



## 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 displays the CNA365 Registry interface. On the left is a navigation menu with options: Dashboard, Application, Exam Schedule, Grievance Form, Manage Profile, and Registry (highlighted in blue). The main content area is titled 'Registration' and shows details for a 'Mississippi E1 Nurse Aide CANDIDATE TRAINED IN MS –NON-FACILITY-BASED AND PROPRIETARY SCHOOLS AND COLLEGES'. The registration number is 210550043. The status is 'MS' with an expiration date of 03/07/2022. At the bottom of the registration card, 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



**Certificate Renewal Form** Cancel Save as Draft Add to Cart

Home / Registration / Renewal Registration Form

### Mississippi Nurse Aide Registry Renewal

SECTION 1 PERSONAL INFORMATION VERIFICATION Click each section to complete application

SECTION 2 EMPLOYMENT HISTORY AFFIDAVIT Section name turns green after completion

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.

Please upload a copy of your completed Mississippi Nurse Aide Registry Renewal Form. Please go to <https://credentia.com/storage/ms/MS-Certification-Renewal-Form.pdf> to download form.

Upload

This field is required

#### 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 State of Mississippi.

I attest to the above stated Employment History Affidavit.

This field is required

**Application Progress**

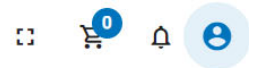
- PERSONAL INFORMATION VERIFICATION
- EMPLOYMENT HISTORY AFFIDAVIT

# How to Renew Your Nurse Aide Registration

## Step 3 – Submit Application

### STEP 3

When you have completed all sections, click on the “Add to Cart” button and then click “Proceed to Pay” button



**Certificate Renewal Form** Cancel Save as Draft Add to Cart

Home / Registration / Renewal Registration Form

### Mississippi 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.

Please upload a copy of your completed Mississippi Nurse Aide Registry Renewal Form. Please go to <https://credentia.com/storage/ms/MS-Certification-Renewal-Form.pdf> to download form.

Upload

test upload.pdf X

**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 State of Mississippi.

I attest to the above stated Employment History Affidavit.

**Application Progress**

- PERSONAL INFORMATION VERIFICATION
- EMPLOYMENT HISTORY AFFIDAVIT

# How to Renew Your Nurse Aide Registration

## Step 4 – Enter Payment Information in Shopping Cart

### STEP 4

#### Select payment method:

1. If you have a voucher, enter the voucher code and click the “Apply Code” link
2. Enter your card information
3. Select “Save Card” button

The screenshot shows a payment interface with the following elements:

- Payment** header with a breadcrumb trail: Home / Exam Schedule / Register For Exam / Payment
- Saved Cards** dropdown menu (callout 2 points to the dropdown arrow).
- Add Card** section with a dropdown arrow (callout 2 points to the section header).
- Credits/Debit Cards** sub-section containing:
  - Enter Card Number input field
  - Enter Card Name input field
  - YYYY/MM input field
  - CVV input field
- Buttons:** Cancel and Save Card (callout 3 points to the Save Card button).
- Payment Summary** section:
  - Renewal Fee: \$35
  - Enter the promo code input field with an Apply Code link (callout 1 points to the input field).
  - Total: \$35

# How to Renew Your Nurse Aide Registration

## Step 5 – Make Payment

### STEP 5

#### In the shopping cart checkout:

1. Select the saved card you want to use for payment
2. Enter the CVV code for security purposes
3. Select the “Pay” button

**Payment**  
Home / Exam Schedule / Register For Exam / Payment

Saved Cards ^

	Name on card	Expires on
<input checked="" type="radio"/> xxxx xxxx xxxx 1111 visa	pp	12/2025

Enter CVV( ? ):

CVV  2 Pay Delete

Add Card ∨

3

**Payment Summary**

Renewal Fee \$35

Enter the promo code Apply Code

---

Total \$35

# 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

**Mississippi 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 EMPLOYMENT HISTORY AFFIDAVIT

**Application Progress**

**Certificate Renewal Process**

- Candidate**  
Drafted  
10 Mar, 2022 | 9:42 AM  
Drafted
- Candidate**  
Submitted  
10 Mar, 2022 | 9:42 AM  
Submitted for approval...
- Credentia Operation Staff**  
Pending  
10 Mar, 2022 | 9:42 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](#)

### Registration

Home / Manage Registration / Registration Details / [View Registration Details](#) [Download](#)

**Mississippi State Department of Health**  
**Division of Health Facilities**  
**Licensure and Certification**

Certifies that

**Callie Lowry**

has successfully completed the required competency evaluation program for nurse aide certification in Long Term Care and is listed on the Nurse Aide Registry in the State of Mississippi.

**Certificate Number: #CertificateNumber#**

**ISSUE DATE: #IssueDate#** **EXPIRATION DATE: #ExpiryDate#**