

Certified Nurse Aide Renewal - Frequently Asked Questions

What do I need to do to renew?

*If your certification number is between **1** and **13061**, you need to have worked 160 hours as a CNA and completed 24 Continuing Education Units (CEU's). The fee for your renewal is \$100. You can pay by check, cashier's check, or money order made payable to State of Alaska, or you can also pay by credit card. You can pay by cash if you are physically dropping it off.*

*If your certification number is between **13062** and **13590**, you need to have worked 160 hours as a CNA and completed 12 Continuing Education Units (CEU's). The fee for your renewal is \$100. You can pay by check, cashier's check, or money order made payable to State of Alaska, or you can also pay by credit card. You can pay by cash if you are physically dropping it off.*

*If your certification number is between **13591 and higher**, you do not need to have worked 160 hours as a CNA or completed any Continuing Education Units (CEU's). The fee for your renewal is \$50. You can pay by check, cashier's check, or money order made payable to State of Alaska, or you can also pay by credit card. You can pay by cash if you are physically dropping it off.*

If you don't know your certification number, you can find it here:

<http://commerce.alaska.gov/occ/OccSearch/main.cfm>

Enter NUA in the Board field and your last name and click SEARCH.

How many Continuing Education Units (CEU's) do I need?

*If your certification number is between **1** and **13061**, you need to have completed 24 Continuing Education Units (CEU's).*

*If your certification number is between **13062** and **13590**, you need to have completed 12 Continuing Education Units (CEU's).*

*If your certification number is between **13591 and higher**, you do not need to have completed any Continuing Education Units (CEU's).*

If you don't know your certification number, you can find it here:

<http://commerce.alaska.gov/occ/OccSearch/main.cfm>

Enter NUA in the Board field and your last name and click SEARCH.

Do I need to send proof of my CEU's?

No, not at this time. You will simply be affirming that you completed the correct number of continuing education units on the renewal form. The board will audit a percentage of certification renewals. If your certification is randomly selected for audit, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continued competency requirements as you state on the renewal form.

Continued on Next Page

I did not work as a CNA, can I do Continuing Education instead?

*No, if your certification number is between **1** and **13590**, you are required to both unless you took the state CNA certifying exam between 4/1/2012 and 3/31/2014. This exam is similar to the exam that you took when you were initially certified.*

Do I have my former employer or current employer complete the Verification of Employment?

It does not matter to us; we are looking for verification that you have worked at least 160 hours as a CNA, so whichever is easiest for you.

What is the renewal fee?

*If your certification number is between **1** and **13590**, your renewal fee is \$100.*

*If your certification number is **13591 and higher**, your renewal fee is \$50.*

How can I pay the renewal fee?

You can pay by personal check, cashier's check, money order, credit card or cash. Personal checks, cashier's checks and money orders should be made payable to "State of Alaska". Please only pay by cash if you are physically dropping it off with the renewal form.

Where do I mail the completed application?

*Nurse Aide Registry
550 W. 7th Avenue, Suite 1500
Anchorage, AK 99501*

Can I fax this in to you?

No, we need the originals.