

## INFORMATION FOR NURSE AIDE CERTIFICATE HOLDERS

Website: [www.nursing.alaska.gov](http://www.nursing.alaska.gov)

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### **Certificate Renewal (12 AAC 44.815)**

Nurse aide certificates are renewed every two years in even-numbered years REGARDLESS of when a certificate was issued. Nurse aide certificates EXPIRE on March 31<sup>st</sup> of even-numbered years. Renewal notices are mailed at least 60 days prior to the expiration date. New certificates issued within 90 days of the renewal expiration will be effective through the next biennial period.

### **Continued competency for renewal (12 AAC 44.815 & 12 AAC 44.825)**

There are continued competency requirements for each renewal period. It is the licensee's responsibility to familiarize themselves with these requirements. The following applies:

- If you have held your certification for two years or more, you must complete 24 contact hours of continuing education and 160 hours of monetarily compensated employment as a Certified Nurse Aide.
- If you have held your certification for over a year but less than two years, you are required to have completed 12 contact hours of continuing education and 160 hours of monetarily compensated employment as a Certified Nurse Aide.
- If you have held your certification for less than a year, you are not required to complete the 160 hours of more of monetarily compensated employment as a Certified Nurse Aide nor the contact hours of continuing education.

Information about where and how you can obtain continuing education is available on the Board of Nursing's website at: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofNursing/ApplicantInformation/ContinuingEducationInformation.aspx>

### **Random Audits (12 AAC 02.960)**

After each renewal period, a percentage of licensees will be randomly audited to ensure compliance with the Board of Nursing's requirements for continued competency. If you are chosen for the random audit, you will be notified and required to submit documentation of continued competency. **It is the licensee's responsibility to retain proof of completed continuing education. Acceptance of said documentation is at the discretion of the Board of Nursing.**

Forms for documenting your continuing education may be obtained from the Board of Nursing's web site at:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofNursing/ApplicantInformation/ContinuingEducationInformation.aspx>

### **Name and Address Changes**

It is the certificate holder's responsibility to notify the Division of Occupational Licensing of any change of address. Submit the request for a change of address **IN WRITING** and including your signature, to Alaska Nurse Aide Registry, 550 West 7<sup>th</sup> Avenue Suite 1500, Anchorage, AK 99501

**Failure to receive a renewal notice does not relieve a certificate holder of the responsibility to renew his/her certification prior to the expiration date.**

## **Business Licensing Requirements**

All certified nurse aides who are conducting business or offering services in Alaska and who are not considered an employee must obtain a business license. If you are unsure if you are an independent contractor or an employee, please discuss this matter with the person for whom you are working or an attorney. Please contact the **Division of Occupational Licensing, Business Licensing Section at (907) 465-2550** or visit the Business Licensing website at: <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>

## **Fees and Other Services**

(Forms are available at the Board of Nursing's website at: [www.nursing.alaska.gov](http://www.nursing.alaska.gov))

Name Change: \$5.00 fee (if you need a new certificate reflecting the name change) otherwise free. *Name change forms are available at the Board of Nursing's website or you may submit a certified true copy of the legal document evidencing the name change.*

Duplicate Certificate: \$5.00 fee (must be accompanied with a written request).

Verification of Alaska Certificate: \$20.00 fee (please include other state's verification form).

Wall Certificate (suitable for framing): \$20.00 fee (must be accompanied with a written request).

## **Board of Nursing Website**

[www.nursing.alaska.gov](http://www.nursing.alaska.gov)

Please visit the Alaska Board of Nursing's website for information pertaining to certified nurse aides. Some examples of information that you can obtain are:

- Current Statutes and Regulations
- Name and address change forms
- Board meeting dates and agendas
- Contact information for Board staff
- Notices of proposed Regulations

## **MY LICENSE Registration**

The Department of Commerce, Community, and Economic Development has an online feature to help you conveniently manage your professional license.

Using **MY LICENSE** will enable you to easily:

- **Renew** your professional license online.
- **Update** your email and mailing addresses.
- **Go Paperless**. Opt-in to receive electronic communication about licensure, regulations changes, and other important news.

**To register for your MY LICENSE account, follow these steps:**

1. Visit the MY LICENSE customer homepage at [ProfessionalLicense.Alaska.Gov/MYLICENSE](http://ProfessionalLicense.Alaska.Gov/MYLICENSE)
2. If you have an existing myAlaska account, enter your information to log in. If you do not, or if you are unable to log in to your existing account, please create an account. Once created and logged in, you'll be redirected to the MY LICENSE customer home page.
3. Select "Add an Existing License". You will need to enter your license number and web authorization code.
4. Contact [license@alaska.gov](mailto:license@alaska.gov) to request your web authorization code.

If you have questions after following these instructions, call the Board of Nursing – Nurse Aide Registry at (907) 269-8169.

*Please note: Only licenses issued through the Division of Corporations, Business and Professional Licensing will be accessible through MY LICENSE. For a list of professions licensed by the division, please visit this link:*

[ProfessionalLicense.Alaska.Gov](http://ProfessionalLicense.Alaska.Gov)