



THE STATE  
of

**ALASKA** *Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing*

### **Nurse Aide Registry**

550 West 7<sup>th</sup> Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8161

Email: [BoardOfNursing@Alaska.Gov](mailto:BoardOfNursing@Alaska.Gov)

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

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## **Information For Nurse Aide Certificate Holders**

### **CERTIFICATE RENEWAL (12 AAC 44.815):**

Certificates are issued for a two-year period and expire on March 31 of even-numbered years, regardless of the date of issuance, except certificates issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be sent via email or mail at least 60 days before certificate expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not relieve a licensee from the responsibility of renewing a certificate on time.

### **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 performing CNA duties for monetary compensation.
- 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 performing CNA duties for monetary compensation.
- If you have held your certification for less than a year, you are not required to complete 160 hours or more performing CNA duties for monetary compensation nor the contact hours of continuing education.

### **RANDOM AUDITS (12 AAC 02.960):**

The division will audit a percentage of the certificate renewals. If your certificate is randomly selected for audit, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continuing competency requirements as you stated on the renewal form. Please note that licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

### **NAME AND ADDRESS CHANGES:**

In accordance with 12 AAC 02.900, it is the licensee's responsibility to notify the division, in writing, of changes of address or name. Name and address change notification forms are available on the division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the certificate must be your current legal name.

### **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 business licensing section at (907)465-2550 or visit the business licensing website at: [BusinessLicense.Alaska.Gov](http://BusinessLicense.Alaska.Gov)

### **FEES AND OTHER SERVICES:**

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

### **BOARD OF NURSING WEBSITE:**

For information pertaining to certified nurse aides, visit the Alaska Board of Nursing's website at: [Nursing.Alaska.Gov](http://Nursing.Alaska.Gov). 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