



STATE OF DELAWARE

CNA RECERTIFICATION FORM

Full Name: _____ Mailing Address: _____ Phone #: _____
Please Print Legibly

Date of Birth: _____ Cert #: _____ E-mail Address: _____

Employment Information: To be completed by Authorized Personnel

Employer: _____ Address: _____ Hire Date: _____

City: _____ State: _____ Zip: _____ Phone: _____

Eligibility Requirements: The State of Delaware requires CNAs to have been in a paid position working for a minimum of 64-hours within the last certification period performing *nursing-related services* under the supervision of a licensed nurse or physician for one of the following licensed facilities:

- Check Employer Type:** Assisted Living Facility LTC Facility Hospital
- Licensed Home Health Care Agency (with a nurse) Hospice Other _____

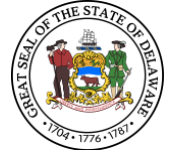
***Private duty and other health care settings without a supervising licensed nurse or physician do not qualify under state regulations for renewal.** In addition to the employment requirement, 24-hours of Division-approved continuing education (CEUs) must be completed. CEUs are offered online to all registered CNAs through Elsevier, and can be accessed by clicking on the following link:

<http://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=DDHSS>.

A \$25 fee is required to process the renewal and should be submitted in the form of a check or money order made payable to the "STATE OF DELAWARE" ***WE DO NOT ACCEPT CASH*** All fees are non-refundable.

***EMPLOYERS:** Please check the CNA registry @ www.prometric.com/nurseaide/DE for current certification dates, and to ensure this CNA is in good standing. Any CNA with substantiated complaints of resident abuse, neglect or misappropriation of resident property in their registry records are not eligible to renew. For specific information regarding such negative findings please contact the Division of Long Term Care Residents Protection at (302) 421-7403, or check on the Prometric website noted above.

CNAs who have completed the required education/training (CEUs) through Elsevier but have failed to submit their renewal form and fee **BEFORE** their expiration date, can still renew *up to 30-days* past their expiration date by submitting their renewal form and payment along with a \$25 *late fee*. If CEUs are **not** completed **before** the expiration date, the CNA will be required to re-take and pass the state competency test (written/oral, and skills) in order to have their certification re-instated. Testing is scheduled through Prometric by calling 866-664-9504.



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***EMPLOYER ATTESTATION:** By signing below I certify that the above named applicant was employed with our organization and that he/she performed at least 64-hours of nursing-related services under the supervision of a licensed nurse or physician during the certification period.

Authorized Personnel Signature: _____ Date: _____

Authorized Personnel Name/Title: _____

PLEASE PRINT LEGIBLY – INCLUDE JOB TITLE W/THIS EMPLOYER

MAIL OR HAND DELIVER COMPLETED FORM ALONG WITH PAYMENT TO: THE DIVISION OF LONG TERM CARE RESIDENTS PROTECTION:

**24 NW FRONT STREET, SUITE 100
MILFORD, DE 19963
PHONE: 302-424-8600**

OR

**3 MILL ROAD, SUITE 308
WILMINGTON, DE 19806
PHONE: 302-421-7400**

****PAYMENT MUST ACCOMPANY FORM****

FORMS WILL NOT BE ACCEPTED WITHOUT PAYMENT PAYMENT WILL NOT BE ACCEPTED WITHOUT FORM.

***PLEASE NOTE: CERTIFICATION CARDS ARE NO LONGER BEING ISSUED. CNA SHOULD CALL OUR OFFICE OR VISIT THE REGISTRY WEBSITE ABOVE TO CONFIRM THEIR RENEWAL HAS BEEN PROCESSED.**