Option 4 - Certification – Nurse Aide (NA) Renewal – Retesting

Complete Criminal History Check with DPS

Log into dps.texas.gov to complete a name-based check for each last name used. DPS charges a fee for each check.

Submit application through TULIP

Select Request to Retest for Nurse Aides in Expired Status
- Upload the criminal history results and valid government issued photo ID

Schedule and Complete the Exams

HHSC staff approve the applicant to test.

Applicant receives an email from ‘SMT Notice’ with a link to register for the exam.

Applicant submits information

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

Applicant schedules and passes both exams:
- Written
- Skills

Certification Renewed

Exams scores are electronically submitted in TULIP by the Prometric system.

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

TULIP emails the applicant.

The updated certificate can be printed from TULIP.

For nurse aides who do not have documented work experience for each of the two-year periods from the date of issuance or the date of last renewal (whichever is later), the nurse aide can renew their certification by retesting (option 4) or retraining and retesting (option 3) based on the individual's comfort with taking the exam. There is no limit on how long the individual has been expired to renew by this method.