



IMPORTANT INFORMATION FOR 2021

TO: All Certified Nurse Aides (CNA)

FROM: TN Nurse Aide Registry

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/abuserregistry/>
<https://lars.tn.gov>

CERTIFICATION 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.)**

BE SURE to write your CERTIFICATION NUMBER or SSN & PHONE number on all paperwork that you send. You can email, fax, or mail documents to the Nurse Aide Registry.

To Renew a Certification:

- Renew online at <https://lars.tn.gov>. Create an account and follow the directives on the website. *(Preferred Method)*
- Fax, email, or mail 1 proof showing a **minimum of 8 hours paid employment in a certified health care facility worked during the 2 year certification period.**
 - Acceptable proof can be **1.)** a pay-stub, **2.)** a payroll printout, **3.)** a notarized statement from the facility (the statement needs to include a specific date during the certification period that the 8 hours were worked, it needs to be on facility letterhead, and notarized).
- Make sure the proof has the printed facility name, your name, number of hours, and dates worked stated on it. These items **CANNOT** be handwritten.
- If you have had an address or phone number change, be sure to write that on the proof along with your certification number or social security number.
Please wait at least 72 hours after faxing/emailing the information before checking the website. If mailed, the wait is 7 – 14 days.

DO NOT send your information in earlier than 45 days prior to your expiration date. *(Example: Your expiration date is June 30, 2021. Send your information after May 15, 2021.)*

TO REACTIVATE A CERTIFICATION – If the certification has expired, the CNA will need to contact us at CNA.Health@tn.gov for specific instructions.

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 of name and/or address changes at all times. Change names and addresses online at <http://lars.tn.gov>

CERTIFICATION CARD: You will not receive a new card every time you renew. The card can be replaced only for name changes, when stolen or destroyed. This card is for identification purposes only; it does not have an expiration date. Order online at <https://lars.tn.gov> .

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