

Nurse Aide I Renewal Tips

Students:

It is very important that your Nurse Aide I certificate is current until you are licensed as an RN. The NA I is required for the continuation of the NA II. Both 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.

- Keep the Division of Facilities Services (DFS) aware of any address changes. Go to www.ncnar.org or contact by phone or mail (see below). Your renewal information will be mailed to your last known address, and is generally sent out 3 months prior to your original certification.
- Certificates are valid for two years.
- If you do not receive a Renewal Application or if you misplace it, you can request one on the DFS Registry website at www.ncnar.org
- You may verify the currency of your certification on-line at www.ncnar.org
- You can contact the Division of Facilities Services at 2709 Mail Service Center, Raleigh, NC 27699-2709 or by phone at 919 715-0562 or 919 855-3969. Their hours are 9 AM-3:00 PM EST.
- If you renew before your due date you will need the signature of an employer that you worked for in the last two years. The work must have been for at least eight total hours and has to be a paid rather than a student or voluntary relationship. Out of state employment as a CNA or NA I can be counted.
- If you fail to renew by your due date, you will need to register with Pearson Vue and take a certification exam following the same process for a new application. See the website at www.pearsonvue.com
- If you are previously certified in another state, you may be able to transfer that certification to North Carolina if it is still current and the state used the Pearson Vue testing system. If not, you will need to take certification in NC using the Pearson Vue testing process.