

Frequently Asked Questions

MINNESOTA NURSING ASSISTANT REGISTRY

How do I verify if an individual is on the Minnesota Nursing Assistant Registry?

Take these steps to find out if you or someone else is on the Nursing Assistant Registry.

You can verify online your registry status and if there are substantiated findings of abuse, neglect and/or misappropriation of property. It will also be possible to search for a certificate number if lost or forgotten.

The online service provides the option to input a Minnesota nursing assistant's certificate number or first/last name and to narrow the search, the date of birth of the individual, to print out an Online Registry Verification document. The Online Registry Verification document will include the nursing assistant's name, expiration date, certificate number and an image of the state seal.

1. Go to [Minnesota Online Nursing Assistant Registry Verification \(https://apps.health.state.mn.us/nar/narMain\)](https://apps.health.state.mn.us/nar/narMain).
2. Enter the individual's unique certificate number. If that number is unknown, enter the first and last name and to narrow the search, the date of birth of the individual to access the certificate number;
3. Click on the "Search" button to access the search results;
4. Click on the corresponding certificate number to print the Minnesota Nursing Assistant Registry Verification of Registration document that contains an image of the state seal.

How do I contact the Minnesota Nursing Assistant Registry?

Walk-in service is not available.

Nursing assistant certificate numbers will not be sent through email.

Please use the online registry system by going to [Minnesota Online Nursing Assistant Registry Verification \(https://apps.health.state.mn.us/nar/narMain\)](https://apps.health.state.mn.us/nar/narMain).

Telephone:

Call (651) 215-8705 or long distance within Minnesota 1-800-397-6124. A Registry Representative is available Monday-Friday between the hours of 9a.m. and 3p.m. Telephone does not have voice mail.

Email:

Health.FPC-NAR@state.mn.us

Mailing Address:

Nursing Assistant Registry
P.O. Box 64501
St. Paul, MN 55164-0501

How do I report my name or address change or correct my name or Social Security number?

Name changes must be reported to the Registry by sending a photocopy of your marriage certificate, divorce decree or court order that changed your name. Include your Social Security number or certificate number and address on this document.

To support a Social Security number correction, send in a photocopy of your Social Security card with your name and current mailing address.

You can call the Registry to make an address change.

Do I have to pay a fee to update my nursing assistant certificate or get a replacement certificate?

There is no processing fee for the Minnesota Nursing Assistant Registry.

Nursing Assistant Certificates are not available to print.

Registry status can be determined going to [Minnesota Online Nursing Assistant Registry Verification](https://apps.health.state.mn.us/nar/narMain) (<https://apps.health.state.mn.us/nar/narMain>).

New certificates are not issued when updating Registry status.

How do I stay on the Minnesota Nursing Assistant Registry?

Nursing assistants must report their nursing assistant employment. You must perform independently at least eight (8) hours of paid nursing assistant duties every 24 months to stay on the Registry. (A lapse in employment over 24 months will result in an expired status on the Registry.) Tasks must be similar to those performed in a nursing home. Orientation and training will not be accepted.

ATTACH A COPY OF YOUR JOB DESCRIPTION FROM YOUR EMPLOYER IF YOU ARE NOT WORKING AT A NURSING HOME OR CERTIFIED HOME HEALTH AGENCY.

You must attach a copy of a recent pay stub from the employer.

PLEASE ALLOW AT LEAST 30 BUSINESS DAYS FOR PROCESSING.

Complete the [Nursing Assistant Registry Update Form](http://www.health.state.mn.us/divs/fpc/profinfo/narinfo/201224mouupdate.pdf) (<http://www.health.state.mn.us/divs/fpc/profinfo/narinfo/201224mouupdate.pdf>) if you are currently on the Registry and need to change or add information to your file.

You can download the Nursing Assistant Registry Update Form on the [Nursing Assistant Registry Forms](http://www.health.state.mn.us/divs/fpc/profinfo/narinfo/formsnar.html) (<http://www.health.state.mn.us/divs/fpc/profinfo/narinfo/formsnar.html>) webpage.

What do I do if my Registry status has expired but have been working as a nursing assistant without a 24 month gap of employment?

Call the Minnesota Nursing Assistant Registry at (651) 215-8705 or long distance within Minnesota 1-(800)-397-6124 between the hours of 9a.m. and 3p.m., Monday through Friday for directions.

What if I haven't worked as a nursing assistant in the last 24 months?

You can challenge the nursing assistant written and skills competency evaluation to be placed back on the Registry. You must contact an approved testing sites for dates and fees.

You can search for approved training and competency evaluation sites online at [Nursing Assistant Training/Testing Sites](http://www.health.state.mn.us/divs/fpc/directory/natraining sites.cfm) (<http://www.health.state.mn.us/divs/fpc/directory/natraining sites.cfm>).

How do I transfer from the Minnesota Nursing Assistant Registry to another state's Nursing Assistant Registry?

You need to contact the Nursing Assistant Registry of the state you wish to transfer to.

How do I transfer my status from another state's Nursing Assistant Registry to the Minnesota Nursing Assistant Registry?

If you wish to transfer your certificate to the Minnesota Nursing Assistant Registry from another state, you need to complete the [Interstate Endorsement Forms](http://www.health.state.mn.us/divs/fpc/profinfo/narinfo/Interstate2.pdf) (<http://www.health.state.mn.us/divs/fpc/profinfo/narinfo/Interstate2.pdf>). Please read and follow the directions on the form(s) carefully. Incomplete forms will delay your transfer to the Minnesota Registry and will be returned to you.

You can download the Interstate Endorsement Forms on the [Nursing Assistant Registry Forms](http://www.health.state.mn.us/divs/fpc/profinfo/narinfo/formsnar.html) (<http://www.health.state.mn.us/divs/fpc/profinfo/narinfo/formsnar.html>) webpage.

Interstate Endorsement Forms can now be submitted electronically via email to: Health.FPC-NAR@state.mn.us.

If you are transferring to Minnesota from another state, you must be on the Minnesota Nursing Assistant Registry before you can work in a nursing home or certified boarding care home as a nursing assistant.

Minnesota Department of Health
Nursing Assistant Registry
PO Box 64501
St. Paul, MN 55164-0501
651-215-8705
health.FPC-NAR@state.mn.us
www.health.state.mn.us

October 2016

To obtain this information in a different format, call: 651-215-8705. Printed on recycled paper.