Credentia

CNA365®

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.

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.

District of Columbia Nurse Aide Registration Renewal Form

SECTION 1 Personal Information Verification

Click each section to complete application

SECTION 2 Employment History

Section name turns green after completion

Provide evidence of the of a minimum of eight (8) hours of nursing related services for compensation during the prior twenty-four (24) months. You must use the linked PDF attestation form and ensure it is signed by a Registered Nurse who has overseen your work during the renewal period.

This is the web site :

https://dchealth.dc.gov/node/1672606.

This is a link to the PDF form:

https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/CNA%20Renewal%20Attestation%20July%202023%20revised.pdf

Please upload attestation form

☁ Upload

This field is required

Employment History Affidavit

I understand that I am responsible for making sure that the uploaded information is correct. I understand that any information I provide that is not true may jeopardize my certification status as a Nurse Aide and I could be prosecuted but the District of Columbia.

☐ I attest to the above stated employment history Affidavit

This field is required

Application Progress

◉ Personal Information Verification

◉ Employment History

◉ Continuing Education

◉ Required new criminal background check

How to Renew Your Nurse Aide Registration
Step 2 – Complete Renewal Application

STEP 2 (cont.)

Section 2 MUST have a completed attestation form uploaded.

Section 3 MUST have proof of Continuing Education Affidavit uploaded.

Don't forget to click the attestation checkboxes for each step.

SECTION 2 Employment History   ⌃

Provide evidence of the of a minimum of eight (8) hours of nursing related services for compensation during the prior twenty-four (24) months. You must use the linked PDF attestation form and ensure it is signed by a Registered Nurse who has overseen your work during the renewal period.

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Please upload attestation form

☁ **Upload**

SECTION 3 Continuing Education   ⌃

Provide evidence of completion of twelve (12) hours per year, twenty-four (24) in total, of continuing education or in-service training in the area of health or nursing needs, of an assigned client population during the certification period; provided that at least ten percent (10%) of the in-service or continuing education shall be in a public health subject as determined and published every five (5) years or as deemed appropriate by the Director; Have completed two (2) hours of continuing education in cultural competency or specialized clinical training on clients who identify as lesbian, gay, bisexual, transgender or queer, and any additional Board mandated topics. Document must include your first and last name.

Please upload proof of 24 hours of In-Service or continuing education

☁ **Upload**

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How to Renew Your Nurse Aide Registration
Step 2 – Complete Renewal Application

STEP 2 (cont.)

Section 4 is a new step! Please follow the instructions on the application for the criminal background check process.

Make sure to check the attestation checkbox at the bottom.

SECTION 4 Required new criminal background check   ⌃

In order to be renewed on the District of Columbia Nurse Aide Registry, you must pass the criminal background check.

Please follow these instructions to be fingerprinted for the criminal background check

1. Start by going to the DC Health CBC Payment Portal. Select this link

https://doh.force.com/payment/s/

2. Once you make a payment: You will receive an email receipt with a Fieldprint Code (please note your appropriate code). The Fieldprint Code will also appear on your payment confirmation page. You will be redirected to the Fieldprint scheduling website.

3. At the Fieldprint scheduling website, Sign in as a new user or existing user.

4. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at your preferred location.

5. At the end of the process, print the Confirmation Page. Take the Confirmation Page and two (2) forms of identification with you to your fingerprint appointment.

6. If you have any questions or problems, contact customerservice@fieldprint.com or email DOH.CBCU@dc.gov.

☐   I attest that I have read the Criminal background check instructions and I understand that my certification will not renew until this step is completed.

his field is required

Application Progress   ⌃

◉ Personal Information Verification

◉ Employment History

◉ Continuing Education

◉ Required new criminal background check

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How to Renew Your Nurse Aide Registration
Step 3 – Submit Application

STEP 3

When you have completed all sections, click on the "Submit" button.

How to Renew Your Nurse Aide Registration
Checking Your Application Status

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

Click "View Registration" button

Download an electronic copy (PDF)

View Registration
Home / Registration / View Registration

THE DISTRICT OF COLUMBIA
NURSING ASSISTANT REGISTRY

Certifies that

Bobby Deol

has successfully completed the required competency evaluation
program and is listed on the Nursing Assistant Registry in the District of Columbia

Certificate Number: 20049323

ISSUE DATE: 01/12/2022   EXPIRATION DATE: 10/31/2025