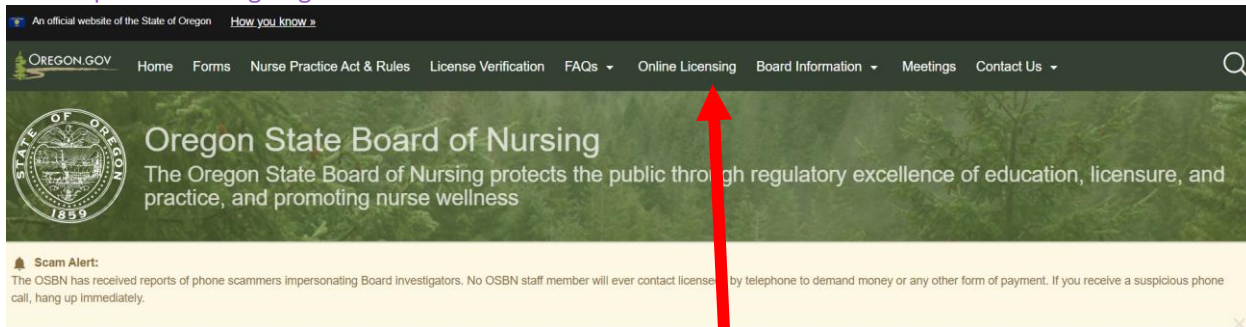# Oregon State Board of Nursing
# CNA by Exam Application Steps

## Eligibility

This application is for people who are seeking their first nursing assistant certification and have not previously been licensed in another US state.

## Step 1: Create a Login for OSBN Computer System, if You Do Not Already Have a Login

Visit https://www.oregon.gov/osbn



Click here to start



- 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 certification.
- Before you can log in for the first time, **you must validate your email address!**
- You will receive a validation email at the address you registered with.
- Please be sure to check your inbox and spam folders to ensure you see the verification email.
- Click on the link in the message to validate your email address.

## Step 2: Log Into the OSBN Computer System

**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 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

Associated cost: $106 (including test fees)

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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

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, please disclose and allow OSBN to make a determination.
- If you answer yes to a disclosure question, provide a detailed explanation. This can reduce the need for follow-up questions from OSBN staff and speed up your application timeline.
- Use the tool at the bottom of the page to upload supporting documentation.

**Nursing Education**
Please enter the training course information that you completed to originally obtain your CNA.

**Fingerprint Directions**
Associated cost: $70.50

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**

Please do not submit fingerprints before submitting your application.

## Step 4: Need Testing Accommodations?
Please do not schedule your exam before your accommodation request is approved.

*Accommodations cannot be applied to scheduled exams.*

Please complete the testing accommodation section as part up the application and upload supporting documentation.

## Step 5: Sign Into TMU and Select Date
Visit https://or.tmutest.com/
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 and have any accommodations approved if needed.

## Step 6: Pass Both Tests
Test results can take up to 7 business days to reach OSBN and by applied to your application. Fingerprint results can take up to 4 weeks to be received from our service provider. You will receive a message through the Message Center when your CNA has been issued.

*If you fail one or both tests, you will need to submit a Retake Application*

Associated costs: Retake of Manual/Skills $45, Retake of Written/Knowledge Test $25

## Retake Step 1: Log Into OSBN Account
Visit https://www.oregon.gov/osbn  Use a computer, the website does not display properly on phones and tablets.



## Retake Step 2: Select and Complete the "CNA Exam – Retake" Application

**Please wait 4 hours.** Check your email for a TMU email saying you have been released to schedule.

## Retake Step 3: Log Into Your TMU Account and Schedule A New Test

**HINT:** Check for messages in the Message Center while your application is in process to ensure you are responsive to OSBN staff if there are any issues during your application review.