



## 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

The screenshot shows a web interface for a Registry. On the left is a navigation menu with the following items: Dashboard, Application, Exam Schedule, Grievance Form, Manage Profile, Help, and Registry (which is highlighted in blue). The main content area is titled "Registration" and has a breadcrumb "Home / Registration". Below the title are two tabs: "Registration" (active) and "Requests". The main content displays registration details for "Registration No: 1291948110855947548". The status is "InActive" with a red icon. Below the status is the date "25th December, 2021 / 4:00 PM". A table shows the "Issued Date" as "25/12/2021" and the "Expiry Date" as "25/12/2023". At the bottom of the details 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
- Registry**

#### Certificate Renewal Form

Home / Registration / Renewal Registration Form

Cancel Save as Draft Submit

#### District of Columbia Nurse Aide Registry Renewal



SECTION 1 PERSONAL INFORMATION VERIFICATION

Click each section to complete application

Section name turns green after completion

SECTION 2 EMPLOYMENT HISTORY AFFIDAVIT

The Nurse Aide Registry Renewal Form is used to confirm your nurse aide employment history to maintain your eligibility to work in certain federally certified facilities. Federal and state regulations require that in the past 24 months you have performed nursing or nursing-related services for pay for at least 8 hours, under the supervision of an RN or LPN.

#### EMPLOYMENT HISTORY AFFIDAVIT

I have been employed for pay, providing nursing-related duties for at least 8 consecutive hours during the 24 months before my registration expiration date. I understand that I am responsible for making sure that this information is correct. I understand that any information I give that is not true may jeopardize my certification status as a Nurse Aide, and I could be prosecuted by the District of Columbia.

I attest to the above stated Employment History Affidavit

This field is required

#### Application Progress

- PERSONAL INFORMATION VERIFICATION
- EMPLOYMENT HISTORY AFFIDAVIT

# 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
- Registry**

#### Certificate Renewal Form

Home / Registration / Renewal Registration Form

[Cancel](#) [Save as Draft](#) [Submit](#)

#### District of Columbia Nurse Aide Registry Renewal



SECTION 1 PERSONAL INFORMATION VERIFICATION



SECTION 2 EMPLOYMENT HISTORY AFFIDAVIT



The Nurse Aide Registry Renewal Form is used to confirm your nurse aide employment history to maintain your eligibility to work in certain federally certified facilities. Federal and state regulations require that in the past 24 months you have performed nursing or nursing-related services for pay for at least 8 hours, under the supervision of an RN or LPN.

#### EMPLOYMENT HISTORY AFFIDAVIT

I have been employed for pay, providing nursing-related duties for at least 8 consecutive hours during the 24 months before my registration expiration date. I understand that I am responsible for making sure that this information is correct. I understand that any information I give that is not true may jeopardize my certification status as a Nurse Aide, and I could be prosecuted by the District of Columbia.

I attest to the above stated Employment History Affidavit

#### Application Progress

- PERSONAL INFORMATION VERIFICATION
- ...
- EMPLOYMENT HISTORY AFFIDAVIT



# 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 Requests

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**