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Title 22@ Social Security

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Division 5@ Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies

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Chapter 2.5@ Certified Nurse Assistant Program

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Article 3@ Program Components

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Section 71839@ Renewal of Unexpired Certificates

## 71839 Renewal of Unexpired Certificates

### (a)

Certified nurse assistants shall submit a certification renewal application, an application fee and verification of the required in-service training every two (2) years.

### (b)

Submission of an application for renewal shall be deemed to occur on the date the application is received by the Department. (1) Starting from the date the Department receives an application for a renewed certificate, the applicant shall be informed within 30 days whether the application is complete and accepted for filing or that the application is deficient and what specific information is needed. (2) An application is considered complete when the correct fee is received and the accompanying documentation verifies completion of required twenty- four (24) hours of in-service training or continuing education per year for a total of forty-eight (48) hours within the two (2) year renewal period. The in-service training and continuing education shall include multiple topics. (3) Starting from the date a completed application is received, the Department will make a decision whether to approve or disapprove it within 90 days. The Department's time frames for acting on an application for renewal are as follows: (A) Minimum..... 30 days. (B) Median..... 60 days. (C) Maximum..... 90 days.

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**(2)**

An application is considered complete when the correct fee is received and the accompanying documentation verifies completion of required twenty- four (24) hours of in-service training or continuing education per year for a total of forty-eight (48) hours within the two (2) year renewal period. The in-service training and continuing education shall include multiple topics.

**(3)**

Starting from the date a completed application is received, the Department will make a decision whether to approve or disapprove it within 90 days. The Department's time frames for acting on an application for renewal are as follows: (A)

Minimum..... 30 days. (B) Median..... 60 days. (C)

Maximum..... 90 days.

**(c)**

California, out-of-state, and foreign academic nursing courses given in accredited postsecondary institutions, out-of-state nursing-related courses approved for in-service training or continuing education by licensing agencies of other states, providers approved by the California Board of Registered Nursing and courses given by nationally recognized health associations shall be approved if the Department determines them to be equivalent for meeting the requirements for an in-service training program or continuing education program. Only original documents and transcripts from out-of-state or foreign schools will be accepted by

the Department for equivalency consideration. These documents must come directly from the institution or agency where the course(s) were provided.