

# CNA RENEWAL

**Tip: Please pay close attention to what documents are accepted and what is not, to avoid paying a second or third renewal fee!**

## **WHAT DOCUMENTS SHOULD I SEND TO RENEW MY CNA CERTIFICATE?**

**Proof of 8 Hours Nursing Services for every two years your CNA certification has been inactive or expired.**

**Your renewal will be denied, if proof of Work or Private Duty does not meet the requirements.**

**In order to submit the correct documents after being denied, you will be required to pay the renewal fee again.**

### **PROOF OF CNA WORK**

#### Documents **ACCEPTED** for CNA Renewal

- Paystub
- W-2
- Letter from employer, signed and on letterhead

**Staffing Agency** - Work Schedule or Pay Summary is accepted!

#### EXAMPLES of a few documents **NOT** accepted for CNA Renewal

- Screenshots of your TMU screen
- Family Pictures
- Proof of Work from non-health care employers

**Your renewal will be denied, if proof of work does not meet the requirements.** In order to submit the correct documents after being denied, you will be required to pay the renewal fee again.

### **PRIVATE DUTY**

#### Private Duty **ACCEPTED** Documents

- Letter from the caregiver stating your employment dates and duties you performed during that time.

#### EXAMPLES of duties **NOT** accepted for Private Duty

- Running Errands
- Cleaning House