Utah Nurse Assistant Registry (UNAR)
Certification Renewal Policy

Effective Date: 10/10/2018

1. **Purpose**

   1.1.　　　To set forth requirements for certification renewal.

2. **References**

   2.1.　　　Utah Administrative Code R432

3. **Policy**

   3.1.　　　Certification renewal will be awarded to applicants who meet the minimum requirements for renewal.

   3.2.　　　Requirements include having worked under the direction of a licensed nurse for a minimum of 200 paid hours performing nursing or nursing related services during the 24 months preceding applicant's certification expiration date.

   3.3.　　　If applicant has not completed the required hours they will be allowed 1 attempt at both the knowledge and skills certification exams to recertify.

   3.4.　　　Any former CNA whose certification has been expired for more than 12 months must complete both a NATCEP and state certification testing to regain certification.

4. **Procedures**

   4.1.　　　Renewal notices are mailed approximately 90 days prior to the expiration date to the last known address on file. It is the CNA's responsibility to log into their TMU personal portal to keep this address current.

   4.2.　　　The renewal notice should be signed by a licensed LPN or RN and the CNA.

   4.3.　　　If the CNA needs to fulfill the 200 paid hour requirement with more than one employer, duplicate copies of the renewal form should be made, given to each employer and returned *together* to UNAR. Total hours should be specified for each employer.

   4.4.　　　The renewal notice is not complete without the CNA's signature. Photocopies of the signature will not be accepted.

   4.5.　　　All renewals must be submitted by the renewal expiration date otherwise a late fee will be incurred (see current CNA Fee Schedule). Official USPO postmarks will be used to determine the timeliness of the submission.

   4.6.　　　Renewal notices must be submitted to UNAR by mail or in person. Email copies of the renewal notice are not accepted.

4.7.	If a renewal notice has to be returned to the CNA for incomplete information, the CNA has 60 days to re-submit their renewal without facing additional late fees. If the renewal is not re-submitted within that 60 day period, the CNA will be subject to paying full late fees.

4.8.	An official UNAR certificate will be mailed back to the CNA as proof of certification renewal. If a CNA does not receive a certificate 20 days after submitting their renewal notice, it is their responsibility to contact UNAR.

4.9.	Renewal notices will be accepted up to 6 months after their expiration date as long as a completed renewal notice and late fees are submitted to UNAR. If it has been more than 6 months but less than 12 months a CNA may renew their certificate by submitting an *Expired Certificate Application* to UNAR, paying the current testing fees and successfully completing the state knowledge and skills certification exam. CNA's are given 1 chance to pass both certification exams.

4.10.	If a CNA does not meet the 200 paid hour requirement they may request to test under an *Expired Certificate Application* 3 months prior to their expiration date but no more than 12 months after their expiration date. CNA's are given 1 chance to pass both the state knowledge and skills certification exams to retain certification.

5. Approval and Notes

5.1.	Policy was updated 10/10/18 for minor clerical edits.

5.2.	Policy was updated August 8, 2017 for clarification of requirements for renewal, adding the ability to test prior to certification expiration if CNA has not worked for the minimum of 200 paid hours under the direction of a licensed nurse.

5.3.	Policy revision dates include; 07/26/06, 09/19/08, 07/14/10, 08/05/10, 09/07/10, 08/29/11, 10/02/14, 02/17/16.