

Step-by-Step Renewal Instructions

Step 1: Create a Credentia Account

- Visit the Credentia website and register or log in.
- No payment is required to submit your renewal application.

Step 2: Submit the Renewal Application

- Complete and submit the application through Credentia for review.

Step 3: Upload the Required Documents

- Upload your **2025 Certified Nurse Aide Employment Attestation Form**.

Renewal Requirements

Continuing Education & In-Service Training

You must complete:

- **12 hours per year**, totaling **24 hours** over the two-year certification period.
- Training must be related to the health or nursing needs of your client population.

* Public Health Requirement:

At least **10% of the required training** must cover public health topics (updated every five years or as deemed appropriate by the Director).

* LGBTQ+ & Cultural Competency:

Complete **2 hours** of education on cultural competency or specialized clinical training related to LGBTQ+ clients or other Board-mandated topics.

Work Experience

Provide proof of performing at least **8 hours of paid CNA work** in the past 24 months.

Continuing Education Resources

Visit [DC Health's Board of Nursing site](#) for approved continuing education topics and course providers.

After Credentia Approval

Once your application is approved:

- You will receive an email from the **Credentia platform** with the next steps.

- This includes instructions for completing your **Criminal Background Check (CBC)**.

Criminal Background Check (CBC)

Payment Instructions:

- Go to the **DC Health CBC Payment Portal:**
<https://dohenterprise.my.site.com/payment/s/login/SelfRegister>
- Once payment is made:
 - You'll receive an email with a **Fieldprint code**.
 - The code will also appear on your confirmation page.

Schedule Your Fingerprinting Appointment

Steps:

1. Go to the **Fieldprint** website. <https://schedule.fieldprint.com/>
2. Log in or create an account.
3. Enter your personal and contact information.
4. Schedule your fingerprint appointment.
5. Bring the **confirmation page** and **two forms of ID** to your appointment.

Questions about fingerprints?

Email:

- customerservice@fieldprint.com
- doh.cbcu@dc.gov

Final Step: Certification Approval

After the background check is completed and approved, you'll receive an **approval email** from the **Credentia platform** confirming your renewal.