

Nevada State Board of NURSING

CNA Renewal FAQs

How do I submit my renewal application? You must login to your Nevada Nurse Portal account and click on the “Start your renewal application” or “Apply for Renewal” link.

The screenshot shows a notification bar at the top with a red triangle icon and the text: "Your Nevada RN License [redacted] is up for renewal. Start your renewal application". Below this is a section titled "Your Licenses with Nevada" with two buttons: "Inactivate your License" and "Apply for License". A table below lists license details:

License Number	License Type	License Granted Date	License Expiration Date	License Status
[redacted]	RN	Jun 08, 2020	Aug 01, 2020	• Active

An "Apply for Renewal" link is circled in red next to the "Active" status.

When can I submit my renewal? Renewal applications can be submitted online within 60 days from your current expiration date. If you login to your account beyond the 60-day eligibility period you will not see the renewal links.

What is the renewal fee? The CNA renewal fee is \$50.

What are the renewal requirements? You must have completed 24 continuing education (CE) hours and have practiced at least 40 hours as a CNA within the previous two years.

What if I have not practiced as a CNA within the previous two years? If you have not practiced as a CNA within two years from the date you are submitting your renewal application, you are required to retake a state approved CNA training program OR retake and pass the CNA skills and manual exams before you will be eligible for renewal. There is no CNA refresher program, you are required to complete the entire training program. For a complete list of approved CNA training programs please visit our website here: <https://nevadanursingboard.org/education/>.

I haven't practiced within the previous two years, how do I notify the Board that I will retake a CNA course or the CNA state exams to complete my renewal? First, submit your renewal application to the Board through your Nevada Nurse Portal account. In the application you will appropriately answer “no” to the question that asks if you have practiced as a CNA. Once you answer “no,” the next question will ask if you are opting to retrain or retest. If you are choosing to retest you will receive additional instructions regarding contacting our testing vendor after about approximately one week from the date your application was submitted. If you are choosing to retake the CNA course, you will be required to submit your official certificate of completion to the Board once your course is complete. All applicants will have one year to complete all renewal requirements.

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How many CEs are required for renewal? The Nevada Nurse Practice Act requires all renewing CNAs to complete 24 hours of CNA-related continuing training within the certificate renewal period. CNAs must also have practiced as a CNA under the direction of a licensed nurse for a minimum of 40 hours per renewal cycle. While the legislature didn't mandate the bioterrorism course for CNAs, the Board highly encourages them to take it as part of their 24-hour continuing education/training renewal requirement.

How do I submit my CEs to the Board? Rather than requiring CNAs to submit their continuing education/training certificates at the time of renewal, the renewal application asks applicants to affirm (swear) they are in compliance with the continuing education/training requirement and reminds them to retain copies of their certificates for four years in case of an audit. Then, the Board conducts random audits to ensure compliance. Failure to complete the continuing education within the renewal period, or failure to produce evidence of CE/training completion when audited, may result in disciplinary action. Please refer to the article in the [September 2019 Nursing News](#).

What are approved continuing education/training providers? If a continuing education provider is an academic institution, has a Nevada continuing education provider number, is approved by another state nursing board or health-related board (includes Boards of Medical Examiners, Pharmacy, and social workers), or is recognized by one of the organizations below, it is accepted by the Nevada State Board of Nursing.

- American Association of Critical Care Nurses
- American Association of Nurse Anesthetists
- American Nurse Credentialing Center Commission on Accreditation
- National Association of Pediatric Nurse Associates and Practitioners
- National League for Nursing

What continuing education/training courses can I take? Check with your human resources/staff development office, or try a web search, using key words like "CNA continuing education."

What kind of courses should I take? A course which is designed to increase or improve a CNA's knowledge, skill or ability related to the authorized scope of practice of the CNA.

How many CEs/CNA Training hours does a course equal?

- 60 minutes of participation in CE equals one contact hour
- One hour of participation in CNA in-service training equals one contact hour
- College credit (if taken as part of education program to obtain higher nursing degree; includes prerequisites) – one credit (semester) equals 15 contact hours, one credit (quarter) equals 10 contact hours

How will I know if I am selected for an audit? The Board conducts random audits the first of each month. If you are selected for an audit the Board will send a message to your Nevada Nurse Portal account and email address, the month after you submitted your renewal application to inform you that you have been selected for an audit. This notice will provide you will comprehensive instructions regarding completing your audit.

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I forgot to submit my renewal application prior to my expiration date, can I still renew? Yes, you can renew at any time but will be required to comply with all renewal requirements before your renewal may be issued.

I submitted my renewal application, but I have changed my mind and want to cancel my renewal, can I get a refund? No, once your renewal application is submitted you cannot cancel your application or get a refund. Your application will remain valid for one year should you choose to complete all renewal requirements.

How will I know if my renewal was issued? Once you have submitted your application, return to your Nevada Nurse Portal dashboard to verify your new expiration date. It may take up to 72 hours to see your new expiration date. If your expiration date has not been updated after 72 hours, please check for messages in your nurse portal account as you may need to provide additional information to complete your renewal.

How will I know if I am required to fingerprint for my renewal? A notification will be sent to you via the message center in your Nevada Nurse Portal account within 24 hours from the date your renewal application is received. Please check your Nevada Nurse Portal account one business day after your application is submitted; if you are required to fingerprint you will receive a six-month renewal and have a fingerprints required notice in your message center. If you received a full renewal and do not have a message in your Nevada Nurse Portal account, you are NOT required to fingerprint. For additional information please see our Fingerprint on Renewal FAQs here: <https://nevadanursingboard.org/wp-content/uploads/2019/10/Fingerprint-FAQ.pdf>.