

Department of Health and Human Services (DHHS)



Division of Health Service Regulation (DHSR)

Nurse Aide I *Registry Information*

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Registry Information

Notifications

- Nurse Aides are responsible for renewing their listing prior to the expiration date.
- DHSR does not send renewal notifications to Nurse Aides.

Registry Information

Retrain and Retest

Nurse Aides, who do not meet the eligibility criteria to renew their listing on the North Carolina Nurse Aide I Registry, must retrain and retest.

Registry Information

Renewal Requirements

- Per [42 CFR 483.156](#), a listing on the North Carolina Nurse Aide I Registry must be renewed every 24 consecutive months.
- A Nurse Aide working in a non-nursing home setting is responsible for making sure their job duties qualify for renewal.
- Qualified work can occur in a nursing home or other health care setting and must meet the following criteria:
 - Job duties performed were in the capacity of a Nurse Aide.
 - Job duties performed as a Nurse Aide were for pay (monetary compensation).
 - Job duties performed as a Nurse Aide were delegated and supervised by a Registered Nurse.
 - The individual worked in the capacity of a Nurse Aide for at least eight (8) hours during the 24 consecutive months associated with their registry listing period.

Registry Information

Private Duty Employment

Private duty employment does not meet the qualifications for registry renewal.

Important Notices:

- Nurse Aide employed by a licensed healthcare facility or agency to provide nursing or nursing-related services in the home is not considered private duty employment for registry renewal.
- Medicaid CAP/DA Waiver Program is not considered private duty employment for registry renewal.
- Medicaid CAP/C Waiver Program is not considered private duty employment for registry renewal.

Registry Information

Paper Renewal Form

- **Nurse Aides:** Effective August 31, 2021, DHSR is no longer sending or accepting the paper renewal form to renew a listing on the North Carolina Nurse Aide I Registry.
- **Healthcare Providers:** Effective February 6, 2023, DHSR is no longer accepting the paper renewal form to renew a listing on the North Carolina Nurse Aide I Registry.

Registry Information

Online Renewal Process and Guidance for Nurse Aides

- **The Nurse Aide should complete the *Online Renewal Form*. Click [here](#) to obtain the *Online Renewal Form*.**
- The Nurse Aide should submit the *Online Renewal Form* within 90 days prior to the listing expiration date and up to 24 months past the listing expiration date.
- The Nurse Aide should submit a separate *Online Renewal Form* for listings on the North Carolina Nurse Aide I Registry and the North Carolina Medication Aide Registry for Nursing Homes.
- All fields on the form identified with an asterisk (*) must be answered.

Registry Information

Online Renewal Process and Guidance for Nurse Aides

- The Nurse Aide will be asked to provide your Social Security Number (SSN). The SSN is for registry identification purposes only.
- The First Name and Last Name entered in the form must match the First Name and Last Name listed in the registry, including hyphens and suffixes. Otherwise, the form cannot be submitted or processed by DHSR.
- Do not include apostrophe's when entering the First Name or Last Name.

Registry Information

Online Renewal Process and Guidance for Nurse Aides

- If the First Name or Last Name includes an apostrophe in the registry, and that is the correct spelling of the name, then there is no need to complete the *Name and Address Change Form*.
- If your First Name or Last Name has changed, then click [here](#) to obtain the *Name and Address Change Form*.
- Do not use the Internet Explorer web browser.
- Do not use a smart phone.
- It is recommended that you contact your Information Technology professional within your organization to ensure firewalls will allow the *Online Renewal Form* to be submitted to DHSR.

Registry Information

Online Renewal Process and Guidance for Registered Nurses

- **The Registered Nurse should complete the *Online Employment Verification Form*. Click [here](#) to obtain the *Online Employment Verification Form*.**
- The Registered Nurse must have an active and unencumbered license to practice in North Carolina.
- The Registered Nurse must be the direct supervisor or has direct access to employer files.
- Employment that the Registered Nurse cannot support within the employer files or by personal supervision (and thereby knowledge of the employment date) does not meet the requirements for renewal.

Registry Information

Online Renewal Process and Guidance for Registered Nurses

- The Registered Nurse is not attesting to the competency of the Nurse Aide or Medication Aide.
- The Registered Nurse should submit the *Online Employment Verification Form* within 7 calendar days after the Nurse Aide submits the *Online Renewal Form*. After 7 days, both forms must be submitted again to DHSR for processing.
- The Registered Nurse should submit a separate *Online Employment Verification Form* for listings on the North Carolina Nurse Aide I Registry and the North Carolina Medication Aide Registry for Nursing Homes.
- All fields on the form identified with an asterisk (*) must be answered.

Registry Information

Online Renewal Process and Guidance for Registered Nurses

- The Registered Nurse will be asked to provide the Social Security Number (SSN) of the Nurse Aide. The SSN is for registry identification purposes only.
- The First Name and Last Name entered in the form must match the First Name and Last Name listed in the registry, including hyphens and suffixes. Otherwise, the form cannot be submitted or processed by DHSR.
- Do not include apostrophe's when entering the First Name or Last Name.
- If the First Name or Last Name includes an apostrophe in the registry, and that is the correct spelling of the name, then there is no need to complete the *Name and Address Change Form*.

Registry Information

Online Renewal Process and Guidance for Registered Nurses

- If the First Name or Last Name has changed, then contact the Nurse Aide and have them submit the *Name and Address Change Form*.
- If the employment facility is licensed by DHSR but you indicate that it's not on the form, then the Nurse Aide or Medication Aide will not be renewed. No exceptions will be granted.
- You can find the facility license number by:
 - Reviewing the DHSR licensure certificate posted within the facility.
 - Reviewing DHSR facility information for your provider type (e.g., nursing home, hospital, etc.) at <https://info.ncdhhs.gov/dhsr/reports.htm>
 - Contacting the DHSR Licensure Section for your provider type (e.g., nursing home, hospital, etc.) at <https://info.ncdhhs.gov/dhsr/requests.htm>
- Do not contact the Registry Office for your facility license number.

Registry Information

Online Renewal Process and Guidance for Registered Nurses

- The registry expiration date is calculated from the last date of qualified work reported on the *Online Employment Verification Form* by the Registered Nurse.
- The last day of qualified work is defined as the last day the Nurse Aide worked providing nursing or nursing-related services delegated and supervised by a Registered Nurse. The date must be within the registration/listing period identified on the form to renew a listing on the registry.
- Expiration dates are extended to the last day of the month.
- The Registered Nurse is not required to enter dashes (-) when entering their license number.

Registry Information

Online Renewal Process and Guidance for Registered Nurses

- Do not use the Internet Explorer web browser.
- Do not use a smart phone.
- It is recommended that you contact your Information Technology professional within your organization to ensure firewalls will allow the *Online Employment Verification Form* to be submitted to DHSR.

Registry Information

Training Waiver

- Nurse Aides with an unexpired listing on the North Carolina Nurse Aide I Registry – and do not meet the requirements for renewal – can take the North Carolina state-approved Nurse Aide I competency evaluation to renew their listing.
- Nurse Aides must submit the *Training Waiver Application* to DHSR for approval to take the North Carolina state-approved Nurse Aide I competency evaluation. Nurse Aides should submit the application within 90 days prior to their listing expiration date. No extension of the 90 days will be granted.
- Nurse Aides must successfully pass the North Carolina state-approved Nurse Aide I competency evaluation prior to their listing expiration date without additional training.
- Click [here](#) to review the instructions on how to submit the *Training Waiver Application*.

Registry Information

Nursing Homes

- Review rule [10A NCAC 13D .2304](#).
- A request from a Nurse Aide or Medication Aide to complete the *Online Employment Verification Form* is considered a request from the Division of Health Service Regulation for verification of past or present employment.

Registry Information

Home Care Agencies and Facilities

- Review rule [10A NCAC 13J .1003](#).
- A request from a Nurse Aide or Medication Aide to complete the *Online Employment Verification Form* is considered a request from the Division of Health and Human Services for verification of past or present employment.

Registry Information

Reciprocity

- North Carolina is a Nurse Aide I [reciprocity](#) state.
- An individual must be listed on the North Carolina Nurse Aide I Registry before performing nursing or nursing-related services in North Carolina.
- Individuals must submit the *Reciprocity Application* for approval to be listed on the North Carolina Nurse Aide I Registry.
- Click [here](#) to obtain the *Reciprocity Application*.

Registry Information

Registry Verification

- Click [here](#) to review or verify a listing on the North Carolina Nurse Aide I Registry.
- Employers should keep a record of accessing the North Carolina Nurse Aide I Registry in their business files (e.g., the date and confirmation number from the registry).

Registry Information

CNA II

The online renewal forms provided by DHSR do not renew a CNA II listing with the North Carolina Board of Nursing.

Registry Information

When to Contact the Division of Health Service Regulation

- Nurse Aides should contact the Registry Office if their registry listing has not been renewed within 10 business days.
- Due to high call volumes, you may experience extended wait times while contacting the Registry Office.