



Search Instructions

- When accessing the public database, you will be prompted to enter a security code to ensure you are not a “robot.”
 - If you’d like to change the text to be entered you may click the flowing arrows next to the security code.
 - If you’d like to hear the text read to you, you may click the speaker button next to the security code.

- Once you successfully enter the security code, you will arrive at the page to conduct a search for a CNA.
 1. Enter an Employer code.
 - If no code is entered here, the search will not be conducted.
 - LTC facilities and those who run background checks through the OLTC should use their 4 digit facility code here.
 - All others use “0000” to begin searching.

 2. Enter the information into one of the three search options.
 - If you know the person’s Social and DOB, enter the information in the SSN field.
 - All LTC facilities are required to search using the Social and DOB.
 - Others can search using a name or the certificate number.
 - Note: Only complete one search option at a time.

 3. Click “Search.”
 - Search results will appear on the right side of the screen.
 - Click on the person’s name for additional information and a printer-friendly format.

*****Please contact Prometric at 1-800-818-8917, or DHS at 501-320-6276, if you need further assistance.*****