

How to Make Sure Your Nurse Aide Renewal Application Is Handled Quickly



Nurse Aide Registry
Oklahoma State
Department of Health

Each day the Nurse Aide Registry (The Registry) receives over 100 phone calls from aides or facilities. Most calls are to check on the status of renewal applications and most of these applications are incomplete.

Please read the following information to ensure your renewal application is processed quickly and your certification does not expire due to an incomplete application.

CHECK LIST TO COMPLETE YOUR APPLICATION

- Make sure you do not have a tax hold. **Please do not send in application if you have a tax hold until it has been lifted.** Contact the **OTC at 1-800-522-8165 or (405) 522-6800** if you have a tax hold. OTC will provide the Registry with an e-mailed tax hold release.
- Work proof has been provided by **signature of the Administrator, Director, or Supervisor**; a copy of **your pay stub; or your W-2 form.**
- Affidavit of Lawful Presence is complete. **If you are a Qualified Alien, you must provide a copy (Front and Back) of your Admission Card.** You must **print and sign** your name on the Affidavit. Please print clearly.
- Your **name is printed clearly** and you have **signed the application.**
- Include the **fee** if required for certification.

Oklahoma Tax Holds

The Registry is unable to renew your certification if there is an Oklahoma Tax Hold. Oklahoma law requires that certifications not be renewed until the taxpayer is in compliance with Oklahoma tax laws. **The Oklahoma Tax Commission (OTC)** can place holds for varied reasons, such as unpaid OK taxes, or having never paid OK taxes. Aides should contact the OTC if they know they have a tax hold. Please **do not** call the Registry office to find out information on why you have a tax hold. **The Registry does not know why there is a tax hold. You must contact OTC for that information and to have the tax hold lifted.**

If an aide has a tax hold, the Registry Database is locked. We cannot release the tax hold and renew your certification until you contact OTC at **1-800-522-8165 or (405) 522 6800** and **OTC provides the Registry with an e-mailed release.** OTC e-mails the Registry twice a day with tax releases. As soon as they are received from OTC, the Registry staff will remove the tax hold and complete the application if it is complete. ***Please have tax holds lifted before sending a recertification application.***

Work Proof

You must provide one of the following with your application to prove you have provided nursing or health related services at least eight **(8) hours for pay** during the twenty-four (24) months before your certification expires: signature of the Administrator, Director, or Supervisor; a copy of your pay stub; or your W-2 form. The Administrator, Director, or Supervisor, must **fill out the dates** you worked and **sign the recertification application**.

Affidavit of Lawful Presence

As of November 1, 2007, any person fourteen (14) years of age or older who receives public benefits must complete an *Affidavit of Lawful Presence*. The Affidavit reports whether you are a U.S. citizen or an alien who is legally in the country. **If you are a Qualified Alien, you must provide a copy of your Admission Card (Front and Back of card)**. Under the law, your nurse aide certification is considered a public benefit and can only be renewed if you fill out the Affidavit. You must **print and sign** your name on the Affidavit. Please print clearly and legible.

Complete the Application

Print and sign your name. Please be sure your printed name can be clearly read.

Tell Us If Your Address Changes and Renew Early

Your renewal application is mailed out **three (3) months** before your certification expires. It is very important for you to tell the Registry if there is an address change to make sure you receive your renewal notice. It is also important that you mail your recertification application **at least four (4) to six (6) weeks in advance**. This will allow the Registry to renew your certification before it expires. It also allows time for the Registry to mail a letter to you if your application is incomplete and allow you to resubmit any missing information before your certification expires.

If your application is received one (1) or two (2) weeks before your certification expires it **may not** allow enough time before expiration. However, **do not mail** your recertification application **more than 3 months prior to expiration**. **It will be returned**. Renewals are processed in the order they are received. **If you bring your renewal to the office, it will be processed at a later date with that day's mail.**

There are over 70,000 aides with certifications. Over 12,000 aides were added last year and more than one certification may be held by an aide. Since there are periods where the Oklahoma State Department of Health has heavier renewal periods, the renewal process can experience delays but we have reduced those in the registry. We now typically process renewals in two (2) to three (3) weeks.

You are very important to us, and we want to make sure your renewal application is processed as quickly as possible. Please make sure you check the application and all documentation needed for completeness.

You can confirm your certification by checking the Registry website or calling our office. Certification cards are mailed out every 2 weeks. Facilities **may not** determine certification status by the date on your card. Facilities are required to check our web site at <http://NAR.health.ok.gov> or call toll free at 1-800-695-2157 or (405) 271-4085 to check that your certification is in good standing.