Option 2 - Certification – Nurse Aide (NA) Renewal – By Employer

Submit application through TULIP

Select Nurse Aide Facility Staff Renewal
- Employer acknowledges that the individual does not have any Employee Misconduct Registry entries or criminal convictions that would restrict them from renewing.
- The employer acknowledges the completion of in-service education (24 hours for every two years)

HHSC staff review the application to determine if there are deficiencies, staff will deny the employer's attempt to renew for the nurse aide.

Staff notify the facility of the denial and provides information to the nurse aide on how to submit the correct employment documentation to renew themselves.

Certification Renewal

HHSC staff renew the certificate and change the application to approved.

TULIP emails the applicant.

The updated certificate can be printed from TULIP.

A nurse aide employer can renew a nurse aide certificate three months prior to their expiration date. If expired, there is no limit on how long the individual has been expired to renew by this method, if the employer has documented work experience for the individual for each two-year period from the date of issuance or the date of last renewal (whichever is later).