⊡✚ Credentia

How to Renew Your Nurse Aide Registration
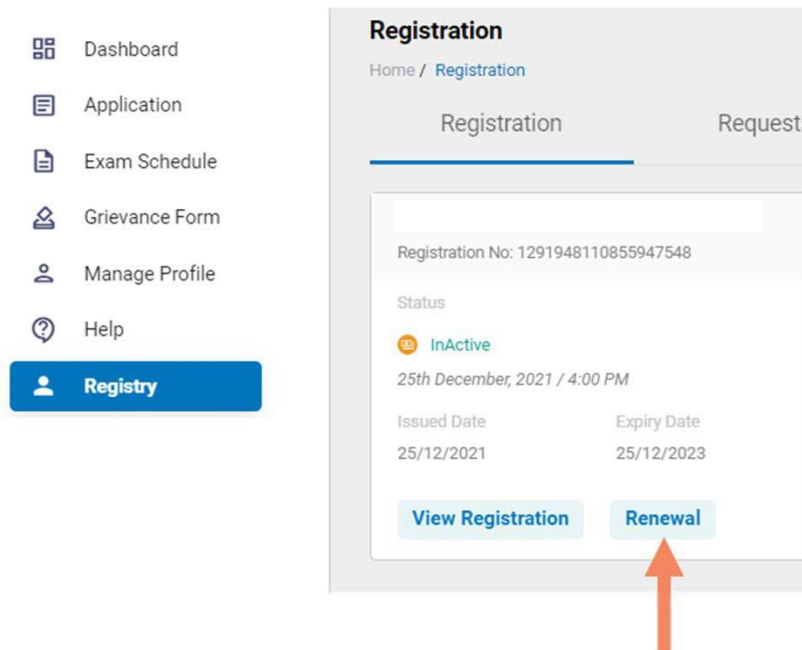
How to Renew Your Nurse Aide Registration
Step 1 – Select Renewal Button

STEP 1

Select "Renewal" button for your registration on the Registry page

You will receive a series of automated renewal reminder emails from Credentia.

(60, 30, 14, and 7 days before your registration expiration date)

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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

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.

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

STEP 4

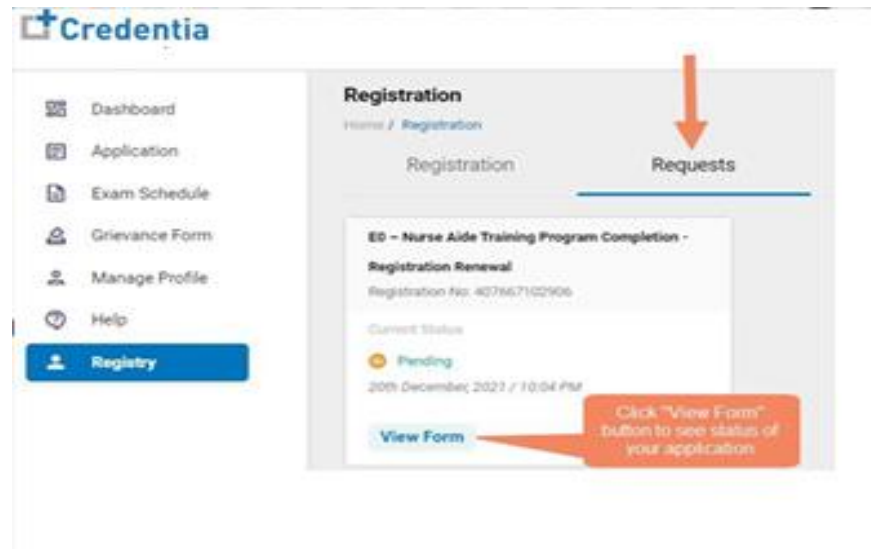When you have completed all sections, click on the "Submit" button

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How to Renew Your Nurse Aide Registration
Checking Your Application Status

Click "View Form" button to see status of your application

Detailed log of your application process

You will receive an 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