



## Aides Training Programs Newsletter

**Aides Training Programs Newsletter 2023-07**  
**December 1, 2023**

---

### **Aides Training Programs Update:**

- **Online Application for Testing Jan. 1, 2024!**

### **Online Application for Testing Jan. 1, 2024!**

From Ivy Tech Community College: The switch to the online CNA, QMA and QMA Insulin applications for testing is coming very soon!

- **As of Jan. 1, 2024 all applications must be submitted online. Any applications postmarked after Dec. 31, 2023 will be returned.**
- **Jan. 1 will also be the date we switch to online payment only. Any payments received postmarked after Dec. 31 will be returned.**

If you have not already set up your online application account, please do so now. Instruction and training modules are below.

### **Getting Started with the Online Application**

#### First Steps

Account Request Form-> <https://forms.office.com/r/clfnpk5a0t>

Please complete the form at the link above. When entering your program and/or facility

information, please be sure to enter it in this format:

- Facility/Program Name-IDOH facility#;
- Example: If your training program is named ABC Training Program and your number is 010111, you would enter: ABC Training Program-010111

### Set Up Your Account

Once your information has been entered into the system, you will receive an email letting you know you are ready to set up your account. Please follow the instructions in Module 1 to sign up for your account.

[Module 01](#) - Program Director/Clinical Supervisor Account Signup

### Complete the Training Modules

After your account has been created: Please look at the following training modules:

[Module 02](#) - Bulk Applications: Submitting Applications

[Module 03](#) - Bulk Applications: Creating Applicant Account

[Module 04](#) - Clinical Supervisor Verification Signature

[Module 05](#) - Bulk Applications: Applicant Verification of Application

[Module 06](#) - Individual Application: Account Management and Login

[Module 07](#) - Individual Applications: Submitting an Application

Watch for further updates in future Aides Training Programs newsletters.