



## 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 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 includes a breadcrumb 'Home / Registration'. Below this are two tabs: 'Registration' (active) and 'Requests'. The registration details shown are: Registration No: 1291948110855947548, Status: InActive (with a red 'InActive' label), Issued Date: 25/12/2021, and Expiry Date: 25/12/2023. At the bottom of the details section are two buttons: 'View Registration' and 'Renewal'. A red arrow points directly to the 'Renewal' button.

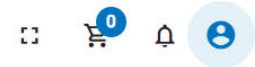
**You will receive a series of automated renewal reminder emails from CNA365®**  
(60, 30, 14, and 7 days before your registration expiration date)

# 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
- Registry**

#### Certificate Renewal Form

Home / Registration / Renewal Registration Form

Cancel Save as Draft Add to Cart

#### South Carolina 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 State of South Carolina.

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



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

### Certificate Renewal Form

Home / Registration / Renewal Registration Form

[Cancel](#) [Save as Draft](#) [Add to Cart](#)

#### South Carolina 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 State of South Carolina.

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. If you are paying with a credit/debit card, enter you card information and select “Save Card”
3. If you are paying with ACH (electronic check), enter your bank information

The screenshot displays a payment interface with the following elements:

- Payment** header with a breadcrumb trail: Home / Exam Schedule / Register For Exam / Payment
- Saved Cards** section with a dropdown arrow and a red circle '2' pointing to it.
- Add Card** section with an upward arrow and a red circle '2' pointing to it. It includes:
  - Credits/Debit Cards** sub-section with a blue header.
  - Input fields for **Enter Card Number**, **Enter Card Name**, **YYYY/MM**, and **CVV**.
  - Save Card** button (blue) and **Cancel** button (white).
  - A red circle '3' points to the **Save Card** button.
- ACH** section with a dropdown arrow.
- Payment Summary** section on the right:
  - Renewal Fee** of \$35 with a trash icon.
  - Enter the promo code** input field with an **Apply Code** link and a red circle '1' pointing to it.
  - Total** of \$35.

# How to Renew Your Nurse Aide Registration

## Step 5 – Make Payment

### STEP 5

If you are paying for your exam(s) by credit/debit card, 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	Phani Varna	01/2026

Enter CVV( ?):

CVV

**Add Card**

ACH

**Payment Summary**

Renewal Fee \$35

Enter the promo code  [Apply Code](#)

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**Total** \$35

# 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    Requests

Registration No: 20049323

Status  
SC  
10th February, 2022 / 1:40 PM

Issued Date    Expiry Date  
02/08/2022    02/12/2022

[View Registration](#)    [Renewal](#)

Click "View Registration" button



**View Registration**    [Download](#)

Home / Registration / View Registration

**THE STATE OF SOUTH CAROLINA**  
**NURSE AIDE REGISTRY**

Certifies that

**Larissa Simmonds**

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 South Carolina.

**Certificate Number: 20049323**

**PRIVILEGED SINCE DATE: 02/08/2022**    **EXPIRATION DATE: 02/12/2022**

*Charlene Antler, RN*

Download an electronic copy (PDF) of your Registry Card