



How to Renew Your Nurse Aide Registration



How to Renew Your Nurse Aide Registration

Step I – Select Renewal Button

STEP I

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 the following items: Dashboard, Application, Exam Schedule, Grievance Form, Manage Profile, Help, and Registry (highlighted in blue). The main content area is titled "Registration" and includes a breadcrumb "Home / Registration" and tabs for "Registration" and "Requests". The "Registration" tab is active, showing details for a registration with ID 1291948110855947548. The status is "InActive" (indicated by a red icon). The registration was issued on 25th December, 2021 at 4:00 PM and expires on 25/12/2023. At the bottom of the registration details, 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.

District of Columbia Nurse Aide Registration Renewal Form

The screenshot displays the 'District of Columbia Nurse Aide Registration Renewal Form' interface. On the right, the 'Application Progress' sidebar shows four steps: 'Personal Information Verification' (completed, green), 'Employment History' (current, grey), 'Continuing Education' (pending, grey), and 'Required new criminal background check' (pending, grey). The main content area shows 'SECTION 2 Employment History' selected. An orange callout box points to the section name, stating 'Section name turns green after completion'. Another orange callout box points to the section name, stating 'Click each section to complete application'. The 'Employment History' section contains instructions to provide evidence of a minimum of eight (8) hours of nursing related services for compensation during the prior twenty-four (24) months. It includes a link to a web site (<https://dchealth.dc.gov/node/1872808>) and a link to a PDF form (https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/CNA%20Renewal%20Attestation%20July%202023%20revised.pdf). There is an 'Upload' button and a red error message 'This field is required'. Below this is the 'Employment History Affidavit' section, which includes a statement of understanding and a checkbox for attesting to the information, with another red error message 'This field is required'.

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.

This is the web site :

<https://dchealth.dc.gov/node/1672806>

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



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



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/payments/>
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.

 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 3 – Submit Application

STEP 3

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



- Dashboard
- Application
- Exam Schedule
- Grievance Form
- Excused Absence
- Manage Profile
- Registry**

Certificate Renewal Form

Home / Registration / Renewal Registration Form

- Cancel
- Save as Draft
- Submit**

District of Columbia Nurse Aide Registration Renewal Form

SECTION 1 Personal Information Verification

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.

I have verified that my personal information is correct.

SECTION 2 Employment History

SECTION 3 Continuing Education

SECTION 4 Required new criminal background check

Application Progress

- Personal Information Verification
- Employment History
- Continuing Education
- Required new criminal background check



How to Renew Your Nurse Aide Registration

Checking Your Application Status

Credentia
CNA365®

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

Registration
Home / Registration

Registration **Requests**

Registration Renewal
Registration No: 407667102906

Current Status
Pending
20th December, 2021 / 10:04 PM

[View Form](#) Click "View Form" button to see status of your application

Certificate Renewal Form
Home / Registration / Renewal Registration Form

District of Columbia Nurse Aide Registry Renewal

SECTION 1 PERSONAL INFORMATION VERIFICATION

SECTION 2 EMPLOYMENT HISTORY AFFIDAVIT

Application Progress

Certificate Renewal Progress

- Candidate Submitted**
31 Jan, 2022 | 6:43 AM
Submitted for approval...
- Credentia Operation Staff Pending**
31 Jan, 2022 | 6:43 AM
Pending for approval...

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 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](#)

View Registration
Home / Registration / View Registration

[Download an electronic copy \(PDF\)](#) [Download](#) [Duplicate 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**