



Board of Nursing

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

CNA Renewal Applicant Checklist

Please Read: Please make sure that each item that applies to you is submitted when you return your application. If you do not submit all required documents, or if you fail to complete your application in full, your application for renewal may be delayed or the application may be returned.

Implicit Bias/Structural Racism Training

- o On or after April 1, 2026, when you complete your renewal application, you will be required to attest that you have completed both an approved Implicit Bias Training Course and Structured Racism Course (forms enclosed). Please use the link below for more information and approved courses:
<https://health.maryland.gov/mhhd/Pages/Implicit-Bias-Resources.aspx>

Fingerprint/Background Check

- o If you have expired in the months of _____, you are required to complete a background check and submit the receipt from submitting your fingerprints, which has a tracking number on it, with your application.
- o If your certification has expired for more than one year, you are required to complete a background check and submit the receipt with the tracking number on it with the application.

Verification of Employment (“VOE”)

- o If your certificate is expired, you are required to submit a VOE from your employer during your certification period from _____ to _____. It must be on the company letterhead, including your title, dates of employment, license number, and signature of your RN Supervisor or HR Representative. If you have worked in another position that requires a CNA certification, it must be indicated in the letter.
- o If you have been certified for less than two years-please complete the enclosed memorandum.

Criminal History

- o If you answered “yes” to any of the “since your last renewal” questions in Questions 5-7, submit the documentation listed on the application.

Payment

- o The fee for renewal is \$40. The Board accepts money orders, personal checks, and facility checks.

Retraining

- o CNA-IIs only: If you did not have 16 hours of active practice, for compensation, as a nursing assistant within the two years preceding your expiration date, please submit the **Original Confirmation** letter with your application.

Out of State Certification

- o If you hold an active certificate in good standing to practice as a nursing assistant in another state or territory in the United States, you must provide a copy of your out of state certification with your application.

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.