NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
KODY H. KINSLEY • Secretary
MARK PAYNE • Director, Division of Health Service Regulation

January 24, 2022

To: Nursing Home Administrators

From: Jana Busick, Chief
Health Care Personnel Education and Credentialing Section

Subject: Temporary Nurse Aide I Training Equivalency Application Due To COVID-19

The Division of Health Service Regulation (DHSR) has partnered with the state-competency examination vendor, Credentia, to allow nursing homes to submit the Temporary Nurse Aide I Training Equivalency Application Due To COVID-19 electronically to DHSR for review and approval. Credentia's electronic credentialing system is known as CNA365®.

Timeline of Events
- January 27, 2022 – February 13, 2022: There will be a blackout period for submitting applications to DHSR for review and approval. During this time, Credentia will be migrating competency examination data from Pearson VUE legacy systems to CNA365®. DHSR will be unable to notify Credentia of application approvals. In addition, no examinations will be offered during this time period.
- February 14, 2022: Training for Candidates will be posted on Credentia's website for North Carolina.
- February 14, 2022: Credentia's CNA365® credentialing system will go live.

Process Changes
- January 27, 2022: DHSR will no longer accept the Temporary Nurse Aide I Training Equivalency Application Due To COVID-19 via fax machine or by mail.
- Beginning February 14, 2022, Nursing Homes or Temporary Nurse Aides should go to DHSR's website and download the Temporary Nurse Aide I Training Equivalency Application Due To COVID-19.
- Once the application is complete, the Temporary Nurse Aide should log into the CNA365® credentialing system to create a user account. Please note, the Temporary Nurse Aide must enter Program Code 21000 within the CNA365® credentialing system.
- The Temporary Nurse Aide should upload all pages of the completed application into the CNA365® credentialing system.
- The CNA365® credentialing system will route the application to DHSR for review.
- Temporary Nurse Aides will be notified within the CNA365® credentialing system regarding the status of an application and if DHSR has questions regarding an application.

If you have questions regarding this communication, please email the Registry Office at
DHSR.Registry@dhhs.nc.gov.

CC:
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