



How to Renew Your Nurse Aide Registration



How to Renew Your Nurse Aide Registration

Step 1 – Select Renewal Button

STEP 1

Select “Renewal” button for your registration on the Registry page

The screenshot displays the CNA365 Registry interface. On the left is a navigation menu with options: Dashboard, Application, Exam Schedule, Grievance Form, Manage Profile, and Registry (highlighted in blue). The main content area is titled 'Registration' and shows details for a 'Mississippi E1 Nurse Aide CANDIDATE TRAINED IN MS –NON-FACILITY-BASED AND PROPRIETARY SCHOOLS AND COLLEGES'. The registration number is 210550043. The status is 'MS' with an expiration date of 03/07/2022. At the bottom of the registration card, there are two buttons: 'View Registration' and 'Renewal'. A red arrow points directly to the 'Renewal' button.

You will receive a series of automated renewal reminder emails from CNA365®
(60, 30, 14, and 7 days before your registration expiration date)

How to Renew Your Nurse Aide Registration

Step 2 – Complete Renewal Application

STEP 2

Click on each section to enter the required information and upload any supporting documentation as prompted



Certificate Renewal Form Cancel Save as Draft Add to Cart

Home / Registration / Renewal Registration Form

Mississippi Nurse Aide Registry Renewal

SECTION 1 PERSONAL INFORMATION VERIFICATION Click each section to complete application

SECTION 2 EMPLOYMENT HISTORY AFFIDAVIT Section name turns green after completion

The Nurse Aide Registry Renewal Form is used to confirm your nurse aide employment history to maintain your eligibility to work in certain federally certified facilities. Federal and state regulations require that in the past 24 months you have performed nursing or nursing-related services for pay for at least 8 hours, under the supervision of an RN or LPN.

Please upload a copy of your completed Mississippi Nurse Aide Registry Renewal Form. Please go to <https://credentia.com/storage/ms/MS-Certification-Renewal-Form.pdf> to download form.

Upload

This field is required

EMPLOYMENT HISTORY AFFIDAVIT

I have been employed for pay, providing nursing-related duties for at least 8 consecutive hours during the 24 months before my registration expiration date. I understand that I am responsible for making sure that this information is correct. I understand that any information I give that is not true may jeopardize my certification status as a Nurse Aide, and I could be prosecuted by the State of Mississippi.

I attest to the above stated Employment History Affidavit.

This field is required

Application Progress

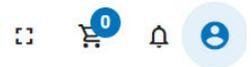
- PERSONAL INFORMATION VERIFICATION
- EMPLOYMENT HISTORY AFFIDAVIT

How to Renew Your Nurse Aide Registration

Step 3 – Submit Application

STEP 3

When you have completed all sections, click on the “Add to Cart” button and then click “Proceed to Pay” button



Dashboard

Application

Exam Schedule

Grievance Form

Manage Profile

Registry

Certificate Renewal Form

Home / Registration / Renewal Registration Form

[Cancel](#) [Save as Draft](#) [Add to Cart](#)

Mississippi Nurse Aide Registry Renewal

SECTION 1 PERSONAL INFORMATION VERIFICATION

SECTION 2 EMPLOYMENT HISTORY AFFIDAVIT

The Nurse Aide Registry Renewal Form is used to confirm your nurse aide employment history to maintain your eligibility to work in certain federally certified facilities. Federal and state regulations require that in the past 24 months you have performed nursing or nursing-related services for pay for at least 8 hours, under the supervision of an RN or LPN.

Please upload a copy of your completed Mississippi Nurse Aide Registry Renewal Form. Please go to <https://credentia.com/storage/ms/MS-Certification-Renewal-Form.pdf> to download form.

[Upload](#)

test upload.pdf X

EMPLOYMENT HISTORY AFFIDAVIT

I have been employed for pay, providing nursing-related duties for at least 8 consecutive hours during the 24 months before my registration expiration date. I understand that I am responsible for making sure that this information is correct. I understand that any information I give that is not true may jeopardize my certification status as a Nurse Aide, and I could be prosecuted by the State of Mississippi.

I attest to the above stated Employment History Affidavit.

Application Progress

- PERSONAL INFORMATION VERIFICATION
- EMPLOYMENT HISTORY AFFIDAVIT

How to Renew Your Nurse Aide Registration

Step 4 – Enter Payment Information in Shopping Cart

STEP 4

Select payment method:

1. If you have a voucher, enter the voucher code and click the “Apply Code” link
2. Enter your card information
3. Select “Save Card” button

The screenshot displays a payment interface with two main sections: 'Payment' and 'Payment Summary'. The 'Payment' section includes a 'Saved Cards' dropdown menu (marked with a red '2'), an 'Add Card' section with a red '2' pointing to the 'Add Card' header, and a 'Credits/Debit Cards' section with input fields for 'Enter Card Number', 'Enter Card Name', 'YYYY/MM', and 'CVV'. A red '3' points to the 'Save Card' button. The 'Payment Summary' section shows a 'Renewal Fee' of \$35, a 'Total' of \$35, and a 'Promo Code' field with an 'Apply Code' link (marked with a red '1').

Payment

Home / Exam Schedule / Register For Exam / [Payment](#)

Saved Cards ▼

Add Card ^

Credits/Debit Cards

Enter Card Number

Enter Card Name

YYYY/MM

CVV

Cancel Save Card

Payment Summary

Renewal Fee \$35 🗑️

Enter the promo code Apply Code

Total \$35

How to Renew Your Nurse Aide Registration

Step 5 – Make Payment

STEP 5

In the shopping cart checkout:

1. Select the saved card you want to use for payment
2. Enter the CVV code for security purposes
3. Select the “Pay” button

Payment
Home / Exam Schedule / Register For Exam / Payment

Saved Cards ^

	Name on card	Expires on
<input checked="" type="radio"/> xxxx xxxx xxxx 1111 visa	pp	12/2025

Enter CVV(?):

CVV 2 Pay Delete

Add Card ∨

3

Payment Summary

Renewal Fee \$35

Enter the promo code Apply Code

Total \$35

How to Renew Your Nurse Aide Registration

Checking Your Application Status

The screenshot shows the Credentia CNA365 user interface. On the left is a navigation menu with options: Dashboard, Application, Exam Schedule, Grievance Form, Manage Profile, Help, and a highlighted 'Registry' button. The main content area is titled 'Registration' and has two tabs: 'Registration' and 'Requests'. An orange arrow points to the 'Requests' tab. Below the tabs, the 'Registration Renewal' section displays 'Registration No: 407667102906' and 'Current Status: Pending' with a clock icon. Below this, it shows the date and time: '20th December, 2021 / 10:04 PM'. A 'View Form' button is visible at the bottom of this section. An orange callout box points to the 'View Form' button with the text: 'Click "View Form" button to see status of your application'.

The screenshot shows the 'Certificate Renewal Form' page. The title is 'Mississippi Nurse Aide Registry Renewal'. Below the title is an information icon. The form is divided into two sections: 'SECTION 1 PERSONAL INFORMATION VERIFICATION' and 'SECTION 2 EMPLOYMENT HISTORY AFFIDAVIT'. Under Section 1, there is a message: 'If you have not verified that your personal information is correct, please do so before submitting this renewal form by clicking on "Manage Profile" in the left menu. If you have changes, you must make your changes BEFORE submitting this form.' Below this message is a checked checkbox: 'I have verified that my Personal Information is correct'. On the right side of the page, there is an 'Application Progress' section with a dropdown arrow. Below it is a 'Certificate Renewal Process' section with an upward arrow. This section contains a vertical timeline of events: 1. 'Candidate Drafted' (10 Mar, 2022 | 9:42 AM) with a clock icon. 2. 'Candidate Submitted' (10 Mar, 2022 | 9:42 AM) with a checkmark icon. 3. 'Submitted for approval...' with a checkmark icon. 4. 'Credentia Operation Staff Pending' (10 Mar, 2022 | 9:42 AM) with a clock icon. 5. 'Pending for approval...' with a clock icon. An orange callout box points to the 'Submitted' step with the text: 'Detailed log of your application review process'.

You will receive a CNA365® alert email once your renewal application has been approved

How to Renew Your Nurse Aide Registration

Viewing Your Registry Card

Credentia
CNA365*

- Dashboard
- Application
- Exam Schedule
- Grievance Form
- Manage Profile
- Help
- Registry**

Registration

Home / Registration

Registration Requests

Registration No: 40/66/102906

Status
Pending
20th December, 2021 / 9:37 PM

Issued Date	New Date
20/12/2021	20/12/2022

[View Registration](#) [Renewal](#)

Registration

Home / Manage Registration / Registration Details / [View Registration Details](#) [Download](#)

Mississippi State Department of Health
Division of Health Facilities
Licensure and Certification

Certifies that

Callie Lowry

has successfully completed the required competency evaluation program for nurse aide certification in Long Term Care and is listed on the Nurse Aide Registry in the State of Mississippi.

Certificate Number: #CertificateNumber#

ISSUE DATE: #IssueDate# **EXPIRATION DATE: #ExpiryDate#**

Download an electronic copy (PDF) of your Registry Card