

Certified Nursing Assistant Licensing Requirements

Examination Requirements:

A state-approved training program is not required prior to examination; however, it is strongly recommended. A high school diploma or its equivalent, or be 18 years of age, is required if the applicant is challenging the exam without completion of an approved training program.

Approved Training Programs: http://www.doh.state.fl.us/mqa/cna/lst_training.xls

Candidates, both first-time and re-certifying, must pass the Prometric CNA Exam which is a 2 part examination, consisting of a written and a performance (skills) section. The Written Test is a two-hour test with fifty (50) multiple-choice questions written in English. An Oral or Spanish Test may be requested for the Written Test if you have difficulty reading English and you must ask for it when you submit your application. The Manual Skills Evaluation requires the applicant to perform five (5) randomly selected nursing assistant skills.

Testing Information:

The application and candidate information bulletin is available through the state's contracted test administrator, Prometric.

Website: <http://www.prometric.com/Florida>

Email: FLCNA@prometric.com.

Phone: (888) 277-3500

Address: Florida CNA Program
Prometric
1260 Energy Lane
St Paul MN 55108
Phone: (888) 277-3500

Verify Your Examination Results Online: <http://ww2.doh.state.fl.us/ONLINETESTNET/default.aspx>

Your license will be sent to the address on file at the Board office 10-15 days after the Board office receives notification you passed the examination.

Application Process:

Effective August 1, 2010, Chapter 400.215 requires all applicants to complete a Level II background screening (including fingerprints). As a result of this legislation, the new application process is as follows:

1. Candidate/Training Program submits completed application with all required fees to Prometric.
2. Prometric sends candidate a "fingerprint authorization" letter.
3. Candidate schedules a fingerprint appointment and gets fingerprinted electronically (Authorization letter required at fingerprinting site).
4. Florida Board of Nursing determines candidate's eligibility to test based on results of FBI background screening and informs Prometric.
5. Prometric schedules eligible candidates and sends out "admission ticket" for testing.
6. Candidate takes the test. If the candidate passes both exams, he/she is placed on the FL Nursing Assistant Registry. If the candidate fails one or both of the exams, the process starts over at step one.

Background Screening:

Any applicant who has ever been found guilty of, or pled guilty or no contest to/nolo contendere, any charge other than a minor traffic offense must list each offense on the application. Failure to disclose criminal history may result in denial of your application. Each application is reviewed on its own merits. The Board of Nursing has created guidelines for specific offenses to be cleared in the board office; however, the staff cannot make determinations in advance as laws and rules do change over time. Violent crimes and repeat offenders are required to be presented to the Board of Nursing for review. Evidence of rehabilitation is important to the Board Members when making licensure decisions.

Conviction Record Guidelines for Licensure and Exemption:

http://www.doh.state.fl.us/mqa/cna/ap_convictrecord_2010.pdf

Applicants with prior criminal convictions may be required to submit the following documentation to the Board:

Final Dispositions/Arrest Records - Final disposition records for offenses can be obtained at the clerk of the court in the arresting jurisdiction. If the records are not available, you must have a letter on court letterhead sent from the Clerk of the Court attesting to their unavailability.

Completion of Probation/Parole – Probation records for offenses can be obtained at the clerk of the court in the arresting jurisdiction. If the records are not available, you must have a letter on court letterhead sent from the Clerk of the Court attesting to their unavailability.

Self Explanation - Applicants who have listed offenses on the application must submit a letter in your own words describing the circumstances of the offense.

Letters of Recommendation - Applicants who have listed offenses on the application must submit 3-5 professional letters of recommendation from people you have worked for or with.