## Initial Application and Testing for CMA and CHT

### Nurse Portal
- Create an account if you do not have one.
- Sign into the NM Nurse Portal.

### Apply for Certificate
- Select CMA/CHT Initial Exam.
- Complete the application. The application fee is $45.00 for CHT I & CMA I, and $60.00 for CHT II and CMA II.
- The BON will send your permission to test to PROV.
- PROV will send you, the candidate, an email with instructions.

### Testing
- You will receive information to test from PROV.
- The test will cost $80.00 and you will pay PROV directly.
- You may select the test location, date, and time with PROV.
- If you need to reschedule your test, you must contact PROV 3 business days prior to your test date.

### Results
- The results will be reported to the BON.
- The results will be reported to you at the end of the exam.

### Pass
- The BON must issue your certificate number and post the information online before you can use the CMA or CHT credentials.
- The BON will send you a paper certificate within 4 weeks.
- Please note your expiration date and renew your certificate before expiration.

### If You Fail
- Submit your re-exam application to the BON; the fee is $30.00.
- The BON will send your permission to re-test to PROV.
- PROV will send you, the candidate, an email with instructions.
- The re-test cost will be $80.00 and you will pay PROV directly.