



## INSTRUCTIONS for the Nurse Aide Registry Renewal Form

The *Mississippi Nurse Aide Registry Renewal Form* is used to report your nurse aide employment history in order to maintain your eligibility on the Registry. To be eligible for re-certification, you must have worked as a nurse aide performing nurse aide services for monetary compensation for at least eight (8) hours in a nursing home (i.e., skilled nursing care facility, or distinct part/skilled nursing facility within an existing acute care hospital) or health care setting (i.e., home health agencies, hospitals, hospices and ICF/MR Facilities) during the previous twenty-four (24) month certification period. Under Federal and Mississippi state laws, candidates employed as nurse aides in nursing homes that participate in Medicaid/Medicare programs are prohibited from paying for their own re-certification. Your employer is required to complete the employer section of the renewal form. If you are working for an employment agency, and are placed in a nursing home (i.e., skilled nursing care facility, or distinct part/skilled nursing facility within an existing acute care hospital), you must have the facility fill out the employer section of this form. **An employment agency cannot fill out the employer section of the renewal form.** If you are not employed as a nurse aide at the time of re-certification, your *last* nurse aide employer must complete the employer section of this form, attesting to your employment within the last twenty-four (24) months.

Allow two (2) weeks for processing your completed form. You may check the status of your renewal form on the Nurse Aide Registry by going to the Mississippi Nurse Aide page on the Pearson VUE website ([www.pearsonvue.com](http://www.pearsonvue.com)).

### SECTION I – PERSONAL INFORMATION

- 1. Name on Certificate:** Enter your name as it appears on the certificate. If this is a name change, you must submit a legal document indicating the change.
- 2. Current Mailing Address:** Enter your current address (street, P.O. box, city, state, and ZIP).
- 3. Current Home/Work Telephone Number:** Enter your current home and work telephone numbers, including the area code.
- 4. Current Social Security Number:** Enter your Social Security number that was previously used on the Nurse Aide Registry. If your Social Security number has changed or is not correct on the registry, attach a copy of your Social Security card.
- 5. Certification Number:** Enter your Mississippi Nurse Aide Registration Number.
- 6. Certification Expiration Date:** Enter the expiration date of your certification.
- 7. Nurse Aide Signature:** Sign and date the form.

### SECTION II – CHANGES TO PERSONAL INFORMATION *(Complete this section only if you have changes to personal information.)*

*To change or correct your name or Social Security number, attach a photocopy of a legal document that will provide proof of your new information (for example, marriage license, divorce decree, driver's license, Social Security card). Your information will not be changed on the Registry unless you provide this documentation.*

- 8. CURRENT Name:** If your name has been changed and no longer matches the name on your Nurse Aide Certificate, enter your new name.
- 9. NEW Social Security Number:** If your Social Security number has been changed, or is incorrect on the Registry, enter your new number.

### SECTION III – TO THE NURSING HOME EMPLOYER

The following information must be completed by the nursing home administrator, director of nursing or inservice coordinator in the nursing home or health care setting where this Nurse Aide now works, or last worked. **An employment agency cannot fill out this section of the form.** Employment as a private duty aide, doctor's office aide, laboratory aide, personal care home assisted living aide, or personal care home residential living aide does not qualify for nurse aide re-certification.

- 1. Nursing Home Employer/Pearson VUE Code:** Enter the three digit Employer/Pearson VUE Code. Only nursing homes or distinct part/skilled nursing facilities within existing acute care hospitals that participate in the Medicaid/Medicare programs are assigned an Employer/Pearson VUE Code. All other health care settings that qualify to sign (as previously indicated) the aide's renewal form should leave this space blank.
- 2. City & State of Nursing Home:** Enter the city and state of the nursing home.
- 3. Name of Nursing Home:** Enter the name of the nursing home.
- 4. Date of Hire:** Enter the date of hire of the nurse aide.
- 5. Date of Termination:** Enter the termination date of the nurse aide *(if applicable)*.

### SECTION IV – DECLARATION AND SIGNATURE OF ADMINISTRATOR/DON/INSERVICE COORDINATOR

- 1. Signature:** Signature of the Administrator / Director of Nursing / Inservice Coordinator
- 2. Title:** Title of signee
- 3. Phone number**
- 4. Date**

In order for this Mississippi Nurse Aide to be renewed, you must submit a company check or money order made payable to **Pearson VUE** in the amount of \$26.<sup>00</sup>.

**Mail the COMPLETED renewal form and \$26 fee to:**

Pearson VUE/MSNA Registry, PO Box 13785, Philadelphia, PA 19101-3785

Once Pearson VUE receives your form and fee, they will renew your certification send you a new certificate and wallet card. If you have any questions about this process, call Pearson VUE at 1-888-204-6213.

# Mississippi Nurse Aide Program



## NURSE AIDE REGISTRY RENEWAL FORM

Before completing this form, read the instructions on the reverse side.

To maintain current enrollment on the Mississippi Nurse Aide Registry, please complete this application and mail it to:

Pearson VUE / MS Nurse Aide Registry  
P.O. Box 13785  
Philadelphia, PA 19101-3785

### SECTION I – PERSONAL INFORMATION (Please print neatly in black ink)

1. NAME ON CERTIFICATE

LAST FIRST MI

2. CURRENT Mailing Address

STREET (number and name) APARTMENT NUMBER PO BOX  
CITY STATE ZIP CODE

3. CURRENT Home Phone Number: AREA CODE

4. CURRENT SOCIAL SECURITY NUMBER

5. CERTIFICATE NUMBER CERTIFICATE EXPIRATION DATE MONTH DAY YEAR

6. Nurse Aide Signature: SIGNATURE OF APPLICANT DATE SIGNED

### SECTION II – CHANGES TO PERSONAL INFORMATION

7. CURRENT NAME

Complete if your current name is different from the name on your Certificate. See Instructions for required documentation.)

LAST FIRST MI

8. NEW SOCIAL SECURITY NUMBER

Complete if your current Social Security number is different from the Social Security number on your Certificate.

### SECTION III – NURSING HOME EMPLOYER

The following information must be completed by the nursing home administrator, director of nursing or inservice coordinator in the nursing home where this nurse aide now works, or last worked. An employment agency cannot fill out this form. Employment as a private duty aide, doctor's office aide, laboratory aide or personal care/assisted living/residential living aide does not qualify for nurse aide certification.

1. NURSING HOME EMPLOYER/PEARSON VUE CODE 8

2. NURSING HOME CITY & STATE City State

3. NAME OF NURSING HOME

4. DATE OF HIRE DATE OF TERMINATION MONTH DAY YEAR MONTH DAY YEAR

### SECTION IV – DECLARATION & SIGNATURE OF ADMINISTRATOR / DON / INSERVICE COORDINATOR

The above named nurse aide has been employed for pay performing nurse aide duties for at least 8 hours during his/her registration period. I certify that the information put forth on this Mississippi Nurse Aide Registry Renewal Form is true and correct to the best of my knowledge.

- 1. SIGNATURE – Nurse Aide Employer
2. TITLE
3. PHONE NUMBER
4. DATE