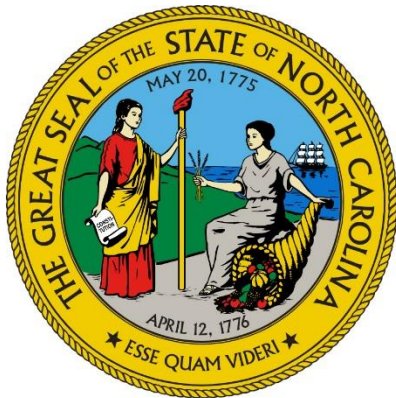


# Department of Health and Human Services (DHHS)



## Division of Health Service Regulation (DHSR)

### Registry Forms

Last Updated July 2022

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# How to Submit Forms and Applications

Do not email forms, applications, or identifications to DHSR.

The following forms and applications must be faxed to DHSR:

- [Name and Address Change Form.](#)
- [Reciprocity Application.](#)
- [RN/LPN Application.](#)

Personal identifications (e.g., social security card) must be faxed to DHSR.

The following forms and applications must be submitted to DHSR using Credentia's CNA365 system:

- [Training Waiver Application.](#)
- [Temporary Nurse Aide Training Equivalency Application Due to COVID-19.](#)

# How Long Does It Take To Process the Forms and Applications?

DHSR will process all forms and applications, excluding the Reciprocity Application, within 5 business days. DHSR will process the Reciprocity Application with 10 business days.

Due to high call volumes, we recommend that you do not contact the Registry Office for a status update unless the time frame has exceeded 10 business days.

All documents submitted to the Registry Office may be verified with the issuing source before a change occurs.

# How Long Does It Take To Process the Forms and Applications?

You will be notified from DHSR via email if your [Name and Address Change Form](#), [Reciprocity Application](#) or [RN/LPN Application](#) has been approved.

You will be notified within Credentia's CNA365 system if your [Training Waiver Application](#) or [Temporary Nurse Aide Training Equivalency Application Due to COVID-19](#) has been approved.

DHSR will no longer accept the [Temporary Nurse Aide Training Equivalency Application Due to COVID-19](#) after October 7, 2022.

# Social Security Number

You will be asked to provide your Social Security Number.

Your number is for registry identification purposes only. Your number will remain confidential and will not be disclosed to the public.

# State-Approved Competency Exam

Individuals who submit the [Training Waiver Application](#) or the [Temporary Nurse Aide Training Equivalency Application Due to COVID-19](#) and receive approval by DHSR, must pass the North Carolina state-approved Nurse Aide I competency examination within two (2) years from the date of application approval by DHSR or within three (3) attempts, whichever comes first, to be placed on the North Carolina Nurse Aide I Registry.

# Registry Listing Name

To verify a listing name on the registry:

- Go to the registry [website](#).
- Enter the Last 4 digits of the Aide's social security number.
- Enter the first name and last name of the Aide.

The information provided on the website will include the spelling of the first and last name of the Aide.

If an Aide's name has changed, please submit the [Name and Address Change Form](#).



# Registry Listing Number and Expiration Date

To verify a listing number and expiration date:

- Go to the registry [website](#).
- Enter the last 4 digits of the Aide's social security number.
- Enter the first name and last name of the Aide.

The information provided on the website will include the listing number and the expiration date for the Aide.

## NOTE:

For the Medication Aide Registry for Nursing Homes, the listing number is prefixed with a "M" – refer to the example below.

Example:

Medication Aide Listing Number: M107167

# CNAII

The forms provided by DHSR do not apply to a CNAII listing with the North Carolina Board of Nursing

# Who to Contact for Assistance

## **DHSR Registry Office:**

- Hours: 8am-5pm, Monday-Friday
- Telephone: 919-855-3969 (Monday-Friday; 8am-12pm; 1pm-3pm)
- Fax: 919-733-9764
- Email: [dhsr.registry@dhhs.nc.gov](mailto:dhsr.registry@dhhs.nc.gov)
- Address: 801 Biggs Drive, Raleigh, NC 27603

## **N.C. Board of Nursing:**

- Click [here](#) to obtain contact information.
- Click [here](#) to learn more about Nurse Aide II.

## **DHSR Health Care Personnel Registry and Investigations:**

- Click [here](#) to learn more about substantiated findings for unlicensed healthcare workers.
- Phone: 919-855-3968