One Candidate Two	e       I       Exam       Exam       Exam       Expiration         I       Image: Type       Image: Type
under the Actions column to release the certification		Reject
<u>Step 4 (Optional)</u> : Rejection notes may be added through a pop up after the Reject option is selected		CONFIRM REJECTION × You are about to reject this user's certification, are you sure? Reason for rejection: (optional) some note Cancel Reject