

## How to Renew Your Nurse Aide Registration



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# How to Renew Your Nurse Aide Registration

## View Registration

1. Click registry
2. Click view registration
3. Click download. Then print. (OR) click duplicate registration for Credentia to print/mail you a copy.

The screenshot shows the Credentia CNA365\* web application interface. The top navigation bar includes the Credentia logo, the text 'CNA365\*', and the candidate ID 'Candidate Id : 373754'. A search bar and a 'Reciprocity Request' button are also visible. The main content area is titled 'Registration' and has two tabs: 'Registration' and 'Requests'. Under the 'Registration' tab, there are two registration cards for Registration No. 9605705. The left card is labeled 'Inactive' and the right card is labeled 'Active'. Both cards show the issued date as 07/02/1996 and the expiry date as 06/30/2022. An orange arrow points to the 'View Registration' button on the active registration card.

# 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, Help, and Registry (highlighted in blue). The main content area is titled 'Registration' and shows a registration for 'E0 - Nurse Aide Training Program Completion' with Registration No: 407667102906. The status is 'Pending' (indicated by a red 'E' icon), issued on 20/12/2021, and expires on 20/12/2022. At the bottom of the registration card are two buttons: 'View Registration' and 'Renewal'. A red arrow points to the 'Renewal' button.

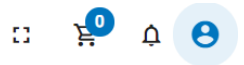
You will receive a series of automated renewal reminder emails from CNA365® (60, 30, 14, and 7 days before your registration expiration date)

# 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

Home / Registration / Renewal Registration Form

Cancel

Save as Draft

Submit

#### Pennsylvania Nurse Aide Registry Renewal

SECTION 1 PERSONAL INFORMATION VERIFICATION

Click each section to complete application

SECTION 2 REGISTRATION INFORMATION

Registration Number:

Registration Expiration Date:

Select Date

12/8/2021



Section name turns green after completion

#### Application Progress

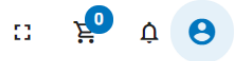
- PERSONAL INFORMATION VERIFICATION**
- REGISTRATION INFORMATION
- EMPLOYMENT
- ATTESTATION

# 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
- Manage Profile
- Help
- Registry**

#### CertificateRenewal Form

Home / Registration / Renewal Registration Form

Cancel Save as Draft **Submit**

#### Pennsylvania Nurse Aide Registry Renewal

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

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

**Credentia**  
CNA365®

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

**Registration**  
Home / Registration

Registration      **Requests**

**E0 – Nurse Aide Training Program Completion -**  
**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

**Pennsylvania Nurse Aide Registry Renewal**

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 review process

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