



Board of Nursing

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

Initial Nursing Assistant Application Checklist **FEES ARE NON-REFUNDABLE**

To ensure that your initial application is processed, the following may assist you in performing a final check of your application prior to submitting the application to the Board.

- 1. Do you have the appropriate application?** An initial nursing assistant application is completed only ONCE when applying for certification in Maryland for the first time. If you have been certified as a nursing assistant in Maryland in the past at any time, you will need to complete a **renewal** application instead of an initial application.
- 2. Have all data fields on the application been completed?**
- 3. For applicants who completed a training program, have you attached a certificate of completion issued by your training program to the application?**
- 4. For U.S.-educated nursing students or graduates only, have you ordered an official transcript from your nursing education program from Parchment or Clearinghouse to be emailed to the Board at mbon.cnatranscripts@maryland.gov?**
- 5. For foreign-educated nursing students or graduates only, have you arranged for TruMerit to evaluate your foreign transcript and submit a copy of its evaluation to the Board to mdbon.nbexam@maryland.gov?**
- 6. For military applicants only, have you attached documentation demonstrating successful completion of service member training and education.**
- 7. If you have answered “yes” to Questions 4 and 5, has all required documentation been submitted?** Please carefully review the application for what additional documentation must be submitted. Note that if you answered “yes” to these questions, your application will be forwarded to the Background Review Department for further processing, and you are not eligible to receive a temporary certificate.
- 8. Has the fee been attached to the application?** The fee for the application is \$20. You can pay by money order, cashier’s check, personal check, or facility check.
- 9. Has a full-face passport-sized photo (2x2 inches), been attached to the application?** A passport-sized photograph must be placed on page 5 of the application.
- 10. Have you signed the application?** Page 4 of the application must be signed.
- 11. Has the administrator or faculty of your training program completed and signed the “training program certification” portion of your application?** Page 5 of the application must be completed and signed.

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www.health.maryland.gov/mbon

Interpreter Services are available upon request.

12. Have you had your fingerprints taken to initiate a criminal history records check and have you attached the receipt verifying that the fingerprints have been taken to the application? A temporary nursing assistant certification will not be issued unless the receipt showing the tracking number has been submitted with the application.

****Incomplete applications will not be processed. The application will be RETURNED to the applicant if any of the foregoing requirements are not met. ***

HOW TO CONTACT THE BOARD OF NURSING

- Please send an email to (mdbon.inac@maryland.gov). Please include your name, social security number/TIN, and date your application was submitted to the Board

Tips to Avoid Delays in Obtaining Certification

The following are common omissions in completing the application, that cause a delay in obtaining certification:

- Applicant fails to provide the documentation required if the applicant answers must answer “yes” in response to any disciplinary question. If you answer “yes” to any disciplinary question, -please provide the information listed on the application.
- Applicant fails to provide proof of fingerprinting.
- Applicant does not provide proof of completing a Board approved training program (confirmation letter and certificate of completion)