

Health Occupations Credentialing (HOC) information:

Q. What is HOC Fax Number?

A. HOC fax number is 785-296-3075

Q. What is HOC address?

A. 612 S. Kansas Ave. Topeka, KS 66603

FREQUENTLY ASKED QUESTIONS REGARDING NURSE AIDE

Q. How to check status of certification?

A. Click on **Certification Verification**, search by the nurse aides **KS CNA #** if known **OR** by their **first name** along with their **SSN including the dashes.**

Q. How does a Nurse Aide submit a name change request/correction?

A. A Nurse Aide will need to fill out the Name/Address change form. Once completed the nurse aide will need to mail or fax the Name/Address change [form](#) along with documentation reflecting the current name.

Q: How does a nurse aide go inactive?

A: If the aide does not work at least 8 hours in a two year period the certificate goes inactive. Once the aide goes inactive they are not eligible to work.

Q: What if a nurse aide has worked within the two year period and their status is showing inactive?

A: The nurse aide will need to have their employer fill out the employment verification [form](#).

Q: What if a Nurse Aide does not work and their status is inactive.

A. A Nurse Aide may take a two day refresher [course](#) through a community college, or have an RN in a long term care facility or hospital, administer a checklist.

Q. What is a checklist and where do we get the form?

A. The checklist consists of 18 skills which is administered by a RN to determine if the aides skills are satisfactory. The RN shall contact HOC at 785-296-6877 for the form. The form is not sent to the aide and the aide is not to have a copy of the checklist once it is done.

Q: Does RN need to be an instructor?

A: The RN is not required to be an instructor. The checklist is to be done one on one with the RN. The checklist cannot be done in conjunction with a nurse aide course.

Q: Can the checklist be done by an LPN?

A: The checklist must be administered by a Registered Nurse.

Q: Can the aide work while doing the checklist?

A: The aide is not eligible to work until back active on the Kansas nurse aide registry.

Q: Where can the checklist be administered?

A: In a long term care facility, hospital or a lab setting at a school?

Q: Can the checklist be done through a home health agency?

A: A home health agency cannot do the checklist.

Q: If the aide is an active certified medication aide or home health aide but the nurse aide is inactive can they work as a medication aide or home health aide?

A: The nurse aide certificate must be active and the med aide and/or home health aide must also be active.

Q: Is the aide or facility notified when the status has change to active?

A: It is the responsibility of the potential employer to check the registry for status of a nurse aide.

Q: Once the aide is active is a new certificate mailed?

A: HOC no longer issues certificates.

Reciprocity/Interstate

Q. How can a Kansas Nurse Aide become certified in another state?

A. The nurse aide will need to contact the [State](#) they want to become certified in.

Q. What if a Nurse Aide is certified in another State and they are moving to Kansas.

A. As long as the nurse aide's certification is still active in the other state and in good standing and has never been a certified as a CNA in KS. The Nurse Aide can request to challenge the KS Nurse Aide Test once. An [Interstate](#) Application will need to be completed and mail back with the required information.

FREQUENTLY ASKED QUESTIONS REGARDING MEDICATION AIDE

Q. When does the medication aide certificate expire?

A. The medication aide certificate will expire two years from the issue date and each individual must take the 10 hour medication aide update [course](#) to renew.

Q. When should the update course be taken?

A. Anytime in the two year period, but it is best to start looking for a [course](#) 6 months prior to the expiration date.

Q. If the medication aide certificate is expired how long does a medication aide have to renew?

A. The aide has one year from the expiration date to renew the certificate. They must complete the [update](#) course prior to the year date. For example, if the certificate expired July 4, 2017 they must complete the course prior to July 4, 2018.

Q. When will the new expiration date show on the registry?

A. If the medication aide certificate is expired the new date will show as soon as the information is entered by HOC. If however the certificate is not expired the new date will not show until the current certificate is expired. So if the certificate expires May 1st and it has been updated the new expiration date will not show until after midnight on the day of the expiration date.

Q. Medication aide certificate is expired can the medication aide continue to work?

A. Once the med aide certificate is expired the aide cannot pass medications until the certificate is back active on the registry.