

August 14, 2023

Dear Home Health Aide (HHA) Licensee,

Licenses **expire on Monday, October 30, 2023**. The 2023 Home Health Aide renewal begins **August 14th** and is available **online only**. Licensees can access the renewal portal at the following link:

<https://dohenterprise.my.salesforce-sites.com/dchealthrenewals>

For 1st Time Renewals

Upon entering the site, you must SIGN-UP and create an account.

For All Not First Time Users

If this is not your first time renewing, log in to the renewal portal using your credentials from the last renewal. If you've forgotten your password, you will need to submit a request to reset your password by clicking on the "Reset Your Password" link in the web portal.

Things You Need to Know

- **Renewal applications can only be submitted online.**
- You will receive an email and be able to print the license certificate. You will not receive a physical "license card" in the mail.
- You will be required to upload your In-service or Continuing Education (CE) documents.
- **Documents will not be accepted in the office or via email.**
- **Do not select "Paid Inactive"** unless you intend to not have an active license.
- If you answer "Yes" to a screening question, you will be able to write an explanation and will be asked to upload any related documents.
- You are required to consent to a new criminal background check via a name search (**NOT fingerprinting**). There is a \$50.00 background check fee associated with this requirement. Our licensure portal portion of the renewal process, which includes CBC information, *may* take longer than usual; therefore, early renewals are advised.

- The total cost to renew your HHA certification is \$100.00 (renewal fee + background check fee).
- A late fee of \$20 will be added to any renewal application submitted after October 30, 2023, until December 29, 2023. This means the total cost to renew your HHA license after October 30, 2023, is \$120.00 (renewal fee+ background check fee + late fee). After December 29, 2023, the HHA licensee will have to seek a reinstatement of an expired license through a separate process.
- **If this is your first renewal, proof of in-service hours is not required.**

Workforce Survey

As part of the renewal, you will need to complete the online Home Health Aide Workforce Survey. This survey will allow the Board of Nursing and HRLA to accurately capture, quantify, and analyze our current HHA workforce demographics. This information is necessary to develop strategies to meet the workforce needs of the future. The data will ONLY be used for workforce statistical analyses and reporting purposes.

In-Service Training or Continuing Education

HHAs must complete twenty-four (24) hours of in-service training or continuing education in the area of health or nursing needs of an assigned client population for the period of October 31, 2021, through October 30, 2023, and eight (8) hours of employment under the supervision of a RN or other licensed health professional within the last 24 months. The in-service hours should include two (2) hours for LGBTQ and three (3) hours for HIV/AIDS.

Work Requirement

Any HHA that has not worked eight (8) hours within the last two (2) years will not be able to renew their certification. Should you have any additional questions regarding the renewal process, **please visit our website at <https://dchealth.dc.gov/bon>.**

Cases

Any Information Technology (I.T.), such as software concerns, resets, etc., please submit a “case” to I.T. by using the below link:
<https://dohenterprise.my.salesforce-sites.com/support>

Thank you,

DC Board of Nursing