



Howto Renew Your Nurse Aide Registration

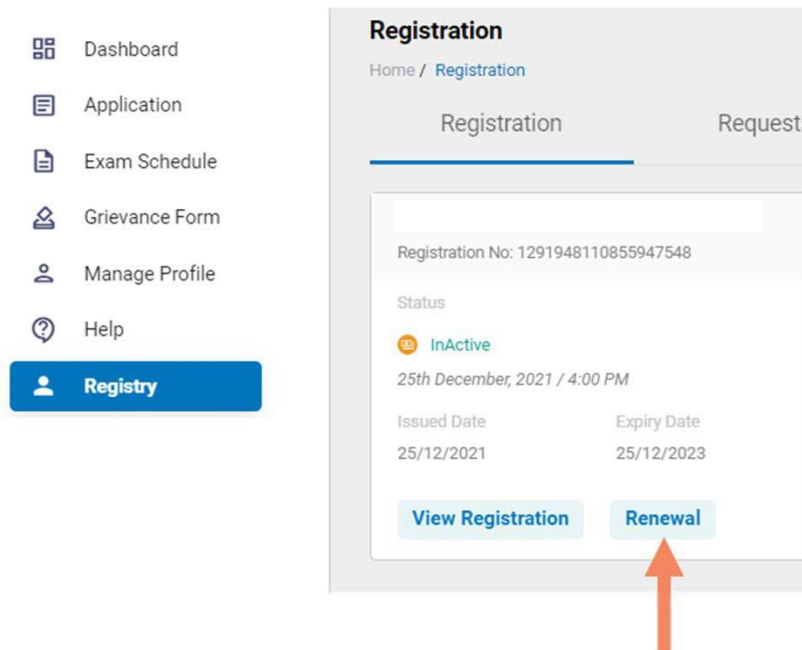


Howto Renew Your Nurse Aide Registration

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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Step 2 – Complete Renewal Application

STEP 2

Click on each section to enter the required information and upload any supporting documentation as prompted

The screenshot shows the 'Certificate Renewal Form' interface for the 'Pennsylvania Nurse Aide Registry Renewal'. The left sidebar contains navigation links: Dashboard, Application, Exam Schedule, Grievance Form, Manage Profile, Help, and Registry (highlighted in blue). The main content area is titled 'Certificate Renewal Form' and includes a breadcrumb trail: 'Home / Registration / Renewal Registration Form'. At the top right of the form are buttons for 'Cancel', 'Save as Draft', and 'Submit'. The form is divided into four sections: 'SECTION 1 PERSONAL INFORMATION VERIFICATION', 'SECTION 2 REGISTRATION INFORMATION', 'SECTION 3 EMPLOYMENT', and 'SECTION 4 ATTESTATION'. Section 2 is currently active, showing fields for 'Registration Number' and 'Registration Expiration Date' (with a date picker set to 12/8/2021). An orange callout box points to the 'SECTION 2 REGISTRATION INFORMATION' header, stating 'Section name turns green after completion'. On the right, the 'Application Progress' sidebar shows a vertical list of sections: 'PERSONAL INFORMATION VERIFICATION' (completed, green), 'REGISTRATION INFORMATION' (current, green), 'EMPLOYMENT' (pending, grey), and 'ATTESTATION' (pending, grey).

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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.

Certificate Renewal Form

Home / Registration / Renewal Registration Form

SECTION 3 EMPLOYMENT

Have you provided nurse aide services for pay at least one documented day (i.e. 8 consecutive hours) during each 24-month registry period before and since your expiration date?

☒ Yes ☐ No

Select the Employer Search option below by starting to enter characters of your employer name, address, zip code, or phone number. Matching employers will automatically display for your selection. To remove a selected employer, click the x icon in the far right of the search field. If you are unable to locate your employer, select the Add Other Employer Details option below to enter your employer name, address, and phone number (all information required).

☒ 1. Employer Search ☐ 2. Add Other Employer details

TYPE THE NAME OF YOUR EMPLOYER HERE

Application Progress

- REGISTRATION INFORMATION
- EMPLOYMENT**
- ATTESTATION

Buttons: Cancel, Save as Draft, Submit

Enter employer name, phone number, or address.

Use only if you cannot find your employer.

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Step 3 – Submit Application

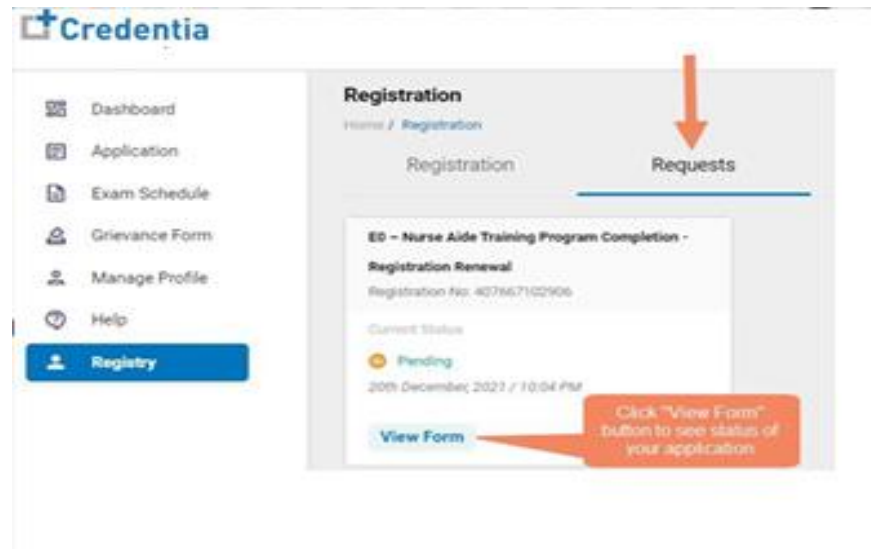
STEP 4

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

The screenshot displays the 'CertificateRenewal Form' for the 'Pennsylvania Nurse Aide Registry Renewal'. The form is divided into four sections: SECTION 1: PERSONAL INFORMATION VERIFICATION, SECTION 2: REGISTRATION INFORMATION, SECTION 3: EMPLOYMENT, and SECTION 4: ATTESTATION. The 'Attestation' section is currently active, showing a certification statement and a checkbox for 'Yes, the information on this application is true and correct'. Below this, there is a 'Candidate Signature' field with the name 'Cindy Smith', an 'Upload' button, a file upload area showing 'test upload.pdf', and a 'Select Date' field with the date '12/20/2021'. On the right side of the form, there is an 'Application Progress' sidebar with a vertical list of steps: PERSONAL INFORMATION VERIFICATION, REGISTRATION INFORMATION, EMPLOYMENT, and ATTESTATION. The 'Submit' button is highlighted with a red arrow, and the 'Save as Draft' button is also visible. The top navigation bar includes a 'Cancel' button, a 'Save as Draft' button, and a 'Submit' button. The left sidebar shows the 'Registry' link selected.

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Checking Your Application Status



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

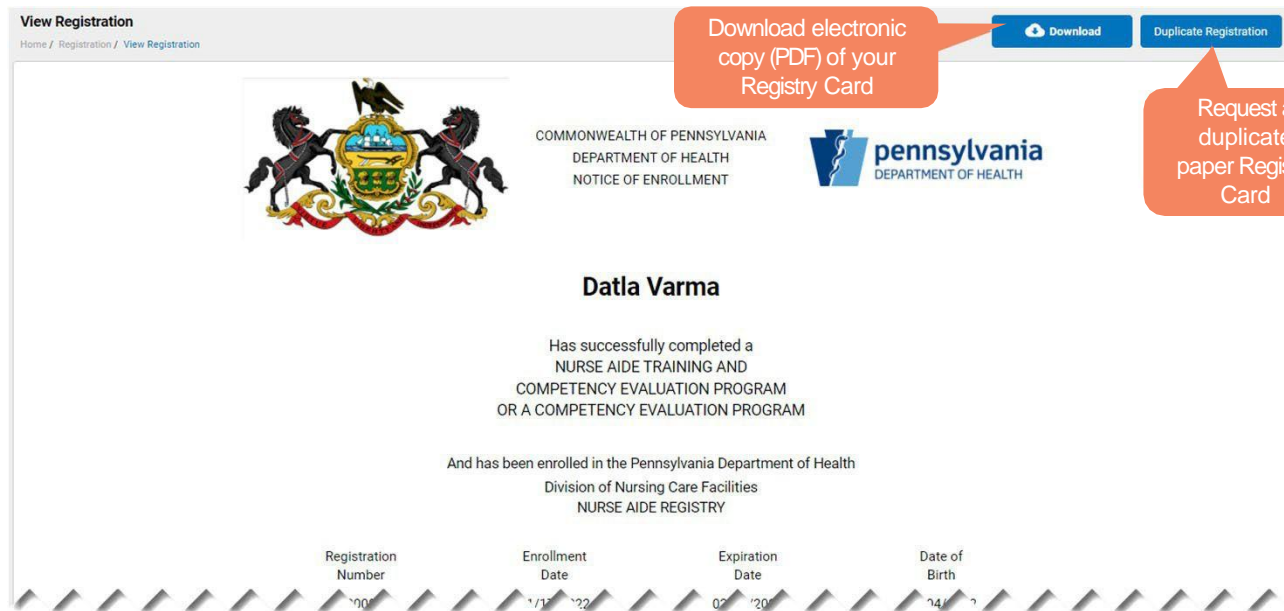
Application Progress

- PERSONAL INFORMATION VERIFICATION
- REGISTRATION INFORMATION
- EMPLOYMENT
- ATTESTATION

You will receive an alert email once your renewal application has been approved

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Viewing Your Registry Card



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