



Missouri Department of Health and Senior Services

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Eric R. Greitens
Governor

Randall W. Williams, MD, FACOG
Director

PLEASE READ!!! KEEP THIS FOR YOUR RECORDS

INSTRUCTIONS TO CERTIFIED NURSE ASSISTANTS

Course Cost/Reimbursement

If you are employed by a long term care facility, which cares for Medicare/Medicaid residents you cannot be charged for the 175 hours of training, a final examination of any kind, books, or any other course materials. However, you may be required to pay the fee charged by the certifying association for your certificate.

Keeping Your Certification Active

Once you have been placed on the CNA registry, certain requirements must be met in order to remain **active** on the Missouri State Register. You must work for pay at least one day (8 hours) in a twenty-four consecutive month period. The twenty-four month period begins upon the date of certification. **Proof of this work must be submitted in order to keep your certification active. Work can be submitted to:**

Section for Long Term Care
Missouri Department of Health and Senior Services
Attn: Health education Unit
P.O. Box 570
Jefferson City, MO. 65102
Fax: 573-526-7656
E-Mail: cnaregistry@health.mo.gov

If you do not work the one-day (8 hours) for pay (and submit the required documentation) you will become **inactive** on the register and will be required to challenge (retake) the CNA exam in order to be considered certified. To **challenge** the CNA examination because of inactive status you must submit a written request to retake the CNA exam. Include a copy of the invalid certificate; a copy of Social Security Card; return address; and daytime phone number. Both written and practicum examinations must be passed. **Challenge exams may only be given one time. If you have taken a challenge examination prior to today and failed, you are required by state regulation to take the course.**

If unemployed in nursing services for more than five years, your certification will **expire** and you must retake the entire CNA course to be considered certified.

Verification of Correct Certificate Information

Please check your new certificate for accuracy. Call the association named on your certificate for assistance in getting your certificate corrected. ***If you need a replacement certificate, please contact the Health Education Unit for assistance.***

www.health.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

Employee Disqualification List

If your name is placed on the Missouri Department of Health and Senior Services, Employee Disqualification List (EDL). You shall not work or volunteer in any long-term care facility while on the EDL. If you received a federal indicator along with being placed on the EDL, once your name is removed from the EDL by the state after the designated penalty period expires, Federal Regulation 483.156 (C)(iv) (D) still prohibits you from working in any facility that provides care to Medicaid/Medicare residents.

To verify CNA, Certified Medication Technician (CMT), Level I Medication Aide (L1MA), Insulin Administration, or Instructor/Examiner certification you may check our website at www.health.mo.gov/safety/cnaregistry. Your social security number will be requested.

To speak to a member of our staff regarding certification, call the, Health Education Unit at (573) 526-5686. You may also fax correspondence to 573-526-7656 or e-mail to cnaregistry@health.mo.gov . Thank you.

KH:tm