Certified Nursing Assistant Certification
Endorsement Checklist

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<u>ONCE</u>. 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 facility check or money order been attached to the endorsement application?** Personal checks are not accepted and will be returned with your application.

4. **Has a passport photo, full face 2x2 inches, been attached to the endorsement application?**

5. **Has the applicant signed the *endorsement* application?**

6. **Has the applicant had the fingerprints taken to initiate the CHRC Background Check and has the receipt verifying that the fingerprints have been taken been attached to the application?** A 90-day temporary permit will not be issued unless evidence of the fingerprints being taken are submitted <u>with</u> 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 discipline question(s) – This application will be forwarded to the CNA Coordinator for Discipline.

*** The Endorsement application **will be RETURNED** to the applicant should all application requirements not be met.

DATA YOU WILL NEED TO PROVIDE THE BOARD IN ORDER FOR THE BOARD TO INVESTIGATE A DELAY IN CERTIFICATION:

- Name of applicant
- Social Security number
- State transferring from
- Date material was mailed to the Board

HOW TO CONTACT THE BOARD

- Anita J. Williams, by email to anitaj.williams@maryland.gov
- CNA Training Program Fax: 410-764-8042