



Board of Nursing

Wes Moore, Governor · Aruna Miller, Lt. Governor · Meena Seshamani, M.D., Ph.D., Secretary

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. **Applicants who have fingerprint cards only-** Please send a copy of your fingerprint card with the CNA Endorsement Application. The original fingerprint card must go to CJIS for processing- CJIS 6776 Reisterstown Road, Baltimore MD 21215- (410) 764-4501.
8. **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 CHECK THE STATUS OF YOUR ENDORSEMENT APPLICATION:

- <https://lookup.mbon.org/verification/Search.aspx>.

HOW TO CONTACT THE BOARD:

- mdbon.cnaend@maryland.gov

4140 Patterson Avenue - Baltimore, Maryland 21215-2254
Toll Free: 1 (888) 202 – 9861 • Phone: (410) 585 – 1900 • TTY/TDD: 1 (800) 735 – 2258
www.health.maryland.gov/mbon

Interpreter Services are available upon request.