

Nurses Aide Renewal FAQ

Q: Can I fax you my Renewal Application?

A: No. Renewal applications must be mailed directly to our office. We require the original signature of your employer.

Q: Is there a fee for Renewal?

A: No. Renewal applications are processed free of charge.

Q: How long does it take for a Renewal application to be processed?

A: Renewal forms are processed within **30 days** of our receipt of a completed Renewal application.

Q: How do you determine what my expiration date will be?

A: Your NEW expiration date will be determined by adding TWO years to your last known date of employment as a Nurse Aide.

Q: What if I work privately, who signs my Renewal application?

A: If you are privately employed, you must have your patient's Nurse legibly sign the application and provide his or her license number. You may also have your patient's primary doctor legibly sign the application and provide his or her office telephone number. No other signature will be accepted.

Q: What if I worked outside of Massachusetts?

A: You can submit the Renewal application if you worked in a different state.

Q: What if my name has changed?

A: If you send a legal name change document with your Renewal application, we will update your name in the registry. You do not need to complete an additional change of information form and there is no charge to change your name at the time of your renewal. The only acceptable name change documents are: marriage license, divorce decree, or petition from the court. Please note that any documents submitted to our office should be translated into English.

Q: What if I didn't work within my registry period?

A: If you didn't work within your registry period, you are not eligible to renew your certification through employment. You must retake both the knowledge and clinical tests in order to remain active on the Massachusetts Nurse Aide Registry. Please send a copy of the expired Nurse Aide certificate or a letter of confirmation from the MDPH with a testing application form and money order made out to the American Red Cross with the correct fee.