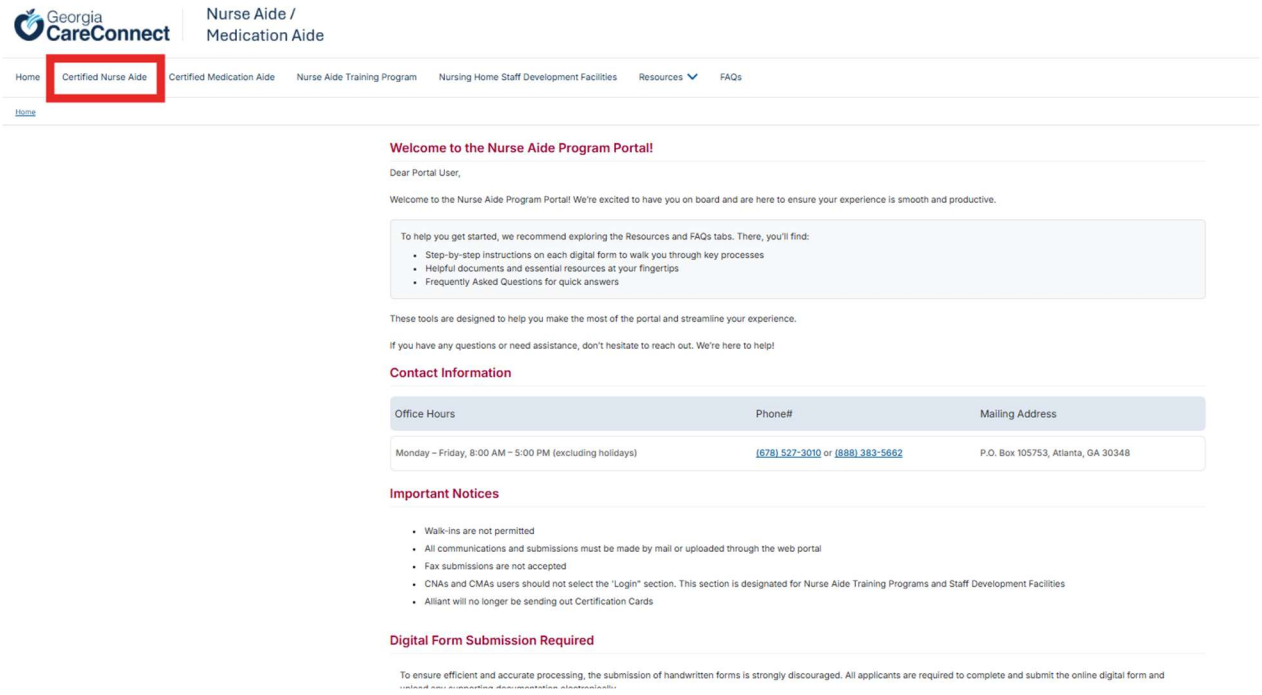
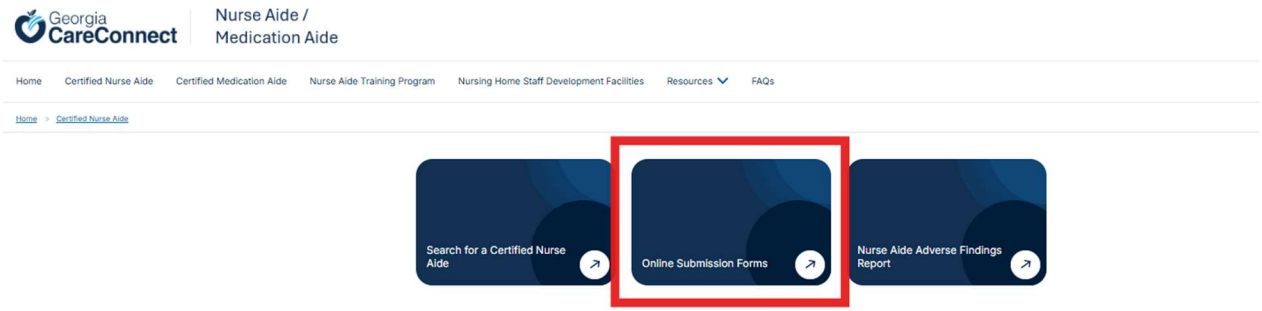
Nurse Aide Renewal Form via Self-Service Portal

ACCESS THE USER SEARCH FEATURE

The Renewal Form via the Nurse Aide Program Portal for Nurse Aide Users is accessed through the following web address: **https://nurseaide.allianthealth.org**. Select "Certified Nurse Aide" from the menu, then use the Online Submission Forms option.

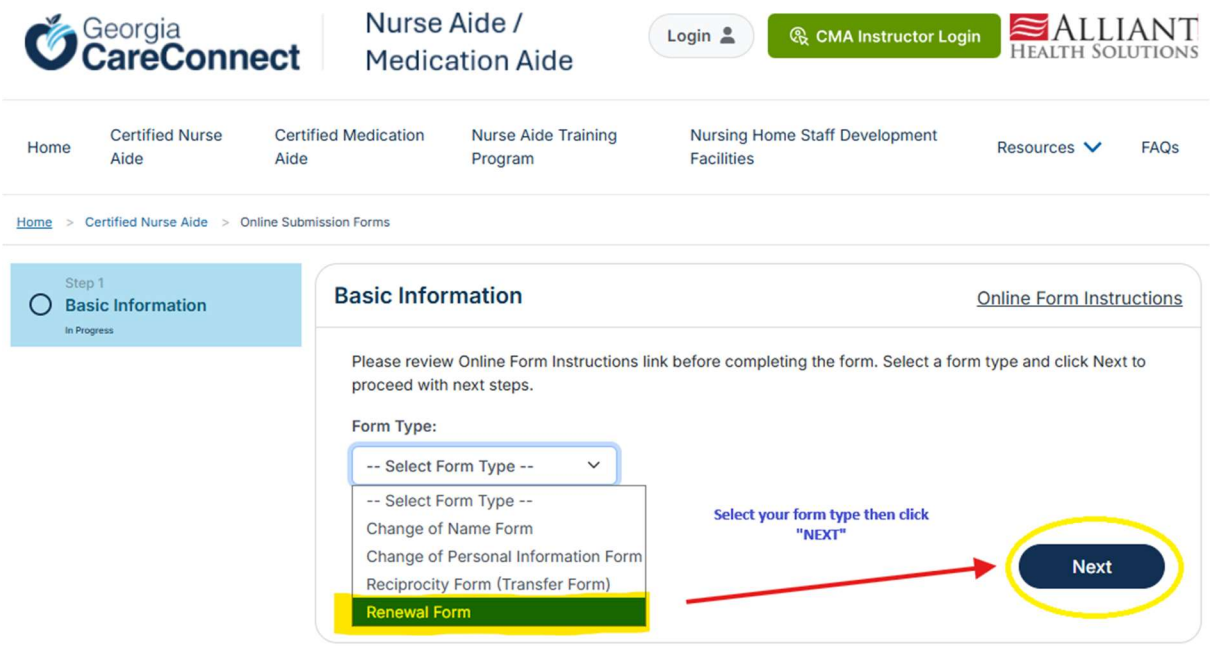




STEP 1- BASIC INFORMATION

The next page to display is the Basic Information page.

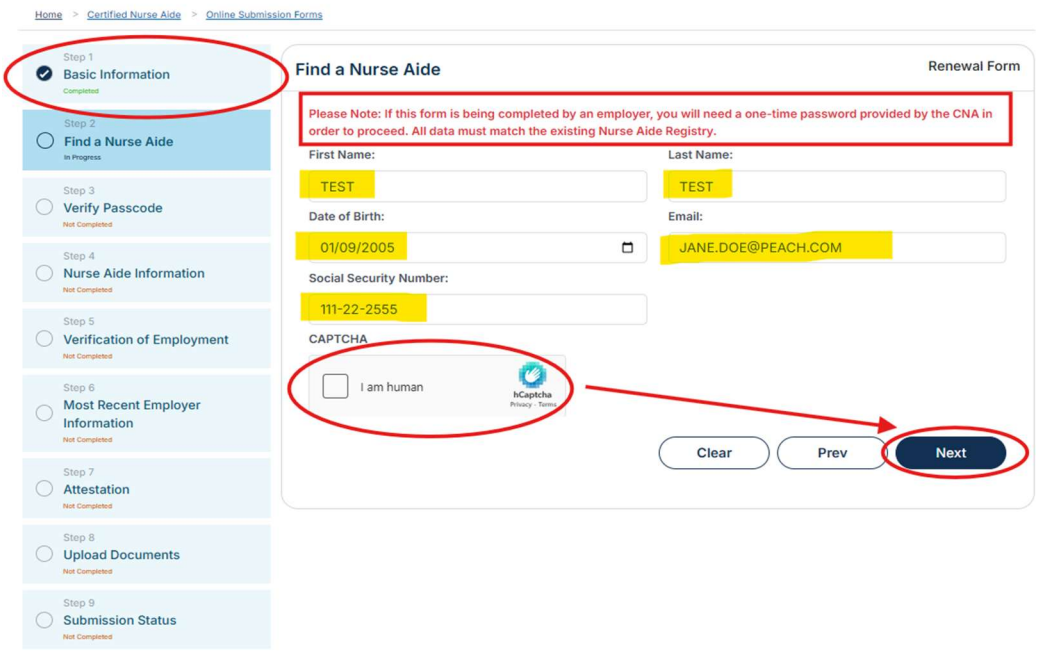
Select Renewal form from the drop-down menu then click Next when ready.



STEP 2- FIND A NURSE AIDE

On the next page, the user will enter 5 search criteria for their account and check the CAPTCHA code. All five criteria are required; reminder messages will display for fields not completed.

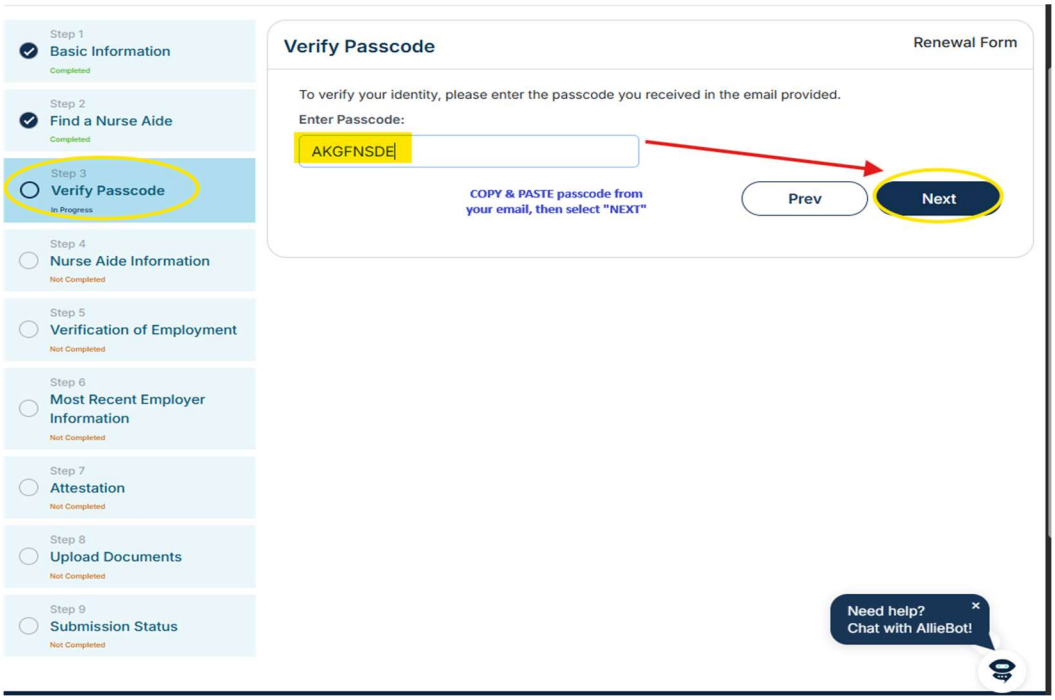
For security purposes, the SSN and the CAPTCHA code must be re-entered for each attempt.



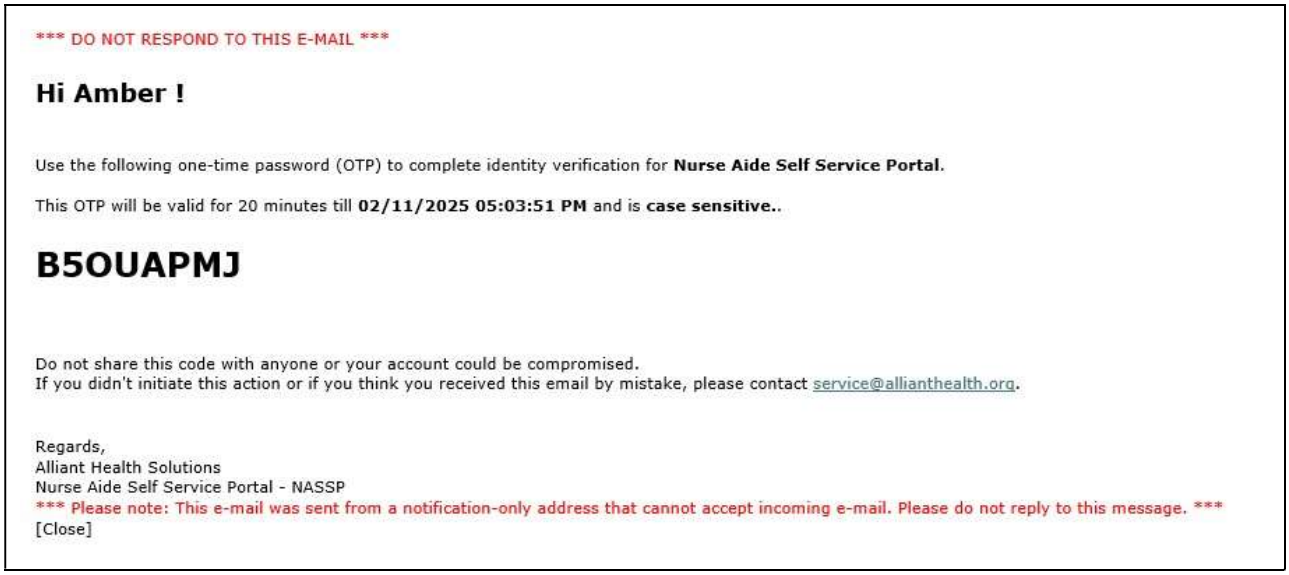
Enter the information in correct format and click Next.

STEP 3- VERIFY PASSCODE

When the User Search Criteria has been verified, a final security check will occur. A screen displays a security code that has been sent to the user's email as entered above.



The user should find in their email a message containing the “One Time Password” security code for the NAP portal. The One-Time Password will only be valid for 20 mins and the email will look like below.



*** DO NOT RESPOND TO THIS E-MAIL ***

Hi Amber !

Use the following one-time password (OTP) to complete identity verification for **Nurse Aide Self Service Portal**.

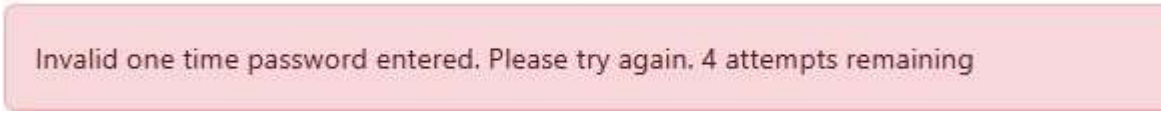
This OTP will be valid for 20 minutes till **02/11/2025 05:03:51 PM** and is **case sensitive.**.

B5OUAPMJ

Do not share this code with anyone or your account could be compromised.
If you didn't initiate this action or if you think you received this email by mistake, please contact service@allianthealth.org.

Regards,
Alliant Health Solutions
Nurse Aide Self Service Portal - NASSP
*** Please note: This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message. ***
[Close]

Enter the One Time Password as received in the email. If the security code entered is incorrect, the system shows a message.



The system allows 5 attempts to enter the one-time password – failure will result in navigating to Form Selection page and starting the process again.

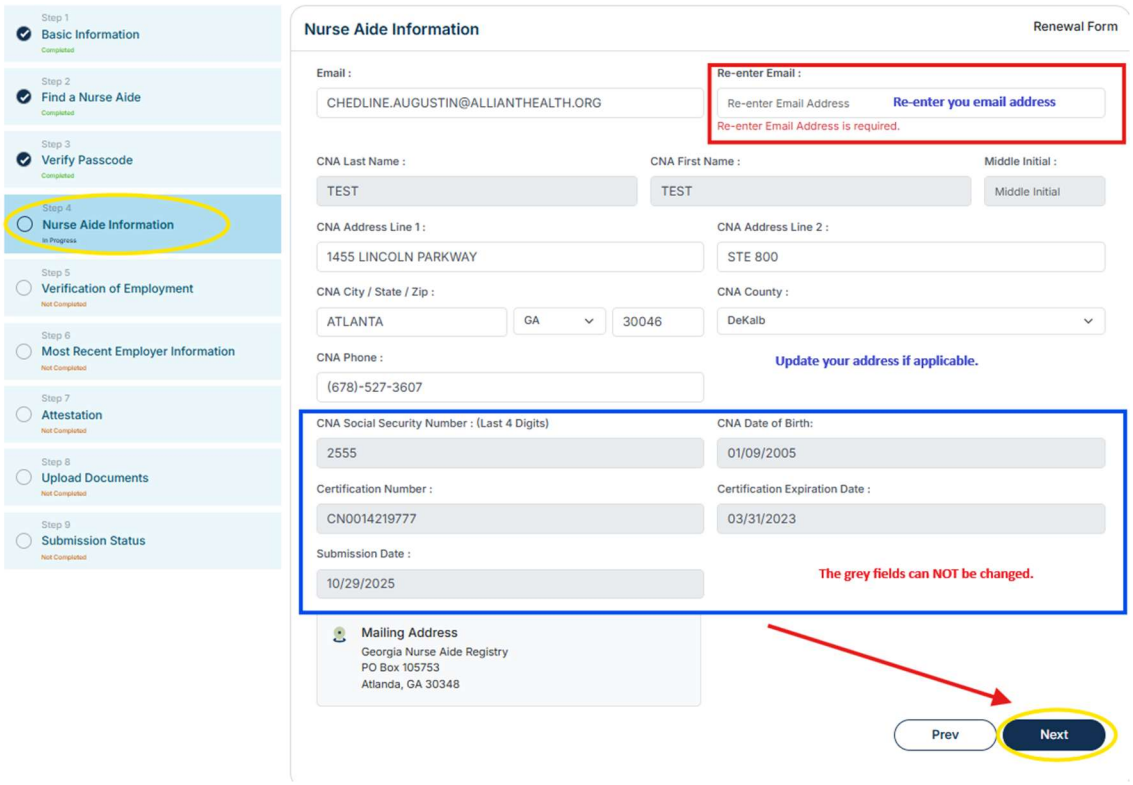
STEP 4- NURSE AIDE INFORMATION

After submitting the correct security code, the user is brought to the Nurse Aide Information page. Some data is pre-filled from the existing NAP record.

Users next verify the fields pre-populated in the form, modify them as required, and complete any missing information.

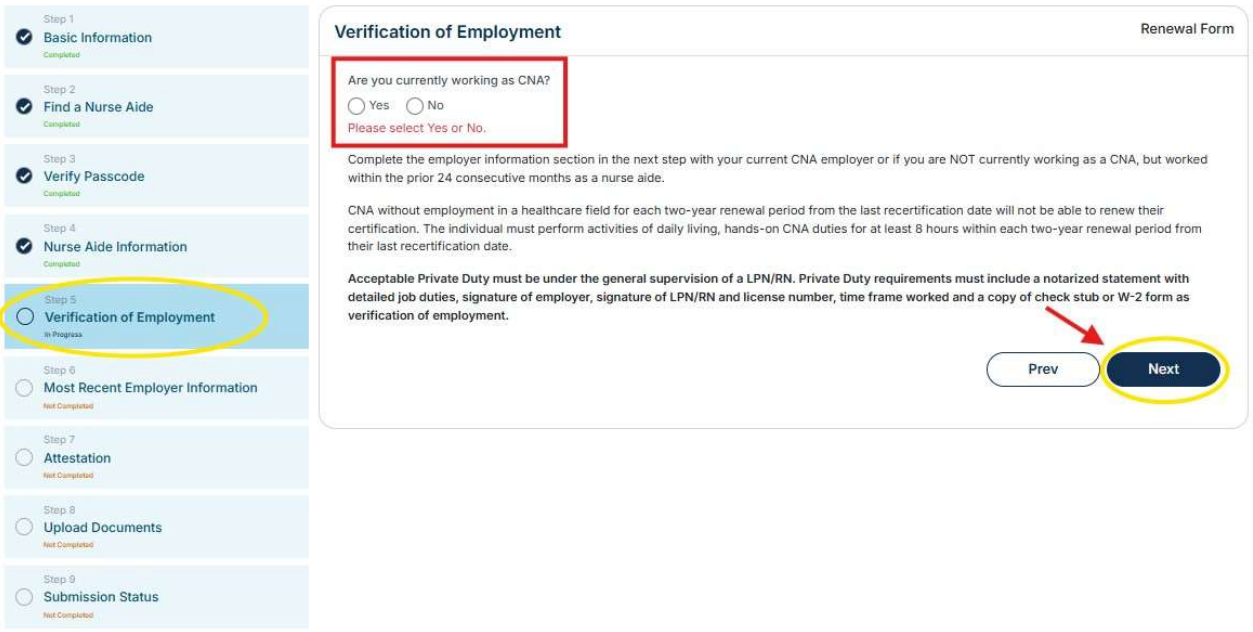
Email is re-entered as a validation step.

CNA County is required if the state is GA; not required otherwise.



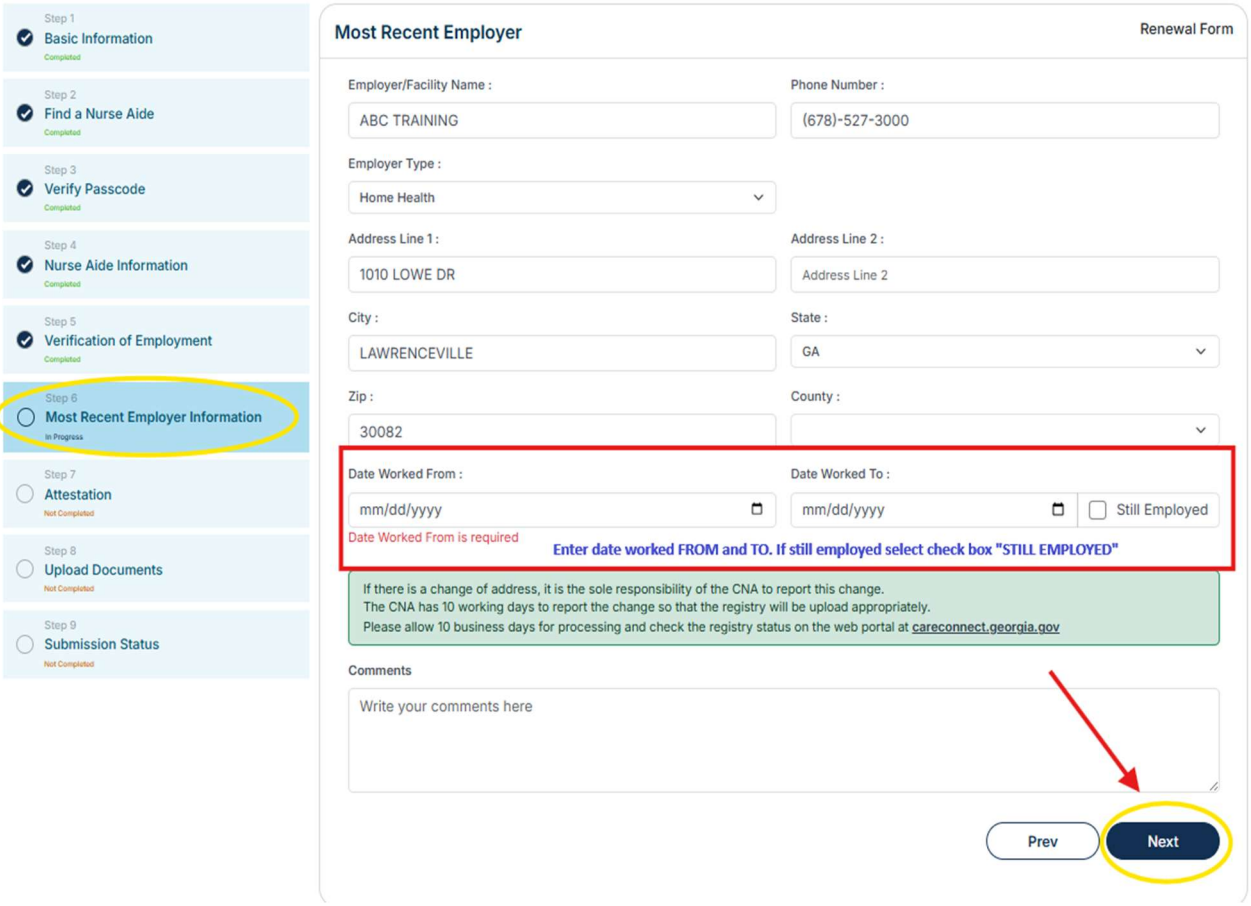
STEP 5- VERIFICATION OF EMPLOYMENT

The Nurse Aide must answer the Verification of Employment. If not currently working as a CNA, they must enter the most recent CNA employer within the last 24 months. If the Nurse Aide did not work in a healthcare field within the last 24 months, they will not be able to renew their certification.


Step 1
Basic Information
Completed
Step 2
Find a Nurse Aide
Completed
Step 3
Verify Passcode
Completed
Step 4
Nurse Aide Information
Completed
Step 5
Verification of Employment
In Progress
Step 6
Most Recent Employer Information
Not Completed
Step 7
Attestation
Not Completed
Step 8
Upload Documents
Not Completed
Step 9
Submission Status
Not Completed
Verification of Employment
Renewal Form
Are you currently working as CNA?
Yes
No
Please select Yes or No.
Complete the employer information section in the next step with your current CNA employer or if you are NOT currently working as a CNA, but worked within the prior 24 consecutive months as a nurse aide.
CNA without employment in a healthcare field for each two-year renewal period from the last recertification date will not be able to renew their certification. The individual must perform activities of daily living, hands-on CNA duties for at least 8 hours within each two-year renewal period from their last recertification date.
Acceptable Private Duty must be under the general supervision of a LPN/RN. Private Duty requirements must include a notarized statement with detailed job duties, signature of employer, signature of LPN/RN and license number, time frame worked and a copy of check stub or W-2 form as verification of employment.
Prev
Next

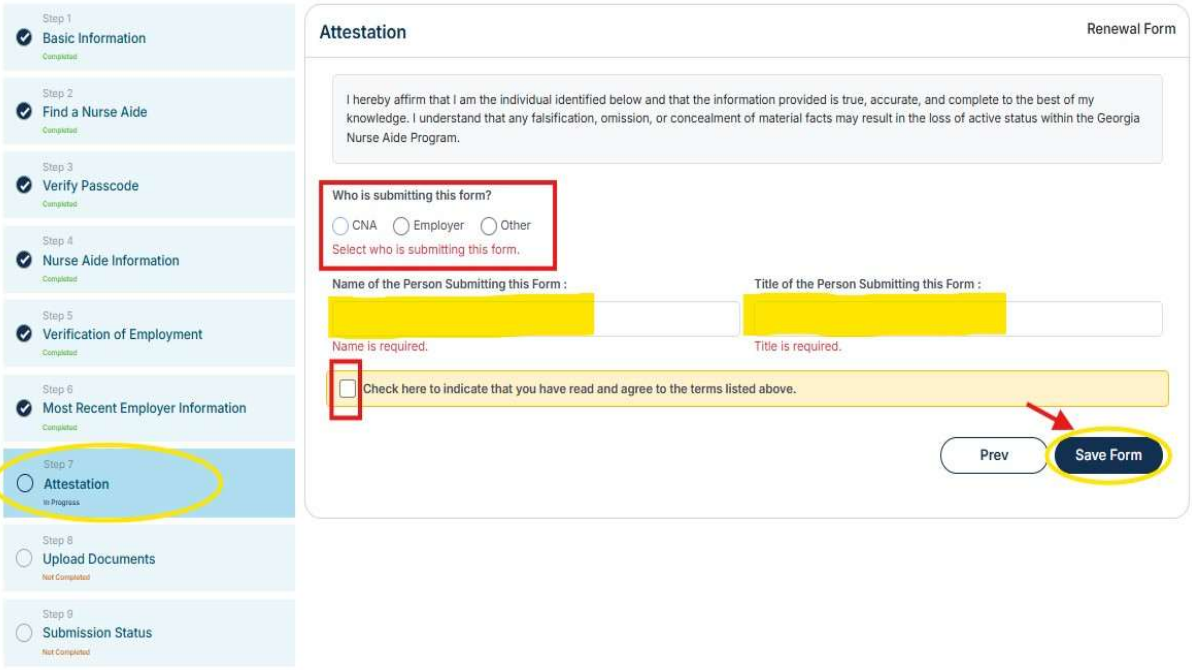
STEP 6- MOST RECENT EMPLOYER INFORMATION

Complete the required fields in the Recent Employer Information. If “still employed” is checked, the Date Worked To is disabled and not required. If no longer employed, this date must be completed.



STEP 7- ATTESTATION

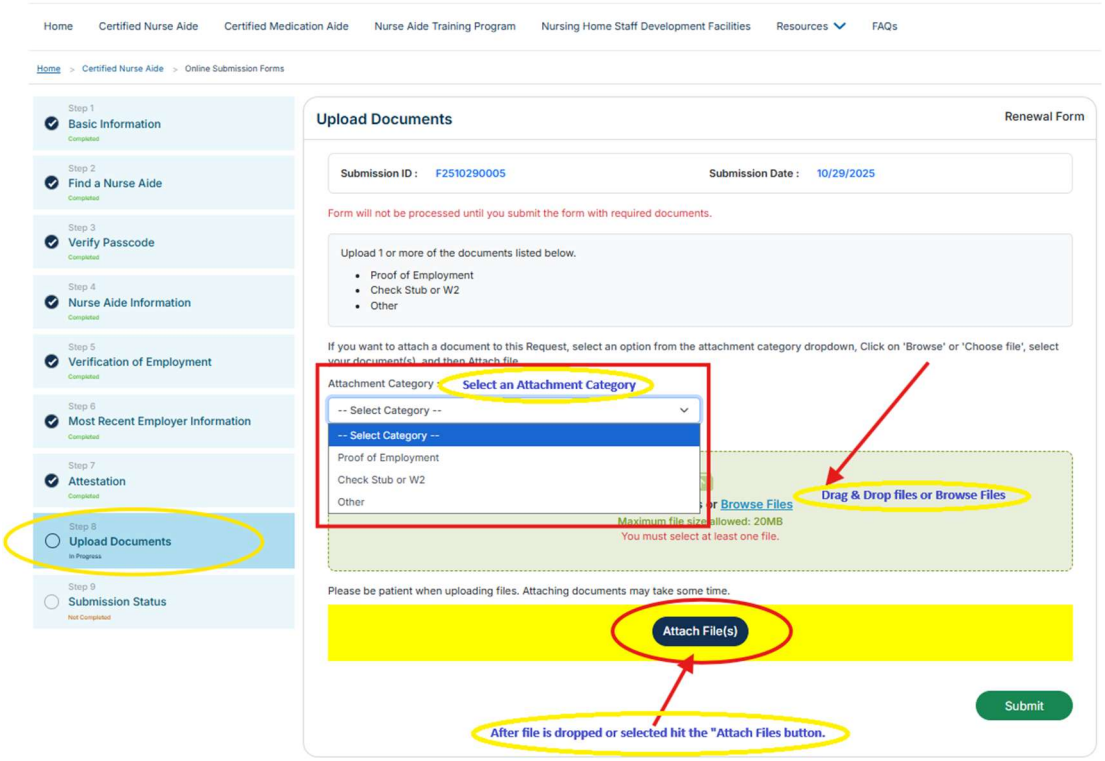
The Attestation section must be completed by the CNA. Their name and title are to be filled in, and the checkbox checked to indicate that they have read and agreed to the terms. Later, there may be others allowed to complete the attestation, such as an employer.



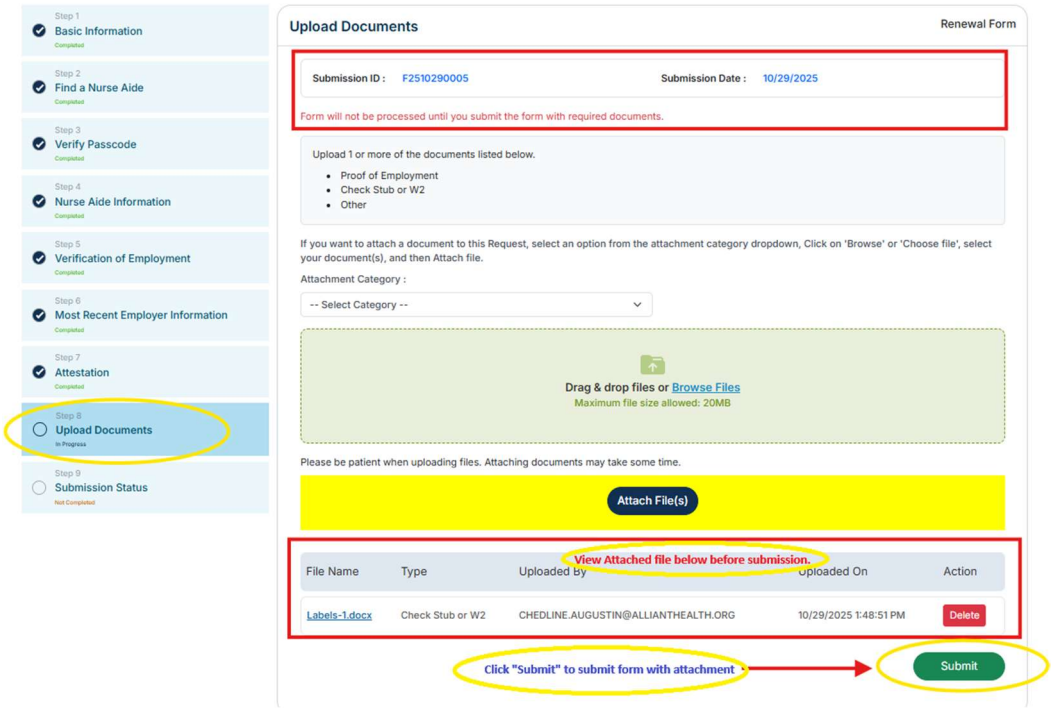
Click **Save Form**. Correct any missing/invalid information as needed.

STEP 8- UPLOADING SUPPORTING DOCUMENTS

After saving the form, the system displays a section for uploading the supporting documents. This section also contains the form number (beginning with F) by which the submission can be identified in the system.

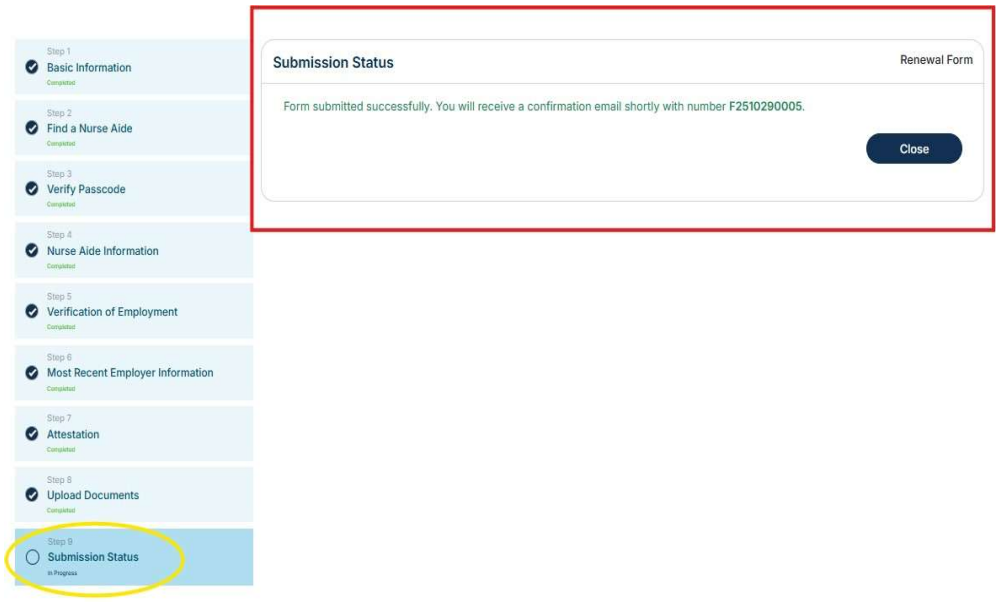


1. Select an attachment category prior to attaching file.
2. As with other file uploads/attachments tools the following general attachment rules apply:
   - File size limit of 20,000 KB or 20MB.
   - The following file types may be attached: TXT, DOC, DOCX, PDF, TIF, TIFF, EXCEL, JPG, JPEG, and JPE. When possible, it is recommended to attach PDF files.
   - Do not include the following symbols in the file name: / \ # < > ‘“.
   - Do not include periods in the file name, except before the file type (as in.PDF).
   - Multiple files may be attached but each file must be attached separately.
   - If more than one file is attached to the same submission, the file names must be different. Each file attached to a nurse aide record should only include information for that specific nurse aide.
3. Once the file(s) is uploaded, the user will get a message and can view/delete the file as needed or upload additional files.
4. Click the **Submit** button to complete the submission of the Renewal Form and associated attachments.



STEP 9-SUBMISSION STATUS

Once submitted a message will appear informing the user that the form was submitted successfully along with the F submission number.



ADDITIONAL HELP

For any additional help, queries or concerns users can contact the Nurse Aide Program-

Phone number: +1 (678) 527-3010