Certified Nurse Aide by Endorsement Instructions

Certification by endorsement is only available for initial certification in Virginia. **If you have previously been certified as a nurse aide in Virginia, DO NOT submit this application. You will need to apply for reinstatement of your lapsed certification instead.** You can obtain the reinstatement application by contacting this office again for the correct application or by downloading it from www.dhp.virginia.gov/nursing/forms and applications.

In order to be eligible for endorsement, you must have: (1) taken a state-approved nurse aide education program and (2) passed a state competency test *(in accordance with federal requirements which were promulgated following the 1987 OBRA legislation and which became effective in most states after July 1, 1989).* Your certification must also be in good standing in all states with whom you have become certified and it must be current in AT LEAST one state in which you hold certification. If you do not have a certificate that is current, please contact the nurse aide registry office in the state in which you were most recently certified and employed as a nurse aide to determine whether your certification can be renewed/reinstated.

If you have had a finding of abuse, neglect, or misappropriation of patient property or been placed on the abuse registry in another state, you may not be eligible for certification as a nurse aide in Virginia.

Virginia does not require a fee to apply for certification by endorsement. However, some states do require a fee in order to verify your certification to us if we must mail it to them. We will contact you with additional information if it is necessary.

**Please note the following exceptions/additional requirements for selected states.**

--If you received your original certification in Florida, California, or Maryland PRIOR TO 1992, you will NOT meet requirements for endorsement as set forth in the Virginia Board of Nursing Regulations Governing Certified Nurse Aides as none of those states had competency testing meeting federal requirements prior to that date.

--If you are certified in **Maryland**, you must be a geriatric nurse aide (G.N.A.), NOT a certified nurse aide (C.N.A.), in order to be eligible for endorsement in Virginia. Maryland’s C.N.A. is not equivalent to Virginia’s C.N.A. designation and will not meet the endorsement requirements as set forth in Virginia Board of Nursing Regulations Governing the Practice of Certified Nurse Aides. If you were certified as a GNA during 1992, we will need verification that you took the nurse aide competency test (copy of score report from ASI, then Promissor, Inc., now Pearson VUE), indicating that you passed both parts of the state test, or an old ASI registry card showing “registration route: competency exam” as that state cannot verify this information at this time.

--If you are certified in **Alabama or Illinois** and two years or more have elapsed since that State’s registry office has been informed of employment for you by your employer, this office will be sending you additional paperwork in order to obtain your employment history.

--If you were certified in South Carolina prior to October 1, 2002, in North Carolina after 1998, Hawaii prior to 2008, or Florida, note that these the States did/do not approve all education programs through the nurse aide regulatory authority. Therefore, if you challenged the State test through having completed a non-approved program, a preparatory, or a one/two-day review program, you would not be meeting the requirements for endorsement as set forth in the Virginia Board of Nursing Regulations Governing the Practice of Certified Nurse Aides. Please provide proof of program completion (certificate/letter from program director) if at all possible if your original State of certification is as outlined in this paragraph.
Required information for affirmative answers to the screening questions

If you mark an affirmative answer to Certification Question 1, we will need the following information concerning your conviction(s): (1) **certified copy of each conviction order** from the courthouse itself (showing the date and nature of the offense, the disposition of your case, and sentence). If your conviction record has been destroyed by the court, please obtain a criminal background report from the State Police Department and send that to us. (A background report indicating a conviction date within the time frame of the court maintaining a record of that conviction will not be acceptable.) **Please note:** Felony convictions are held much longer than misdemeanors; a criminal background report will not be accepted in lieu of the court record if you have a felony conviction. (2) **Evidence you have satisfied all court requirements**, including payment of fines, court costs, and restitution, a letter from your probation officer or counselor verifying completion of community service hours, substance abuse treatment programs, ASAP, and any other terms. (3) **A letter from you** describing in detail the facts and circumstances leading to your conviction(s) (where you were at, what happened, why it happened, how you were apprehended) and the steps you have taken to ensure it does not happen again; and (4) **letters from employers** (nursing-related if possible) concerning your work performance and reliability.

If you mark an affirmative response to Certification Question 2, please submit: (1) a factual explanation of the events resulting in the action that was taken; and (2) a copy of the order/action from that state.

If you mark an affirmative response to Certification Question 3, please provide the following information: (1) evidence of past treatment regarding the impairment (i.e., discharge summary from outpatient treatment and inpatient hospitalizations); (2) a letter from your current treating health care provider(s) indicating your diagnosis, treatment regimen, compliance with treatment, and your ability to practice safely; (3) a letter from you explaining the circumstances of your possible impairment and your ongoing efforts to function safely (including efforts to remain compliant with treatment, efforts to maintain sobriety and attend AA/NA meetings, if applicable); and (4) letters from employers (nursing-related if possible) concerning your work performance.