



## 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 trail 'Home / Registration'. Below the title are two tabs: 'Registration' (active) and 'Requests'. The registration details shown are: Registration No: 1291948110855947548, Status: InActive (with a red 'i' icon), Issued Date: 25/12/2021, and Expiry Date: 25/12/2023. At the bottom of the details box 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



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

**CertificateRenewal Form** Cancel Save as Draft Submit

Home / Registration / Renewal Registration Form

### Pennsylvania Nurse Aide Registry Renewal

SECTION 1 PERSONAL INFORMATION VERIFICATION

SECTION 2 REGISTRATION INFORMATION

Registration Number:

Registration Expiration Date: Select Date  
12/8/2021

SECTION 3 EMPLOYMENT

SECTION 4 ATTESTATION

**Application Progress**

- PERSONAL INFORMATION VERIFICATION
- REGISTRATION INFORMATION
- EMPLOYMENT
- ATTESTATION

Click each section to complete application

Section name turns green after completion

# How to Renew Your Nurse Aide Registration

## Step 3 – Add Your Employer Details

### STEP 3

**Please note:** Your employment must have been during the 24 months leading up to your certificate's expiration date. **Your employer must be a state-approved employer for your renewal to be approved.**

**If your employer is approved by the state, you will be able to locate them by searching in the search field and selecting them from the options.** If you've been employed by multiple facilities within the required timeframe, please choose an employer from the state-approved Employer Search and confirm the date of employment is accurate.

Only use the Add Other Employer details section if you cannot find your employer.

You may search the Employer Search field by typing in the name, phone number, or address of your employer.

The screenshot shows the 'Certificate Renewal Form' interface. At the top right are buttons for 'Cancel', 'Save as Draft', and 'Submit'. The main content area is titled 'SECTION 3 EMPLOYMENT'. It contains a question: 'Have you provided nurse aide services for pay at least one documented day (i.e. 8 consecutive hours) during each 24-month registry period before and since your expiration date?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a paragraph of instructions: 'Select the Employer Search option below by starting to enter characters of your employer name, address, zip code, or phone number. Matching employers will automatically display for your selection. To remove a selected employer, click the x icon in the far right of the search field. If you are unable to locate your employer, select the Add Other Employer Details option below to enter your employer name, address, and phone number (all information required)'. There are two radio buttons: '1. Employer Search' (selected) and '2. Add Other Employer details'. A search input field is present with the placeholder text 'TYPE THE NAME OF YOUR EMPLOYER HERE' and a clear 'x' button. To the right is an 'Application Progress' sidebar with a vertical list: 'REGISTRATION INFORMATION' (completed), 'EMPLOYMENT' (current step, highlighted in red), and 'ATTESTATION' (pending).

Enter employer name, phone number, or address.

Use only if you cannot find your employer.

# How to Renew Your Nurse Aide Registration

## Step 3 – Submit Application

### STEP 4

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



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

#### CertificateRenewal Form

Home / Registration / Renewal Registration Form

Cancel Save as Draft **Submit**

- SECTION 1 PERSONAL INFORMATION VERIFICATION
- SECTION 2 REGISTRATION INFORMATION
- SECTION 3 EMPLOYMENT
- SECTION 4 ATTESTATION

I hereby certify that the information provided on this continued enrollment application is true and accurate, and that I am the person whose name appears on the form. I understand that any information I give that is not true may jeopardize my certification status and listing as a nurse aide and may result in prosecution by the state of Pennsylvania.

Yes, the information on this application is true and correct

Candidate Signature  
Cindy Smith

Upload

test upload.pdf

Select Date  
12/20/2021

#### Application Progress

- PERSONAL INFORMATION VERIFICATION
- REGISTRATION INFORMATION
- EMPLOYMENT
- ATTESTATION



# How to Renew Your Nurse Aide Registration

## Checking Your Application Status



- 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

**CertificateRenewal Form**  
Home / Registration / Renewal Registration 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 REGISTRATION INFORMATION

SECTION 3 EMPLOYMENT

**Application Progress**

- PERSONAL INFORMATION VERIFICATION
- REGISTRATION INFORMATION
- EMPLOYMENT
- ATTESTATION

Detailed log of your application 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
- Registry**

### Registration

Home / Registration

Registration

Registration No: 20000000

Status: PA

4th February, 2022 / 2:05 PM

Issued Date: 17/01/2022      Expiry Date: 04/02/2022

[View Registration](#)   [Renewal](#)

Click "View Registration" button



### View Registration

Home / Registration / View Registration

[Download](#)   [Duplicate Registration](#)

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF HEALTH  
NOTICE OF ENROLLMENT

**pennsylvania**  
DEPARTMENT OF HEALTH

**Datla Varma**

Has successfully completed a  
NURSE AIDE TRAINING AND  
COMPETENCY EVALUATION PROGRAM  
OR A COMPETENCY EVALUATION PROGRAM

And has been enrolled in the Pennsylvania Department of Health  
Division of Nursing Care Facilities  
NURSE AIDE REGISTRY

Registration Number	Enrollment Date	Expiration Date	Date of Birth
00000000	1/17/22	02/04/20	14/01/22

Download electronic copy (PDF) of your Registry Card

Request a duplicate paper Registry Card