Credentia
CNA365®

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

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

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- 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 3 EMPLOYMENT

SECTION 4 ATTESTATION

Application Progress

- PERSONAL INFORMATION VERIFICATION
- REGISTRATION INFORMATION
- EMPLOYMENT
- ATTESTATION

Section name
turns green after
completion

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How to Renew Your Nurse Aide Registration
Step 3 – Add Your Employer Details

STEP 3

Please note: Your employment must have been during the 24 months leading up to your certificate's expiration date. **Your employer must be a state-approved employer for your renewal to be approved.**

If your employer is approved by the state, you will be able to locate them by searching in the search field and selecting them from the options. If you've been employed by multiple facilities within the required timeframe, please choose an employer from the state-approved Employer Search and confirm the date of employment is accurate.

Only use the Add Other Employer details section if you cannot find your employer.

You may search the Employer Search field by typing in the name, phone number, or address of your employer.

Use only if you cannot find your employer.

Enter employer name, phone number, or address.

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How to Renew Your Nurse Aide Registration
Step 3 – Submit Application

STEP 4

When you have completed all sections, click on the "Submit" button

How to Renew Your Nurse Aide Registration
Checking Your Application Status

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- 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 From" button to see status of your application

CertificateRenewal Form
Home / Registration / Renewal Registration Form

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 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

Click "View Registration" button

Download electronic copy (PDF) of your Registry Card

Request a duplicate paper Registry Card