

Frequently Asked Questions – Nurse Aide Renewal

Renewal Process:

Alaska has a 2-year CNA renewal period that runs from April 1 of even numbered years to March 31 of the following even numbered year. Current certifications expire on March 31, 2020. Renewal notices will go out in January 2020.

Once renewal notices are sent, the online renewal system will be opened on the MY LICENSE system at the Board of Nursing website (www.nursing.alaska.gov). Follow the instructions and complete the online form – be sure to print out the Verification of Employment form and have your employer complete section II **then either you or your employer may submit the completed form to our division.** (A paper version of the application will be available for applicants unable to use the online renewal application.)

Renewals are not complete until the fee has been paid, the Verification of Employment form is received and any additional documentation required has been supplied. **Your renewal is not complete until there is an expiration date of 03/31/2022 on your certification.**

When can I renew?

CNA Renewal starts in January 2020 and will be accepted until midnight March 31, 2020. There is no grace period for renewal. Due to the volume of renewals anticipated, we strongly recommend completing your renewal early in the renewal period.

What is the renewal fee?

- If your certification was originally issued on or before March 31, 2019, your renewal fee is \$100.
- If your certification was originally issued on or after April 1, 2019, your renewal fee is \$50.

How can I pay the renewal fee?

If you complete the online renewal you must pay by credit (or debit) card. If you are submitting a paper renewal, you may pay by check, money order, or credit card. Please make checks and money orders payable to the State of Alaska.

What are the continued competency requirements?

- If your Alaska certification was originally issued before 4/1/2018, you need to have completed 24 Continuing Education Units (CEUs) AND worked at least 160 hours **performing CNA duties for monetary compensation** between 4/1/2018 and 3/31/2020.
- If your certification was originally issued on or after 4/1/2018 but before 4/1/2019, you need to have completed 12 Continuing Education Units (CEUs) AND worked at least 160 hours **performing CNA duties for monetary compensation** 4/1/2018 and 3/31/2020.
- If your certification was originally issued on or after 4/1/2019, your renewal is prorated (reduced fee) and you do not need to **comply with the** Continuing Education Units (CEUs) or **Employment requirements until the next renewal cycle.**
- Applicants that have successfully completed the Alaska Competency Evaluation (exam) within the renewal period (4/1/2018 to 3/31/2020) may use it in lieu of the employment requirements above but must still complete CEUs as indicated.

To find your original certification date (and certification number), visit our online professional License search page: www.commerce.alaska.gov/cbp/Main/Search/Professional (choose "Nurse Aides" as the program, enter your Last Name, and click SEARCH)

Online Renewal Process:

Online renewal will be through our MY LICENSE system:

- 1) Visit www.ProfessionalLicense.Alaska.Gov/MYLICENSE you'll be asked to login to your myAlaska account (myAlaska is the account you use for the online Permanent Fund Dividend application).
- 2) If you have an existing myAlaska account, enter your information to log in. If you do not, please create an account. Once created and logged in, you'll be redirected to the MY LICENSE customer home page.
- 3) Select "Add an Existing License". You will need to enter your license (certification) number and a web authorization code. (You may have received a web authorization code with your renewal notice. If so, you can try that same authorization code here. If you did not receive an email, cannot locate that email, or if you tried an authorization code that did not work, please contact license@alaska.gov to request a new web authorization code.)

Once you're looking at your certification in the MY LICENSE system, follow the instructions and complete the online form. You will be required to pay by credit (or debit) card. At the end of the online renewal process you will need to print out the Verification of Employment form and have your employer complete section II. In addition, for your records, we recommend printing the confirmation page at the very end of your online renewal (you can only print the confirmation page once).

The Verification of Employment form must be completed on paper – but it can be submitted via mail, uploaded as a pdf thru MY LICENSE or email the completed form to boardofnursing@alaska.gov

Be sure to read and follow the instructions and prompts that appear as you're completing the online application. Some renewal applications can't be completed online – the system will let you know if your application must be submitted on paper.

If you experience technical difficulties when completing the online application, please contact our office at boardofnursing@alaska.gov. Unfortunately we can't assist with your myAlaska account – please review the myAlaska help screen if you have questions about your myAlaska account.

Do I have to renew online?

NO, you may print off the renewal packet (available in January) and submit the completed form(s) by mail or drop it off at our Anchorage office:

Nurse Aide Registry
550 W 7th Ave Suite 1500
Anchorage, AK 99501-3567

Am I renewed once I pay for my renewal?

NO, renewal is not automatic:

- we must receive your employment verification form – available soon: (Self-employed individuals will need to submit additional documentation – see below.)

- *additional documentation and review is always required for ‘Yes’ answers to the professional and personal history questions.*
- *When your application is processed, if there are any issues that must be addressed, you will be sent a status letter informing you of what is required.*

*You may check your renewal status in the MY LICENSE system if you renewed online OR at the following website: www.commerce.alaska.gov/cbp/Main/Search/Professional (just enter your certificate #). **You are not renewed until there is an expiration date of 3/31/2022 on your certification.***

How many Continuing Education Units (CEUs) do I need?

- *If your certification was originally issued before 4/1/2018, you need to have completed 24 Continuing Education Units (CEUs) between 4/1/2018 and 3/31/2020.*
- *If your certification was originally issued on or after 4/1/2018 and before 4/1/2019, you need to have completed 12 Continuing Education Units (CEUs) between 4/1/2019 and 3/31/2020.*
- *If your certification was originally issued on or after 4/1/2019, you do not need to have completed any Continuing Education Units (CEUs).*

To find your certification number and original certification date, visit our online professional License search page: www.commerce.alaska.gov/cbp/Main/Search/Professional (choose the Program “Nurse Aides”, enter your Last Name, and click SEARCH)

Do I need to send proof of my CEUs?

NO*, *DO NOT include CEU certificates with your renewal. You will simply affirm that you completed the correct number of continuing education units on the renewal form. However, the board audits a percentage of certification renewals. If your certification is randomly selected for audit, you will be sent a letter and required to submit proof that you satisfied the continued competency requirements as stated on your renewal form. (* Individuals subject to a Mandatory Audit of CEUs must provide proof with the renewal application.)*

Where can I get my CEUs?

We don’t pre-approve CEU providers. The premise for continuing education is to strengthen areas of weaknesses, promote ongoing education and provide learning beyond what is offered in basic nurse aide training programs. CEUs should be within a CNA’s scope and be related to your duties. BLS/CPR renewal is accepted once during the renewal cycle. Some of your employer’s in-service training may be used but we require documentation of the date the in-service was taken, the title of the course and most importantly how many contact hours were awarded; your supervisor, or facility educator must sign off on in-service training documentation. Without all of the above information listed it will not be accepted.

I did not work as a CNA, can I do Continuing Education instead?

NO, *if your certification was initially issued before 4/1/2019, you are required to complete both employment and CEUs. If you do not meet the employment or continuing education requirement, you can reinstate your certification after 4/1/2020 by taking the exam again. This exam will be similar to the exam that you took when you were initially certified.*

I'm self-employed, how do I verify my employment?

If you are self-employed, your Verification of Employment form MUST be completed by a client for whom you provided services, a client's legal guardian, or by one of your client's health care providers (physician, nurse, case manager, etc.). If the form is completed on behalf of a client, the signer's relationship to the client must be clearly indicated (e.g. guardian or health care provider) - if completed by a legal guardian with Power of Attorney (PoA), documentation of the Guardianship or PoA must be attached.

*In addition, you will need to provide documentation of services provided which may include a copy of the health care reimbursement document, billing statements, job duty sheets, time sheets, or other documentation that shows **performing CNA duties for monetary compensation** for the client that completed the form or on whose behalf the form was completed. Documentation of self-employment status is evaluated on a case-by-case basis and may take extra time – self-employed CNAs are encouraged to start early in the renewal period to ensure timely completion of their renewal.*

All certified nurse aides who are conducting business or offering services in Alaska and who are not considered an employee must obtain a business license. If you are unsure if you are an independent contractor or an employee, please discuss this matter with the person for whom you are working or an attorney. Visit the Business Licensing website at: www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx for more information.

Can I fax or email my renewal to you?

NO, faxed or emailed Renewal forms will not be accepted.

You must renew online or submit the paper form by mail (or in person) at our office:

*Nurse Aide Registry
550 W 7th Ave Suite 1500
Anchorage, AK 99501-3567*

Where should I mail employment verification and/or additional documentation?

*Nurse Aide Registry
550 W 7th Ave Suite 1500
Anchorage, AK 99501-3567*

Or by email to: boardofnursing@alaska.gov

(DO NOT EMAIL RENEWAL APPLICATION FORM OR CREDIT CARD PAYMENT FORM)

Faxed Application forms and Employment Verification forms will not be accepted.