

**MEMORANDUM**

Nurse Aide II Certification in North Carolina

To: Students Recently Completing N311

From: Anita Tesh, PhD, CEA-II, CNE, ANEF, RN  
Assistant Dean, Undergraduate Division and Undergraduate Program

Re: Nurse Aide II Certification in North Carolina

If you successfully completed the N311 course and your name is posted on the North Carolina Nurse Aide I Registry, you may now complete the Nurse Aide II application process. To be sure that you are on the NAI Registry, you may view your name by going to [www.ncnar.org](http://www.ncnar.org). If you are already certified as a NAI in NC, or are licensed as an LPN, provide validation of this to Solomon Valentine, Suite 107.

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](mailto: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 Division of Facilities Services. You can verify this on-line at [www.ncnar.org](http://www.ncnar.org)  
If you submit an NAI application without your name being posted there as actively certified as an NAI, 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 **Verify License** and follow screen directions.

**Turn In:**

1. Submit a copy of your **verification form** to the Undergrad Program Office, located in Suite 107.

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](mailto:ssvalent@email.unc.edu). Thank you.