Frequently Asked Questions – CNA Renewal

Renewal Process:
Alaska has a 2-year CNA renewal cycle that runs from April 1 of even numbered years to March 31 of the following even numbered year. Current certifications expire on March 31, 2018. Renewal notices (postcards) will go out by February 1, 2018. Once the postcards go out, the online renewal system will be opened on the CNA Registry page of the Board of Nursing website (www.nursing.alaska.gov). Follow the instructions and complete the online form. Renewal will be complete once the fee has been paid, the Verification of Employment form is received directly from your employer and any additional documentation required has been supplied. Your renewal is not complete until there is an expiration date of 03/31/2020 on your certification.

When can I renew?
CNA Renewals start February 1, 2018 and will be accepted until midnight March 31, 2018. There is no grace period for renewal.

What is the renewal fee?
- If your certificate was initially issued on or before March 31, 2017, your renewal fee is $100.
- If your certificate was initially issued on or after April 1, 2017, your renewal fee is $50.

How can I pay the renewal fee?
The renewal this year can be completed online, payable by credit card. If you are submitting a paper renewal it is payable by check, money order, or credit card. Please make checks and money orders payable to the State of Alaska.

Am I renewed once I pay for my renewal?
No, your employer will need to submit your employment verification form (www.commerce.alaska.gov/web/Portals/5/pub/nu4188a.pdf). You must submit any additional documentation for ‘Yes’ answers, and make corrections from any status letters. You are not renewed until there is an expiration date of 3/31/2020 on your certification.

For your own records please print the confirmation page at the end of your renewal. You can only print this page once.
Online renewal Log In process:
If your certification number is alpha-numeric (e.g. NUAA12345), please input your number, including the letters, as in the example below:

If your certification number is numeric only (e.g. 123456), please input your number like the example below:

Do I have to renew online?
No, you may print off a renewal form (www.commerce.alaska.gov/web/Portals/5/pub/nu4188.pdf) and submit the completed form by mail or it can be dropped off to:

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

What do I need to renew?
If your certification was initially issued before 4/1/2016, you need to have worked 160 hours as a CNA and completed 24 Continuing Education Units (CEUs). The fee for your renewal is $100.

If your certification was initially issued on or after 4/1/2016 and before 4/1/2017, you need to have worked 160 hours as a CNA / completed the CNA exam within the renewal period and completed 12 Continuing Education Units (CEUs). The fee for your renewal is $100.

If your certification was initially issued on or after 4/1/2017, your renewal is prorated and you do not need to have worked 160 hours as a CNA or completed any Continuing Education Units (CEUs). The fee for your renewal is $50.

The renewal this year can be completed online, payable by credit card. If you are submitting a paper renewal, it is payable by check, money order, or credit card. Please make checks and money orders payable to the State of Alaska.

If you don’t know your certification number, you can find it here:
• www.commerce.alaska.gov/cbp/Main/Search/Professional
• Choose the Program “Nurse Aides”, enter your Last Name, and click SEARCH
How many Continuing Education Units (CEUs) do I need?
If your certification was initially issued before 4/1/2016, you need to have completed 24 Continuing Education Units (CEUs).
If your certification was initially issued on or after 4/1/2016 and before 4/1/2017, you need to have completed 12 Continuing Education Units (CEUs).
If your certification was initially issued on or after 4/1/2017, you do not need to have completed any Continuing Education Units (CEUs).
If you don’t know your certification number, you can find it here:
- www.commerce.alaska.gov/cbp/Main/Search/Professional
- Choose the Program “Nurse Aides”, enter your Last Name, and click SEARCH

Do I need to send proof of my CEUs?
No, not with your renewal. 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 be required to submit copies of documentation and proof that you satisfied the continued competency requirements as stated on your renewal form.

I did not work as a CNA, can I do Continuing Education instead?
No, if your certification was initially issued before 4/1/2016, you are required to complete both employment and CEUs unless you took the Alaska CNA certifying exam between 4/1/2016 and 3/31/2018. If you do not meet the employment or continuing education requirement, you can reinstate your certification after 4/1/2018 by taking the exam again. This exam will be similar to the exam that you took when you were initially certified.

Where should the employment verification and/or additional documentation be mailed?
Nurse Aide Registry
550 W. 7th Avenue, Suite 1500
Anchorage, AK 99501
Or by email to:
boardofnursing@alaska.gov

Faxed Employment Verification forms will not be accepted.

Can I fax or email my renewal to you?
No, faxed or emailed Renewal forms will not be accepted.
You must renew online or submit the paper form by mail (or in person) at our office:
Nurse Aide Registry
550 W. 7th Avenue, Suite 1500
Anchorage, AK 99501