

Nurse Aide II Listing Renewal

Students:

It is very important that your Nurse Aide II certificate is current until you are licensed as an RN. This certificate may become critical to you for employment should the awarding of your RN license be delayed for some reason.

The following are suggestions for staying in compliance.

- All Nurse Aide II Listing renewals effective with expiration dates of **December 31, 2011** and later must be **submitted online** at www.ncbon.com.
- You must be listed as a Nurse Aide I with the NC Division of Health Service Regulation;
- You must have worked under the supervision of an RN performing nursing care activities for monetary compensation within the past 24 months for at least 8 hours;
- Your renewal application must be submitted on or before the last day of your birth month.

The following information is required to apply:

- Social Security Number;
- Your Nurse Aide II Listing Number;
- Valid credit or debit card to submit the \$24 fee which is nonrefundable.

After successful completion of your online renewal application, you will be issued a confirmation number.

1. Print your confirmation and give to your RN Supervisor.
2. Your RN Supervisor must use your listing number to access your online application and verify your 8 hours of employment as a Nurse Aide II within the past 24 months.
3. Your RN Supervisor must go to www.ncbon.com:
 - Locate “Online Applications and Services”
 - Select “Applications” under the Nurse Aide II heading
 - Select “Nurse Aide II Employment Verification”
 - Follow the prompts to complete the Verification

After submission of your renewal application, please allow sufficient time for your RN Supervisor to verify your employment. You should allow 5-7 days before your expiration date to complete this process. Online submission of your renewal application must not be construed as automatic renewal of your listing. The North Carolina Board of Nursing must verify that you have met all the conditions for renewal before your listing is renewed.

For questions/concerns, you can contact the North Carolina Board of Nursing at P.O. Box 2129, Raleigh, NC 27602 or by phone at (919) 782-3211. Their office hours are 9AM-4:00PM EST.