KEEP YOUR CNA CERTIFICATION CURRENT

Georgia CNA certification is renewed every two years. Use this checklist to keep track of your work requirement, paperwork and renewal submission.

8 HOURS

KNOW THE WORK REQUIREMENT

To remain on the Georgia Nurse Aide Registry, you must have worked for pay as a CNA for at least 8 hours within the last 24 consecutive months under the supervision of a nurse.

START EARLY

- ☐ Write down your current certification expiration date: _____
- ☐ Do not wait until the last minute. Give yourself time to gather employment verification and obtain any required employer signature.
- ☐ Confirm that you completed at least 8 hours of paid CNA work during your current 24-month certification period.

GATHER YOUR RENEWAL MATERIALS

- ☐ Complete the Georgia Nurse Aide Registry Application for Renewal as a Certified Nurse Aide.
- ☐ Sign and date the renewal application.
- ☐ Complete the correct employment section. If you currently work as a CNA, use the current-employment section and obtain the employer signature. If you are not currently working but worked during the prior 24 months, provide your most recent qualifying CNA employment.
- ☐ Attach ONE COPY of acceptable proof of employment, such as a paystub, W-2 or 1099 form, or a letter from your employer on employer letterhead.
- ☐ Make sure the employment documentation shows qualifying paid nurse aide work within the applicable renewal period.
- ☐ If your last name changed, include the required supporting documentation. Do not send original documents.

BEFORE YOU SUBMIT

- ☐ Review the entire application for missing information and signatures.
- ☐ Make a copy of your completed renewal form and supporting documents for your records.
- ☐ Remember: Georgia does not charge a fee to renew nurse aide certification.
- ☐ Follow the current submission instructions printed on the official renewal form.

IF YOUR SITUATION HAS CHANGED

NO QUALIFYING CNA WORK

If you have not completed the required paid CNA work within 24 consecutive months, you may need to retest to remain on the Georgia Registry. If your certification has been expired for three or more years, additional training requirements may apply.

NAME / ADDRESS CHANGE

Report changes to theRegistry and follow the current instructions for a Change of Name or Change of Personal Information. Georgia guidance says address changes should be reported within 10 business days.

OFFICIAL SOURCE

Georgia Nurse Aide Registry, Certification Renewal Application and Renewal Form Checklist.

View the official Georgia renewal form and checklist.

Renewal requirements and submission instructions can change.
Always confirm the current Georgia Nurse Aide Registry form before submitting.