

Health Occupations Credentials (HOC) Contact Information

Q. What is the HOC email address?

A. kdads.certification@ks.gov

Q. What is the HOC Phone Number?

A. HOC phone number is 785-296-6877

Q. What is the HOC Fax Number?

A. HOC phone number is 785-296-3075

Q. What is the HOC address?

A. 503 S. Kansas Ave., Topeka, KS 66603

Q. What is the HOC website address?

A. www.kdads.ks.gov/hoc

HOC staff have moved to a hybrid work schedule. The preferred method to contact HOC staff is by email. If needing to meet in person to ensure the appropriate HOC staff is available, please make an appointment by email.

KANSAS NURSE AIDE and HOME HEALTH AIDE INFORMATION

Q. How often must the Nurse Aide renew their CNA certification?

A. The CNA certification must be renewed every two years. It is the CNA's responsibility to assure it remains active.

Q. How do you check the status of a certification?

A. Go to www.ksnurseaidregistry.org, click on Certification Verification. You can enter one of the following: Aide ID number, Full social security number and Date of Birth, OR by First and Last Name.

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

A. The Nurse Aide will need to fill out the Name/Address change form and attached supporting documentation (ex: marriage certificate, drivers license, social security card, or court documents) When completed it can be mailed, emailed, or faxed along with documentation reflecting the current name.

The form can be found on the HOC webpage: <https://kdads.ks.gov/kdads-commissions/survey-certification-and-credentialing-commission/health-occupations-credentialing/applications-forms>

Q. How does the Nurse Aide certification go inactive?

A. if the Nurse Aide does not work at least 8 hours* in a two-year period performing activities of daily living, and have their employer submit their employment, then the certification goes inactive. Once the Nurse Aide goes inactive, they are not eligible to work.

*Hours worked in a doctor's office or clinic doesn't meet the requirements

Q. What if the Nurse Aide has worked within the two-year period?

A. The Nurse Aide will need to fill out the top half of the Employment Verification form and have their employer fill out the bottom half. Once completed, it can be submitted via mail, email, or fax. That form can be found on the HOC page at: <https://kdads.ks.gov/kdads-commissions/survey-certification-and-credentialing-commission/health-occupations-credentialing/applications-forms>

*Hours worked in a doctor's office or clinic doesn't meet the requirements

Q. What if the Nurse Aide does not work and their certification becomes inactive?

A. The Nurse Aide has two options to renew their certification if they are unable to submit the Employment Verification form.

First Option: An RN at a long-term care facility or hospital can administer a Skills Checklist.

Second Option: The Nurse Aide can take a 10-hour CNA refresher course through a post-secondary school. Information on where courses are held, are located on our HOC website: <https://kdads.ks.gov/kdads-commissions/survey-certification-and-credentialing-commission/health-occupations-credentialing/all-training-courses-continuing-education>

Please note: If aide also has a Home Health Aide certification, that certification will be updated at the same time as the CNA.

Q. What is the Skills Checklist and where does the Nurse Aide obtain the form?

A. The checklist consists of 18 skills administered by the RN to determine if the Nurse Aide's skills are satisfactory. The RN can contact HOC at 785 296-6877 or by email kdads.certification@ks.gov The Aide will not have access to the checklist at any time. It must be submitted by the RN administering the Skills Checklist.

Q: Does RN need to be an instructor to administer the CNA Skills Checklist?

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 Nurse Aide work while the checklist is being administered?

A. The Nurse Aide is not eligible to work until the credentials are 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: No, a Home Health Agency cannot administer the Skills 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 Nurse Aide or facility notified when the status has change to active?

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

Q. Once the Nurse Aide is active will a new certificate be mailed?

A. HOC no longer issues certificates. You can view and print your certification from the Nurse Aide Registry at www.ksnurseaidregistry.org

Q: How do you reschedule a CNA or HHA exam?

A: CNA applicant can reschedule for the CNA exam by completing the reschedule form and pay the \$20 non-refundable rescheduling fee. The form and fee can be sent to KDADS by mail or email. That form can be found on the HOC website: <https://kdads.ks.gov/kdads-commissions/survey-certification-and-credentialing-commission/health-occupations-credentialing/applications-forms>

Q: What if my HHA is inactive?

A: Completing an employment verification form, CNA refresher course or Skills Checklist for your Nurse Aide will meet the HHA requirements. The HOC staff will update both the CNA and HHA certification.

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. If the Nurse Aide's certification is active in the other state, in good standing and has never been 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 mailed or emailed back with the required information and the \$20 non-refundable fee. There is also a Credit Card form available if it will be emailed. That form can be found on the HOC website: <https://kdads.ks.gov/kdads-commissions/survey-certification-and-credentialing-commission/health-occupations-credentialing/applications-forms>

KANSAS MEDICATION AIDE

Q. When does the Medication Aide certificate expire?

A. The Medication Aide certificate will expire two years from the issue date, and everyone must take the 10-hour Medication Aide update course to renew. Those courses are offered at a local post-secondary school. A list of approved courses can also be found on the HOC Website: <https://kdads.ks.gov/kdads-commissions/survey-certification-and-credentialing-commission/health-occupations-credentialing/all-training-courses-continuing-education>

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 Medication Aide has one year from the expiration date to renew the certificate. They must complete the 10-hour update course prior to the year date. For example, if the certificate expired July 4, 2023, they must complete the course prior to July 4, 2024.

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

A. The updated 2yr active period will reflect as soon as the information is entered by HOC staff. If the initial CMA certification period has not expired, the status will display as “renewal” until the current CMA period has expired. The following day the status will change from “renewal” to “active”.

Q. If the Medication Aide certificate is inactive, can the Medication Aide continue to work?

A. Once the Medication Aide certificate is expired, the Medication Aide cannot pass medications until the certification is updated and active on the registry.