

# IMPORTANT HHA RENEWAL INFORMATION

Licenses Expire Wednesday, October 30, 2019

We are excited to inform you that Health Regulations and Licensing Administration (HRLA) has transitioned to a new online renewal portal. Our new site supports the following web browsers only:

- **GOOGLE CHROME**
- **FIREFOX**

Upon entering the site, you must **SIGN-UP** and create an account. Do not attempt to use log in information from a previous renewal.

## WHAT'S NEW

- You will no longer be able to submit a paper application. **Renewal applications can only be processed online.**
- You will no longer receive a "license card". You will receive an email and be able to print the license certificate.
- 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.**
- If you want to make your licensure status inactive, you will be able to select "Inactive Status"
- If you answer "Yes" to a screening question, you will be able to write an explanation or upload documents.
- You are required to undergo a new criminal background check. **(fingerprinting not required) You will be asked as part of the renewal application to agree to a name background check search and to pay the \$50.00 background check fee.**
- Total cost to renew your HHA certification is \$100.00. (Renewal fee + background check fee)
- Total cost to renew your HHA certification if renewing after October 30, 2019 is \$120.00. (Renewal fee+ background check fee + late fee)

## **WORKFORCE SURVEY**

Please complete the online Home Health Aide Workforce Survey when you renew. This survey will allow the Board of Nursing and HRLA to accurately capture, quantify, and analyze our current HHA workforce demographics. This survey will provide the information necessary to develop strategies for building the capacity needed to meet the workforce needs of the future. The data will be used for workforce statistical analyses and reporting purposes ONLY.

## **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, 2017 through October 30, 2019 and eight (8) hours of employment under the supervision of a RN or other licensed health professional within the last 24 months.

## **PLEASE NOTE:**

**If you have not worked eight (8) hours within the last two (2) years, you will not be able to renew your certification.**

**The Board of Nursing will not accept any documents submitted in person or via email for the renewal of your certification.**