

FEES ARE NOT REFUNDABLE

ENDORSEMENT CHECKLIST **Certified Nursing Assistant Certification**

To assure that the endorsement applications are processed, the following may assist you in performing a final check of the Endorsement application prior to your sending the application to the Board.

1. **Do you have the appropriate application?** Remember an Endorsement CNA application is completed only ONCE. If you have been certified as a CNA in Maryland in the past at any time, you will need a Renewal application instead of an Endorsement CNA application.
2. **Have all data fields on the Endorsement application been completed?** See Endorsement application instructions that accompany the Endorsement application.
3. **Has the fee been attached to the application?** The fee for the CNA Endorsement application is \$20. You can pay by money order, cashier's check, personal check, or facility check.
4. **Has a passport photo, full face 2x2 inches, been attached to the Endorsement application?** A passport sized photograph must be placed on page 2 of the application.
5. **Has the applicant signed the endorsement application?** Page 2 of the application must be signed.
6. **Has the applicant had the fingerprints taken to initiate the criminal history records background check and has the receipt verifying that the fingerprints have been taken attached to the application?** A temporary CNA certification will not be issued unless evidence of the fingerprints being taken are submitted with the Endorsement application.
7. **Has a copy of the current active certification card as a CNA from the out of state registry been attached to the endorsement application?**

****For any applicant who has answered "Yes" to any disciplinary question(s)- This application will be forwarded to the CNA Coordinator for Discipline. A temporary certification will not be issued****

****The Endorsement application will be RETURNED to the applicant if all requirements are not met****

HOW TO CONTACT THE BOARD OF NURSING:

- Please send an email to mdbon.cnaend@maryland.gov. Please include your name, social security number, and date your application was submitted to the Board.

Fact Sheet

Nursing Assistant Certification for Out-of-State Endorsement Applicants

- Out of state applicants must meet the Maryland Board of Nursing training program requirements to be eligible for the CNA certification.
- To be considered for endorsement/transfer to Maryland, the out of state candidate must have a CNA certificate that is current, active, and in good standing on the State's Nurse Aide registry that meets the OBRA requirement.
- All out of state applicants who are endorsing/transferring their certificate to Maryland must have state certification free from finding of abuse or neglect with the out of state registry.
- Out of state candidates who are not on any state registry must complete a Maryland Board approved 100 hour training program to be eligible for Maryland certification as a CNA.

Tips to Avoid Delays in Obtaining Certification

The following are common omissions in completing the applications, which cause a delay in obtaining certification.

- Applicant has failed to include the out of state registry certificate/card.
A copy of the current/active CNA can be printed off the out of state Nurse Aide Registry website.
- If you have to answer "yes" to any disciplinary question-please provide your court documents, a statement explaining the events that lead up to the charge, and two character references.
- Applicant fails to provide his/her social security number.
- Applicant fails to provide proof of fingerprinting

Discipline - All Applicants MUST COMPLETE:

17. Have you ever been convicted of or plead guilty or nolo contendere (this includes a guilty plea for which a PBJ was received):

to a misdemeanor? YES NO

to a felony? YES NO

Has there been any disciplinary action taken against your license or certificate issued in any state, including Maryland? YES NO

If you answered YES to any of the questions above, a complete explanation and court documents showing the OUTCOME of your case(s) must be submitted for review. Your application is not complete until these documents are submitted and cannot be processed.

18. Prior or Current Certification Provide copy of current certificate for each state.

Have you ever been certified or are you currently certified as a nursing assistant in another state? YES NO If so, which state(s)?

Have you ever been licensed as an RN/LPN in another state? YES NO If so, which state(s)?

Provide copy of license for each state.

Have you ever been certified as a nursing assistant by the Maryland Board of Nursing? YES NO

If you answered yes to this question, please do not submit this application, but contact the Board at 410-585-1990.

Have you ever been licensed as an RN/LPN by the Maryland Board of Nursing? YES NO

19. Practice Requirements

A) Certified Nursing Assistant

Have you worked as a nursing assistant 16 hours in the last two years? YES NO

C) Dialysis Technician

Are you currently certified with BONENT? YES NO

Submit copy of current certificate.

B) Home Health Aide

Have you satisfactorily completed 12 hours of inservice training required by CFR, Section 484.36 within the last 12 months verified on facility letterhead? YES NO

D) Geriatric Nursing Assistant

Have you practiced 8 hours for compensation in a licensed comprehensive care facility in the last two years? YES NO

Signature - All Applicants MUST COMPLETE:

I hereby make application for certification in Maryland according to the Nurse Practice Act and the regulations of the Maryland Board of Nursing.

I affirm that the contents of this document are true and correct.

Failure to provide accurate information may result in denial of certification.

SIGNATURE (REQUIRED):

DATE:

Make certified check, facility check or money order payable to the "Maryland Board of Nursing "

CASH AND PERSONAL CHECKS CANNOT BE ACCEPTED

This space is to contain a RECENT FULL FACE 2 inch by 2 inch photograph of applicant.

Photograph must be securely TAPED in place.

Newspaper photograph, etc., NOT ACCEPTABLE

PLEASE DO NOT STAPLE

If the application is not completed within three (3) months the application will be destroyed and a new application must be filed and another fee paid.

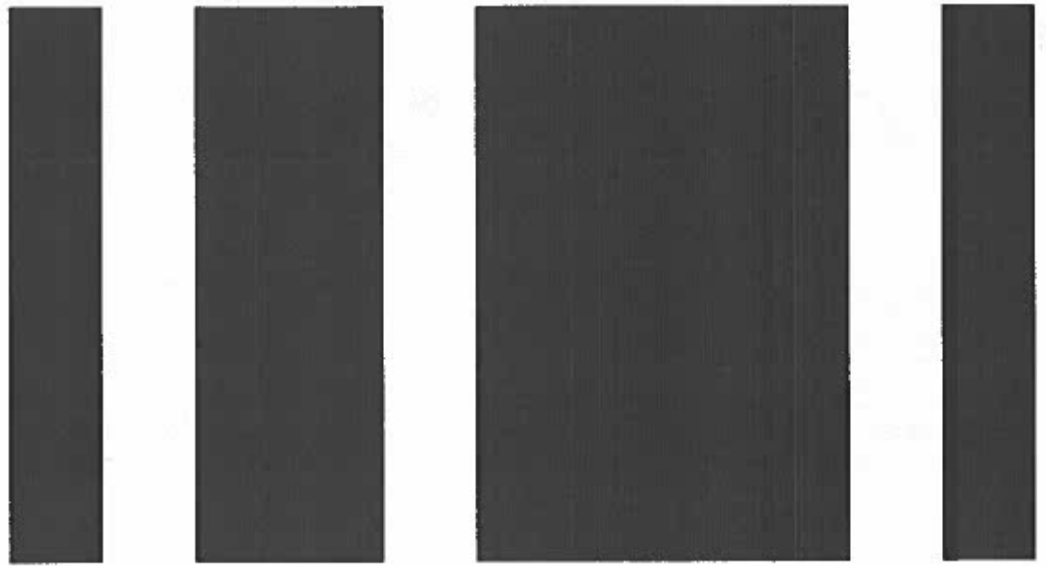
FEE IS NOT REFUNDABLE

**Code Listings
State Codes
(for Item 10)**

AL	ALABAMA	IL	ILLINOIS	MT	MONTANA	RI	RHODE ISLAND
AK	ALASKA	IN	INDIANA	NE	NEBRASKA	SC	SOUTH CAROLINA
AZ	ARIZONA	IA	IOWA	NV	NEVADA	SD	SOUTH DAKOTA
AR	ARKANSAS	KS	KANSAS	NH	NEW HAMPSHIRE	TN	TENNESSEE
CA	CALIFORNIA	KY	KENTUCKY	NJ	NEW JERSEY	TX	TEXAS
CO	COLORADO	LA	LOUISIANA	NM	NEW MEXICO	UT	UTAH
CT	CONNECTICUT	ME	MAINE	NY	NEW YORK	VT	VERMONT
DE	DELAWARE	MD	MARYLAND	NC	NORTH CAROLINA	VA	VIRGINIA
DC	DIST. OF COL.	MA	MASSACHUSETTS	ND	NORTH DAKOTA	VI	VIRGIN ISLANDS
FL	FLORIDA	MI	MICHIGAN	OH	OHIO	WA	WASHINGTON
GA	GEORGIA	MN	MINNESOTA	OK	OKLAHOMA	WV	WEST VIRGINIA
HI	HAWAII	MS	MISSISSIPPI	OR	OREGON	WI	WISCONSIN
ID	IDAHO	MO	MISSOURI	PA	PENNSYLVANIA	WY	WYOMING

**Code Listings
Maryland County Codes
(for Item 11)**

01	ALLEGANY	14	HOWARD
02	ANNE ARUNDEL	15	KENT
03	BALTIMORE CITY	16	MONTGOMERY
04	BALTIMORE CO.	17	PRINCE GEORGES
05	CALVERT	18	QUEEN ANNES
06	CAROLINE	19	ST. MARY'S
07	CARROLL	20	SOMERSET
08	CECIL	21	TALBOT
09	CHARLES	22	WASHINGTON
10	DORCHESTER	23	WICOMICO
11	FREDERICK	24	WORCESTER
12	GARRETT	25	DIST. OF COLUMBIA (DC)
13	HARFORD	28	OUT OF STATE



Application Separator Page

