



State of California—Health and Human
Services Agency
**California Department of
Public Health**



September 26, 2024

AFL 24-23

TO: All Facilities

SUBJECT: New Online Submission System for Certified Nursing Assistant (CNA) and Home Health Aide (HHA)
Initial Certification Applications

AUTHORITY: Health and Safety Code sections 1337.2 and 1736.1

All Facilities Letter (AFL) Summary

This AFL notifies all facilities that the California Department of Public Health (CDPH), Center for Health Care Quality (CHCQ) is launching the Online Submission System (Oasys) which allows CNAs and HHAs to submit their initial (first-time) applications.

Effective October 1, 2024, CDPH will launch Oasys which allows CNAs and HHAs to submit their initial (first-time) certification application(s) directly into CDPH's system. CDPH expects online submissions to Oasys to significantly improve initial application processing. Upon successful submission, Oasys will provide applicants with an application number confirming receipt of the initial application and that it has been successfully entered into CDPH's database. CDPH will issue a certificate upon successful completion of all required certification requirements. At this time, Oasys is only available for CNAs and HHAs seeking initial certification and is not available for certification renewal.

Submitting an Application

Applicants are required to create an account and will be prompted by a series of questions mirroring the current paper/electronic fillable (PDF) application.

To prevent delays in processing, applicants must use the same information provided on their Live Scan to create an account. If the information entered does not match exactly what is on the Live Scan Form (BCIA 8016), an alert indicating "Duplicate SSN" will appear. If you encounter discrepancy issues, please send an email to ONLINECNA@cdph.ca.gov with "Duplicate SSN" typed in the subject line of your email.

Applicants will need to have the following documents/information available prior to starting the online initial certification application process:

1. **Social Security Number or Individual Taxpayer Identification Number**
2. **Training Information:** Training Provider Number, Training start and end date
3. **Identity Verification Documents*** - Electronic copy of one of the following documents: state issued driver's license, state issued identification card, passport, or U.S. Armed Forces identification card in an acceptable format (i.e. pdf, word, jpeg)

4. **Information regarding any convictions AND/OR information regarding any health-related adverse action against you** (e.g., revoked, annulled, canceled, suspended etc.)

5. **Live Scan***: Electronic copy of completed Request for Live-Scan Service Form (BCIA 8016) (PDF)

Applicants must upload documents marked with an asterisk “*” to Oasys and manually enter all other information.

Obtaining a PDF Copy of the Application

A copy of the submitted application is available as a PDF file and can be found by selecting the link titled “Application.Form” listed under the “Documents” tab on the Home Page. Upon completion of the CDPH-approved training program, a signed copy of the PDF is required to complete the competency evaluation examination.

Questions

Users experiencing technical issues with their submission may send an email to ONLINECNA@cdph.ca.gov.

Sincerely,

Original signed by Cassie Dunham

Cassie Dunham

Deputy Director

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