

CNA Renewals/Work Updates: When a CNA passes the final examination, the individual's name is placed on the CNA active registry. For nurse aide certification to remain *active*, CNAs are required to submit documentation (e.g., pay stubs, W-2, letter from employer, etc.) of their work in nursing or nursing related services for at least one (1) day (e.g., eight (8) hours) within each twenty-four- (24-) consecutive month time-period. *Documentation shall be submitted to the department approved third party test administrator and a fee will be assessed for each renewal.*

-If you are a CNA needing to renew your certification and work in a facility: Log into your profile in **TMU** and enter your employment under the employment tab, the software will then ask for payment. After the payment is processed, the software will send an email to your employer with a link to confirm your work in the last 24 months. After the employer clicks the link in the email to confirm employment your certification will be show active on the registry.

-If you are CNA working private duty: Log into your profile in **TMU** and select private duty from a drop-down menu. You will need to process the payment then email the proof of work documents to missouri@hdmaster.com. After work is confirmed, your certification will show active on the registry.

-If you are a facility wanting to pay for multiple CNA's renewal: Headmaster is working on a process but until it is available you may email them at missouri@hdmaster.com or call at 800-393-8664 and ask for Missouri team.

Inactive Status-CNA Challenge

A CNA who has been inactive on the registry *for less than five (5) years* and cannot provide documentation (e.g., pay stubs, W-2, letter from employer, etc.) of work in nursing or nursing related services for at least one (1) day (e.g. eight (8) hours) within each twenty-four- (24-) consecutive month period- shall challenge the final examination in accordance with section (8) of this rule before the CNA is reinstated to the active registry.

A CNA who has been inactive on the registry *for more than five (5) years* and cannot provide documentation (e.g., pay stubs, W-2, letter from employer, etc.) of work in nursing or nursing related services for at least one (1) day (e.g. eight (8) hours) within each twenty-four- (24-) consecutive month period is not eligible to challenge the final examination and shall successfully complete the entire basic course before the CNA is reinstated to the active registry

Department contact:

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