

Nurse Aide I

How to Renew Your Nurse Aide I Registry Listing

Renewal is the Nurse Aide's Responsibility.

Qualifications for Renewal

Nurse Aides working in non-nursing home settings are responsible for making sure their job duties qualify for renewal and that they can have their employment verified by a Registered Nurse (RN) at the appropriate time for renewal.

If a Nurse Aide does not perform at least 8 hours of qualified work during any 24-consecutive month period, then they must retrain and retest.

Qualified work can occur in a nursing home or other health care setting and must meet all the following criteria:

- The work is for pay (monetary compensation).
- The duties are those of a nurse aide. Click [here](#) to refer to the NC Board of Nursing Nurse Aide I task list.
- The duties are supervised by a registered nurse.
- The number of hours worked is at least eight (8) during the nurse aide's 24-consecutive month registry listing period.

Nurse Aides with an unexpired listing on the Nurse Aide I Registry and do not meet the requirements for registry renewal may apply to take the competency examination prior to their registry listing expiration date without additional training. Nurse aides must submit the [Training Waiver Application](#) 45 days prior to their listing expiration date and must pass the competency examination prior to their listing expiration date. No extension of the 45 days will be granted.

Required Documentation for Renewal

Complete the paper or online renewal form. The paper renewal form will not be accepted by DHSR after August 31, 2021.

Click [here](#) to obtain the Nurse Aide – Online Renewal Form (to be completed by the Nurse Aide).

Click [here](#) to obtain the Nurse Aide – Employment Verification Form for Renewal (to be completed by an employer). The Registered Nurse who signs the form may be either the Nurse Aide's direct supervisor or another Registered Nurse who has access to employment records.

Both the online renewal form and online employment verification form must be completed for a registry listing to be renewed.

The renewal period on the registry is for 24-consecutive months and is calculated from the last date of qualified work that was reported on the renewal form. Expiration dates are extended to the last day of the month.

Click [here](#) to review frequently asked questions regarding the online renewal process.