



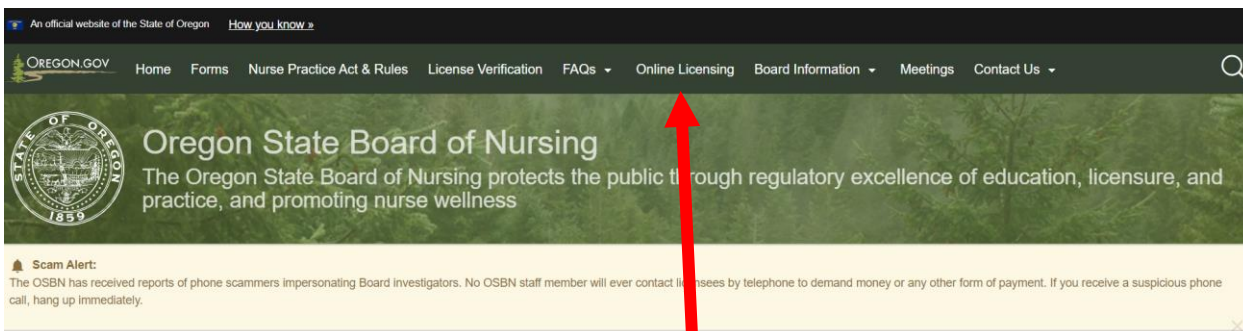
Certified Nursing Assistant (CNA) Exam Application Steps

Eligibility

Applicants for initial CNA licensure by examination (not previously licensed in another state or country).

Step 1: Create a log in for OSBN computer system, if you do not already have a log in.

Visit <https://www.oregon.gov/osbn> Use a computer, the website does not display on phones/tablets.



Click here to start

OSBN Nurse Portal

If this is the first time you are logging into the OSBN Licensing portal since October 10, 2022, you must create a new user account. Click "Create an Account" and agree to the terms and conditions. When you are asked if you have had an account before, click "yes" if you currently hold or have previously held an Oregon license. Follow the directions to create an account. If you are a current or former licensee, you will need to search for your name and verify your identity with your year of birth and last four digits of your SSN. Use your personal email address to establish your account; emails sent to your work or school email may be blocked by the institution.

☆ All applicants for a new license type or reactivation of a license must provide fingerprints for a state and federal criminal history record check after they submit an application. [Click for information on Fingerprint Requirements.](#)

Create a new account

Don't have an account?

Create an account to apply for a license or maintain your existing license.

[Create an Account](#)

Didn't receive the verification email after registering?

Note: Registration link in the verification email is only valid for 24 hours. If you have exceeded this time, please restart the registration process.

1. Check your Spam, Junk, Trash, Deleted

Already have an account?

Authorized User Sign In

Email Address (required)

Password (required)

- Enter your full legal name as shown on your government issued ID.
- Make sure your Social Security number and date of birth are correct.
- Incorrect identification information will prevent you from scheduling or taking the exam and can delay licensure.
- Before you can log in for the first time, **you must validate your email address.**

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- You will receive a validation email at the address you registered with.
- Check your inbox. If nothing is there, check your junk mail, spam, and trash folders!
- Click on the link in the message to validate your email address.

Step 2: Log into the OSBN computer system

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1. Check your Spam, Junk, Trash, Deleted Items, or Archive folder.
2. Resend the verification email.

[Resend Verification Email](#)
3. If you are still not getting the verification email read our more Detailed FAQs or

Already have an account?

Authorized User Sign In

Email Address (required)

Password (required)

[Forgot your password?](#)

[Sign in using our secure server](#)

Step 3: Select and submit application

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Welcome to the Oregon State Board of Nursing Nurse Portal Dashboard. You may use this portal to submit an application, check the status of an application, renew a license, update your name or address, and use the Message Center to communicate with Board staff.

Your Licenses with OSBN

[Apply for License](#)

License Number	License Type	License Granted Date	License Expiration Date	License Status
No licenses found				

License data provided by the OSBN State Board of Nursing

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∨ Initial CMA by Examination
∨ Initial CNA by Endorsement
∨ Initial CNA by Examination ←

Carefully fill in each of the required sections, errors will delay application processing.

Background Questions

- Answer disclosure questions truthfully.
- If you are not sure about disclosing something, you may disclose it for Board staff to determine if it is relevant.
- Not answering truthfully can delay the application process.
- If you answer yes to a disclosure question, provide a detailed explanation.
- If you answered yes to a disclosure question and provided an explanation: Use the tool at the bottom of the page to upload supporting documentation. Or email to OSBN using the Message Center.

Nursing Assistant Training

Please ensure the training program you enter matches the certificate you have.

You can upload the certificate as part of your application, or you can email to:

OSBN.CNACertificates@osbn.oregon.gov

If you are unable to locate your program, you may choose “Other” to enter the required information.

Fingerprint Directions

The state of Oregon contracts with Fieldprint Inc. to collect digital fingerprint images from applicants for the background check. Fieldprint Inc has collection sites in every state. Applicants may have their fingerprints imaged by **appointment only** at any Fieldprint site across the country. Use this link <http://www.fieldprintoregon.com> to register, enter the code: **FPORBoardNursingDAS**

Do not submit fingerprints before application.

Step 4: Need Testing Accommodations?

You will need to submit an application for testing accommodations with your TMU account at

<https://or.tmutest.com/>.

Step 5: Sign in to TMU and select date

Visit <https://or.tmutest.com/>

If you were educated in Oregon, your school will help you set up a log in and enter your school information once you have graduated.

Select a test location and date once you are ready.

Step 6: Pass both tests

Test results can take up to 7 business days to reach OSBN and by attached to your application.

Fingerprint results can take up to 4 weeks to be received from the FBI.

You can check application status by logging into your OSBN account and checking the Message Center.

You will receive a Message Center message when your CNA is granted.

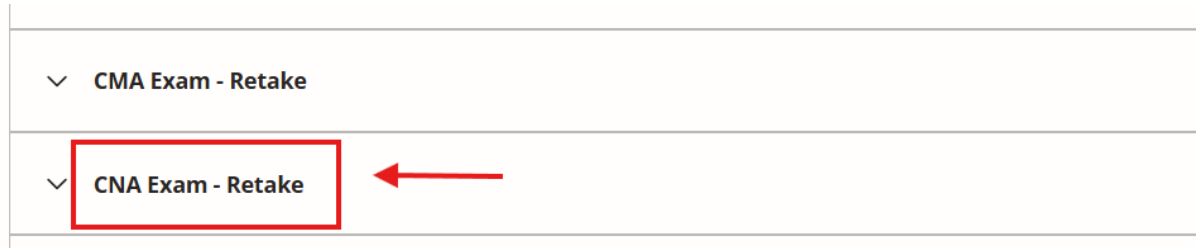
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Step 7: Fail one or both tests

Costs: Retest of Manual/Skills \$45, Retest of Written/Knowledge Test \$25

Test results can take up to 7 business days to reach OSBN and be attached to your application. Once results are received, log into your OSBN account and select and pay for the Retake application. The retest payment to OSBN can take up to **4 hours** to show in up in the TMU system.

∨ CMA Exam - Retake
∨ CNA Exam - Retake



Be sure to select the test you need.

Step 8: Check for messages in Message Center while your application is in process.