

## Nurse Aide I Registry Training Waiver Application Instructions January 2022

- The Division of Health Service Regulation (DHSR) has partnered with the state-competency examination vendor, Credentia, to allow Candidates to apply for a training waiver via Credentia's electronic credentialing system known as CNA365®.
- Beginning January 27, 2022, DHSR will no longer accept the Nurse Aide I Registry Training Waiver Application via fax machine or by mail.
- Below are the steps to complete to apply for a training waiver:
  - Beginning February 14, 2022, Candidates should review training posted on Credentia's [website](#) for North Carolina.
  - Beginning February 14, 2022, Candidates should log into the CNA365® credentialing system to create a user account.
  - Within the CNA365® credentialing system, Candidates should select the eligibility criteria that applies to them.
    - E1 – Completed North Carolina State Approved Training – For all applicants who have successfully completed a North Carolina state-approved Nurse Aide I training program.
    - E3 – Completed North Carolina Refresher Training Course – For all applicants who have successfully completed a North Carolina state-approved Nurse Aide I refresher course at a North Carolina state-approved Community College or Proprietary School.
    - E5 – Completed North Carolina State-Approved Training At A Nursing School – For all applicants who are currently enrolled in a North Carolina state-approved nursing education program preparing for registered nurse or practical nurse licensure.
    - \*E8 – Other Trained – For all applicants that are either an emergency medical technician (EMT), an out of state licensed nurse, an unlicensed nursing graduate, an unlicensed nursing student, or a military veteran who received nursing/medical training credentials while in the United States Armed Forces.
    - \*E9 – Out of State Trained – For all applicants who successfully completed a state-approved Nurse Aide I training program in another state, excluding North Carolina, within the previous 24 consecutive months and are not listed on any state's registry of nurse aides.
    - \*E10 – Current Active Status On The North Carolina Nurse Aide I Registry – For all applicants listed as active and in good standing status on the North Carolina Nurse Aide I Registry but do not meet the requirements for registry listing renewal.
  - Once the eligibility criteria is selected, Candidates will receive the training waiver application.
  - Once the training waiver application is completed and submitted, depending on the eligibility criteria selected above, the application will be routed for

review and approval to DHSR or to the education program where training was completed. Eligibility criteria identified with an asterisk (\*) above denotes that the application will be routed to DHSR.

- Candidates will be notified within the CNA365® credentialing system regarding the status of the application, including if DHSR or the education program where training was completed has questions regarding an application.

If you have any questions, please contact the Registry Office within the Division of Health Service Regulation at 919-855-3969 or via email at [DHSR.Registry@dhhs.nc.gov](mailto:DHSR.Registry@dhhs.nc.gov).