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MEDICAID ENTERPRISE SYSTEM TRANSFORMATION

STATE OF GEORGIA NURSE AIDE REGISTRY NURSE AIDE CERTIFICATION RENEWAL

For Georgia Department of Community Health

PREPARED BY

ALLIANT HEALTH SOLUTIONS

Georgia CareConnect
COMMUNITY · PROVIDERS · PARTNERS

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

STATE OF GEORGIA
NURSE AIDE REGISTRY
NURSE AIDE CERTIFICATION RENEWAL

To remain active on the **Georgia Nurse Aide Registry** and eligible to work in licensed Medicaid and Medicare facilities, Certified Nurse Aides (CNAs) must meet specific **recertification requirements** as outlined by federal and state regulations:

Recertification Requirements

1. Work Requirement:

- You must have worked **at least 8 hours** for pay as a CNA **under the supervision of a licensed nurse (RN or LPN)** within a **continuous 24-month period** from your most recent recertification date.
- **Volunteer work is not acceptable.**
- If you are unable to meet that requirement, you must retest to remain on the Georgia Nurse Aide Registry. **If your Nurse Aide certification has been lapsed for more than one year from registry expiration date, then you must take another State approved nurse aide training program and pass the Written/Oral and Skills Competency Examination.**

2. Proof of Employment:

- Submit a **completed renewal application** with:
  - Employer's name, address, phone number and type of employer.
  - A copy of a **pay stub, W-2**, or **typed 1099 Form**
- For **private duty work, additional** documentation is required:
  - A **notarized statement** detailing job duties.
  - Supervising nurse's license number, **printed name and signature.**
  - Time frame worked
  - Proof of paid hours **(pay stub, W-2, or typed 1099 Form)**
  - An example of a private duty form can be found under the **Forms tab** on the web portal.

3. Application Submission:

- You can submit your renewal:
  - **Online** via the careconnect.georgia.gov Web Portal.

- If you are unable to complete the form online, please be sure to include your signature and the signature of your current employer on the printed form **by mail** to:
  Alliant Health Solutions, PO Box 105753, Atlanta, GA 30348

4. Application Submission:

- If your name and/or address changes within the next 24 months, please complete a Change of Personal Information Form on the website at careconnect.georgia.gov.
- If there is a change of address, it is the sole responsibility of the CNA to report this change. The CNA has 10 working days to report the change so that the registry will be updated appropriately.

5. Processing Time:

- Allow up to **10 business days** for processing. You can verify your updated certification status online under the Certified Nurse Aide Tab.

Failure to submit the Application for Renewal as a Certified Nurse Aide will result in your name being removed from the Georgia Nurse Aide Registry and you will not be eligible to work as a nurse aide by a licensed Medicaid facility.

Thank you for your cooperation.

Sincerely,
Georgia Nurse Aide Program

1. Change of Personal Information Form

If your name, address, contact information, or employer has changed, please fill out this form completely.

Incomplete forms will not be processed. Please check for updates to registry status at careconnect.georgia.gov.

Instructions:

Address, contact information and employer

- Attach a copy of your State Issued Non-Expired Photo ID

Name change

- Provide a copy of either your marriage/divorce decree, social security card, Government Issued Passport or a court document that verifies your name change.
- Provide a copy of the social security card to correct the spelling of your name on the registry.

Application Submission:

- If you are unable to complete the form online, please print (type or write legibly so your request may be processed) and mail to Alliant Health Solutions, Attn: GA Nurse/Medication Aide Registry, P.O. Box 105753, Atlanta, Georgia 30348.

Processing Time:

- Allow up to **10 business days** for processing. You can verify your change of name and registry certification status online under the Certified Nurse Aide or Medication Aide Tab.

If there is a change of address, it is the sole responsibility of the CNA to report this change. The CNA has 10 working days to report the change so that the registry will be updated appropriately.

Thank you for your cooperation.

Sincerely,
Georgia Nurse Aide Program

2. Reciprocity Form (Out of State Verification)

Part I: Eligibility

A certified nurse aide from another state may apply for listing on the Georgia Nurse Aide Registry in lieu of completing a Georgia state-approved Nurse Aide Training and Competency Evaluation Program or state-approved Competency Evaluation Program by meeting the following qualifications. **The reciprocity application and qualifications will be reviewed before a determination for placement on the registry is rendered.** The individual:

1. Is currently listed on another state's Nurse Aide Registry with an active status and without discipline/encumbered status on file.

2. Has no pending or substantiated findings of patient abuse, neglect, or misappropriation of resident/patient property recorded on another state's Nurse Aide Registry.

3. Has a valid, government-issued social security card with the name matching the individual's registry listing in the state noted in #1 above and a valid government issue Photo ID. Proof of name change is required if name is different on social security card, government issued photo id or registry listing.

4. Has been employed as a Certified Nurse Aide for at least eight (8) hours, for pay, under registered nurse supervision within the past two years of submitting the required information to Georgia.

Part II: Instructions for Application as a Certified Nurse Aide in the State of Georgia

1. In order for the Georgia Nurse Aide Registry to consider you for reciprocity, you must complete the Application for Nurse Aide Registry Listing by Reciprocity form and submit the required documents listed under Section A. **Maryland CNAs only must be a GNA for consideration of placement on the registry. Active Maryland CNAs must complete the Georgia written and skills competency exam.**

2. The application requires verification of your most recent nurse aide employment under registered nurse supervision within the past two years. This information is included under Section B.

3. Private Duty services must be under the general supervision of an LPN/RN. Please provide a notarized statement from the employer and/or the LPN/RN listing job duties and time frame worked with nurse's printed name, signature and current license number (statement must be notarized by employer and/or LPN/RN) **ONLY**). Also, attach a copy of check stub, W-2 or typed 1099 form as proof of payment for nurse aide services.

4. The Georgia Nurse Aide Registry will verify registry status in the state that currently lists your name as a certified nurse aide. Upon state verification, the Georgia Nurse Aide Registry will evaluate the complete application, along with the state verification information before adding your name to the Georgia registry without taking the Georgia Written/Oral and Skills Competency Examination. You

must meet **all** the eligibility requirements listed in Part I. If state verifications are not available via the web portal your approval for placement on the Georgia Registry will be delayed.

Please allow 10 business days for processing when verification of registry status can be verified in the current certification state via the web portal. RECIPROCITY FORM CANNOT BE FAXED.

5.Verification status can be printed via the website at careconnect.georgia.gov. **GEORGIA DOES NOT PROVIDE HARDCOPY CERTIFICATION CARDS.**

6. If there is a change of address, it is the sole responsibility of the CNA to report this change. The CNA has 10 workings days to report the change so that the registry will be updated appropriately.

Please direct all questions to the Georgia Nurse Aide registry at 678-527-3010 or 800-414-4358.

Thank you for your cooperation.

Sincerely,
Georgia Nurse Aide Program

3. Certified Medication Aide Renewal Form

STATE OF GEORGIA
MEDICATION AIDE REGISTRY
MEDICATION AIDE CERTIFICATION (CMA) RENEWAL

Dear Certified Medication Aide:

In order to remain on the Georgia Certified Medication Aide (CMA) Registry and to be eligible to work in a licensed approved healthcare facility, you must meet the requirements for re-certification and be in good standing on the CNA and CMA registry.

Recertification Requirements

To remain on the CMA Registry and continue working in a licensed healthcare facility, you must:

1. **Work Requirement**
   - Have performed qualified work as a CMA in an Assisted Living Community (ALC), nursing home or penal institution **every 24 consecutive months** since your initial certification.
2. **Skills Checklist**
   - Submit a **standardized comprehensive medication skills checklist** signed by a **Georgia licensed RN, Pharmacist, or Physician.**
   - The checklist must be completed **within 18 months** of your certification expiration date.
3. **Recertification Fee**
   - Pay the **$25.00 renewal fee** via the **MMIS Georgia website:**
     - **Online** via careconnect.georgia.gov
     - Click on the **Medication Aide Tab**
     - Use the **CMA debit/credit card payment link. Money orders or checks are not accepted.**
   - **Do NOT** mail payment to Alliant Health Solutions Nurse Aide/Medication Registry.
4. **Verification of Payment**
   - Your CMA expiration date **will not be updated** until the payment is verified

5. Submission Instructions

If submitting online:

- Attach the **skills checklist** to your renewal form before submitting.
- Accepted file types: .pdf, .tif, .jpg, .txt, .doc, .docx, .rtf.
- After submission, a confirmation message will appear and be emailed.
- If you are unable to complete the form online, please be sure to include your signature and the signature of your current employer on the printed form and **mail** to:
  Alliant Health Solutions, Medication Aide Registry, PO Box 105753, Atlanta, GA 30348

If you are unable to meet these requirements, you must **re-take the Georgia State approved medication aide training program and pass the state written competency examination again to remain on the Georgia Medication Aide Registry.**

6. Processing Time:

- Allow up to **30 business days** for processing. You can verify your updated certification status online under the Certified Medication Aide Tab.

7. General Information:

- If your name and/or address changes within the next 24 months, please complete a Change of Personal Information Form on the website at careconnect.georgia.gov.
- If there is a change of address, it is the sole responsibility of the CNA to report this change. The CNA has 10 working days to report the change so that the registry will be updated appropriately.

Failure to return the Application for Renewal as a Certified Medication Aide will result in your name being removed from the Georgia Medication Aide Registry and you will not be eligible to be hired as a medication aide.

All questions should be directed to the Certified Medication Aide Registry at 678-527-3010 or 800-414-4358.

Thank you for your cooperation.

Sincerely,
Georgia Medication Aide Registry