Texas Nurse Aide Registry
Request to Retest for Nurse Aides in Expired Status

The Nurse Aide Registry has implemented a new online system called Credential Manager. Before completing this form, you are required to verify your information in the new system at: https://i7lp.integral7.com/txna. Click on "Up for Renewal but Never Logged In" and complete your registration. Once you have registered, please list your identification number here:

I.D. No.: _____

If you are a nurse aide who is on the Texas Nurse Aide Registry in an expired status and cannot provide employment verification to update to an active status, you may request to test for recertification. Individuals requesting to test for recertification must meet the Competency Evaluation Program (CEP) eligibility requirements, per Texas Standards for Nurse Aides, §26 TAC 556.11(c)(1)(A)(2-3). No individual listed as unemployable on the Employee Misconduct Registry (EMR) or who has been found to have a conviction of a criminal offense listed in Texas Health and Safety Code, §250.006, will be eligible to test. Chapter 250 and a list of convictions can be found online at: http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.250.htm#00.

Nurse Aide Registry staff will complete the EMR check. However, the individual requesting to test must obtain a criminal history check from the Texas Department of Public Safety (DPS). Obtain instructions about requesting a criminal history check by contacting the local DPS office or DPS office or visiting the DPS website: https://www.dps.texas.gov/. For those individuals doing fingerprints cards, contact Integrated Biometric Technology (IBT) at 888-467-2080 for assistance.

Name (Last, First, Middle)	Email Address
Complete Mailing Address	
Social Security No. and/or Certified Nurse Aide (CNA) No.	Area Code and Telephone No.

_____   _____
Signature – Nurse Aide   Date

You must submit the following items:

☐ **Completed Form 5528-NAR - signed and dated**

☐ **Texas Department of Public Safety criminal history check (either Fingerprint Cards with results or Name Based completed online for all last names ever used)**

☐ **Copy of state issued current photo ID**

Mail your request to:

Texas Health and Human Services Commission
Nurse Aide Registry
Mail Code E-414
P.O. Box 149030
Austin, TX 78714-9030

Your request will be processed within 10 business days of receipt.

Address:

- **Did you enclose** a legible photocopy of your picture ID and criminal history for all last names you ever had?
- **Did you** sign the form?

Did you know?

- You can verify certificate status by using the following link: https://emr.dads.state.tx.us/DadsEMRWeb/.
- You can download forms from our website: https://hhs.texas.gov/doing-business-hhs/licensing-credentialing-and-regulation/nurse-aide-registry/nar-forms.

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With a few exceptions, you have the right to request and be informed about the information that the Texas Health and Human Services Commission (HHSC) obtains about you. You are entitled to receive and review the information upon request. You also have the right to ask HHSC to correct information that is determined to be incorrect (Government Code, Sections 552.021, 552.023, 559.004). To find out about your information and your right to request correction, please contact the Nurse Aide Registry at 512-438-2050.