



Fact Sheet

Certified Nurse Assistant

North Dakota Renewal Guidelines

1. A renewal form will be mailed out approximately four months before your CNA certification expires
2. If you have not returned your completed renewal form to us after three months a “FINAL NOTICE” will be mailed to you one month before your CNA certification expiration date.
3. There is no charge or fee for CNA renewal on the North Dakota Department of Health’s CNA Registry.
4. If you have taken and passed both the written and skills CNA test, your first expiration date is two years from your test date.
5. If you choose to endorse into North Dakota after working as a CNA in another state, your first expiration date in ND will be two years from your date of endorsement.
6. After your first renewal, your expiration date is expected to change each time your certification is renewed.
7. In order to renew your certification, you must have worked at least eight hours in nursing or nursing related services in the last 24 months as a CNA and received payment for your hours worked.
8. The eight hours worked does not have to be eight consecutive hours. The time can be broken down into two four-hour blocks, or four two-hour blocks and so on. As long as the total amount of time worked in a 24-month period adds up to eight hours or more, your certification can be renewed. For more details go to http://www.health.state.nd.us/hf/PDF_files//examplesofrenewal.pdf
9. Your renewal is based on your last date worked. If you add two years to your last date worked, as specified on your renewal form, you will know your next expiration date.
10. Upon receipt of your renewal form, make any changes to your name or address on the designated lines to the right of your address information.
11. DO NOT FILL IN ANY OTHER PORTION OF THE FORM, AS THIS WILL DELAY THE RENEWAL PROCESS.
12. Name and address changes are very important information. Please be certain your current name and address are always provided to the registry, especially if either your name or address changes between renewal periods. Your renewal information form will not be delivered to you if your address is not current on the registry.
13. If you are currently working as a CNA, send or hand your renewal form to your current employer. The signature on the renewal form must be your employer’s.
14. If your only employment was orientation, this will not count toward your renewal. You must have worked independently after completing your orientation.
15. If you were employed within your certification period and not currently employed, have your past employer fill in and sign your renewal form.
16. As you prepare to mail the completed and signed renewal form back to the CNA Registry, use the exact address as listed at the bottom of the renewal form.

