

D.ATE: _____
CERTIFICATE #: _____
O RIGINAL ISSUE DATE: _____
EXPIRATION DATE: _____

**** YOUR NURSE AIDE CERTIFICATION IS DUE FOR RENEWAL *
** YOU MUST APPLY FOR RENEWAL AT LEAST 30 DAYS PRIOR
TO THE EXPIRATION DATE ****

Dear _____:

As a Nurse Aide listed on the State of Delaware Nurse Aide Registry, you are required to renew your certificate to remain active on the registry. You will only be able to renew if you have worked at least 64 hours for pay at a State approved employer in the last 24 months under the direct supervision of a Registered Nurse or Physician, performing Nursing related duties in this position. Additionally, you are required to complete 24 hours of continuing education. The State of Delaware will only accept continuing education units (CEUs) from a State approved vendor.

All State of Delaware CNAs have been registered in the Relias system. Sign in and complete your continuing education units by visiting <https://decnarecert.academy.reliaslearning.com>. Log in by entering your email address and the temporary password which is 'WELCOME1'. (The password is case sensitive so be sure to type W in uppercase, the remaining letters in lowercase, and the numeral 1 with no spaces in between.) If your email address does not work as a login, you must use your CNA certification number. You can locate your CNA Certificate Number at <https://registry.prometric.com/publicDE>.

If you need assistance, please call the RELIAS Helpdesk at 1-844-735-2223. Once logged in, please update any demographic information (i.e., name, address, etc.) and upload any supporting documentation (i.e., copy of photo ID, marriage license, divorce decree, etc.) if there are changes.

If you have not worked at least 64 hours in the past two years under the supervision of a Registered Nurse or Physician for pay at a State approved employer, your certification will lapse, and you will be required to follow the lapsed process to be reinstated. Information about the lapsed process can be found on the State of Delaware website at <https://www.dhss.delaware.gov/dhss/dhcg/enaeg.html>.

In addition to the work requirement and the continuing education requirement, you must pay a \$25.00 renewal fee. This must be paid online at <https://decnarecert.academy.reliaslearning.com> using a credit/debit card. Once you have completed all steps for recertification and your information is verified, your renewal will be processed; allow up to 48 hours for this process to be completed. Once completed, you will appear on the State of Delaware Registry as 'ACTIVE' for another two (2) years/(24 months). You may visit <https://registry.prometric.com/publicDE> to verify that your recertification has been processed. The option to print a copy of your certificate is available as the state of Delaware does not provide certification cards.

If you have any questions, please contact the Division of Health Care Quality at 302/421-7410 or 302/424-8607.