

**North Carolina Department of Health and Human Services
Division of Health Service Regulation
Health Care Personnel Education and Credentialing Section
December 2025 Newsletter**

Open Skills Exam Seat Report:

DHSR has posted the report online at <https://ncnar.ncdhhs.gov/saresources.html> for the months of December and January.

Exam Scheduling:

The city and zip code have been added to all confirmation and re-scheduling emails.

Test Management System:

Training Programs have the ability to upload Candidates in bulk batches within Credentia's test management system. This streamlines the account creation process for cohorts. This also provides Credentia insight into upcoming testing needs by specific training program. This feature is accessible in the Pre-Registration Candidates tab.

Exam Scheduling For Candidates:

To maximize Nurse Evaluator capacity and availability, only the morning (AM) session is available to Candidates first for exam scheduling. Once the test seats are filled, then the afternoon (PM) session becomes available.

Training Sessions:

Test Sites and Training Programs have access to recorded training sessions.

- Go to credentia.com
- Select Help Center
- Select System Status
- Select Webinar Tab

System Check:

Candidates should complete a system check of their equipment prior to taking an online exam.

- Go to credentia.com
- Select Help Center
- Select Run System Test

Offices Closed:

Credentia offices will be closed December 25th.