

INSTRUCTIONS FOR NURSE AIDE II APPLICANTS

Students with current NAI certification are eligible for NAI certification in North Carolina following completion of NURS 311. It is essential that you do two things **before filing the online application** or it will be automatically rejected:

1. You must notify Solomon Valentine at ssvalent@email.unc.edu that you will be filing the application so he can verify electronically to the Board of Nursing that you have passed N311. Mr. Valentine will need a minimum of three business day's notification. Please do not submit your application until he has replied to you by return email that he has verified you to the BON.
2. You must have a current NAI on file with the NC Division of Facilities Services. You can verify this on-line at www.ncnar.org
If you submit before your NA I is posted there, your application will automatically be rejected.

Next:

1. Go to the Nurse Aide II applications available on-line at <http://www.ncbon.com>.
2. Click **on Licensure Listing/Apply/Nurse Aide II/Initial Listing**. Read the instructions **before** completing the process.
3. **Allow one week** for the processing of your Nurse Aide II Application for Initial Listing.

Then:

1. To verify your certification, return to <http://www.ncbon.com> to print your verification form.
2. Click **on Licensure Listing/Verify License** and follow screen directions.

Turn In:

1. Please return a copy of your **verification form** to the Undergraduate Program Office (**Suite 107**). If the door is closed, you may place your forms in the brown wooden box outside of suite 107. You may also scan the form and send it to Solomon Valentine electronically.

You can also find these instructions on the UG website at: <https://sonportal.unc.edu/current-students/office-of-academic-affairs/undergraduate-program-office/>. For questions or concerns, please contact Solomon Valentine at ssvalent@email.unc.edu. Thank you.