Option 1 - Certification – Nurse Aide (NA) Renewal – By Nurse Aide

Complete Required Forms

Submit application through TULIP

Select Certified Nurse Aide Renewal Application.
- Upload employment verification form, form 5506
- Acknowledge that the individual does not have any Employee Misconduct Registry entries or criminal convictions that would restrict them from renewing.
- Acknowledge the completion of in-service education (24 hours for every two years)

HHSC staff review the application to determine if there are deficiencies and place the application into response required if so.
- Staff will check the Employee Misconduct Registry

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.

Applicant submits information

Nurse aides 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 individual has documented work experience for each two-year period from the date of issuance or the date of last renewal (whichever is later).