



IMPORTANT INFORMATION FOR 2016

TO: All Certified Nurse Aides (CNA)

FROM: TN Nurse Aide Registry
Diana Dingman, Licensing Tech

CONTACT INFORMATION:

TN Department of Health
ATTN: CNA
665 Mainstream Dr.
Nashville, TN 37243

Phone: (615) 532-5171 FAX: (615) 248-3601
Email: CNA.Health@tn.gov
<https://apps.health.tn.gov/licensure/>
<https://apps.health.tn.gov/abuseregistry/>

RENEWAL INFORMATION: It is YOUR responsibility (NOT YOUR EMPLOYER'S) to maintain your certification with the Nurse Aide Registry. Your certification expires every 2 years after your original issue date printed on your card and certificate. We will not send a renewal notice; you are responsible for remembering your expiration date. **(Check the website anytime you need to know the date.)**

In order to renew, you must provide proof of **a minimum of 8 hours paid employment in a certified health care facility worked during the 2 year certification period.** Make sure the name of the facility, your name, number of hours, and date worked are on the proof. Also, be sure to include your current address and telephone number.

BE SURE to write your CERTIFICATION NUMBER or SSN & PHONE number on all paperwork that you send. Proof can be a paystub, payroll printout or notarized statement from the facility. You can email, fax or mail the proof.

DO NOT send your information in earlier than 45 days prior to your expiration date. (Example: Your expiration date is June 30, 2016. Send your information after May 15, 2016.) Please wait at least 48 – 72 hours after faxing the information before checking the website. If mailed, please wait 7 – 14 days.

TO REACTIVATE A CERTIFICATION – If the certification has expired, the CNA will need to contact us at the number above.

NAME OR ADDRESS CHANGE: In order to change your name, you must submit a copy of the legal document that changed your name, i.e. marriage license, divorce decree or court order. Be sure to include your certification number or SSN, address & phone number. We will issue a new card when the change is made. In order to change your address, please email or fax a signed note with your certification number or SSN and include your new address or phone number. You are responsible for notifying the Registry for name and/or address changes at all times.

CERTIFICATION CARD: This card is for identification purposes only; it does not have an expiration date. It has an issue date only. Your certification expires 24 months (2 years) after your issue date. **You will not receive a new card every time you renew.** The card can be replaced for name change, when stolen or destroyed.

PLEASE SEND COPIES ONLY. ALL MATERIALS ARE DESTROYED AFTER THEY ARE RECORDED.