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# Work History

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**Work history must be submitted by the provider on an official letterhead.** It shall be signed and dated by the Administrator or Designee. **It must be mailed or emailed; faxes will not be accepted.**

The following information **is required** in the letter:

- Aide's Name, Social Security Number, Date of Birth, Address, E-mail Address, and Phone Number
- Date (month, day, and year) the aide began working and the date (month, day, and year) the aide last worked
- **The specific nursing and nurse-related duties performed by the aide (at least 4) Example: Assist residents/clients/patients while adhering to the care plan in activities of daily living including but not limited to i.e. provide showering and dressing assistance, personal hygiene and grooming assistance, transfer assistance, escort assistance, daily reminders, etc.**
- Name of the healthcare provider reporting the work history with the address, phone number, and provider's license number.
- The name, title, and signature of the individual reporting the work history.

The above information must be submitted **by the employer**, via email to [LA.CNA@la.gov](mailto:LA.CNA@la.gov) (must originate from facility email account), or mail to LA Nurse Aide Registry, P.O. Box 3767, Baton Rouge, LA 70821.

**Work history can only be accepted from providers licensed by the LA Department of Health, a school serving children with special needs, or a correctional facility in which the certified nurse aide performs nursing or nursing-related duties.**

Private-duty sitting **does not qualify**, unless it is done through a licensed provider.

Work history performed through a staffing agency **does not qualify**, unless at a nursing home. The Nursing Home must report directly to the Registry.

## Nurse Aide Certification

***What is the nurse aide certification period and what are the requirements to retain certification?***

Nurse aides are certified for 2 years, beginning with the certification date.

Nurse aides are required to work at least 8 hours during every 24 month period (2 years) once certified. The 8 hours must include "nursing or nurse related" duties and must be performed in approved licensed settings such as: nursing homes, hospitals, home health agencies, personal care attendant agencies, assisted living programs, hospice agencies, respite agencies, supervised independent living agencies, adult day health care programs, and intermediate care facilities for the developmentally disabled (ICF/DD) programs). **However, hours worked in settings other than Nursing Homes are not required to be reported by provider but recommend to be submitted to ensure certification renewal.**

**NOTE:** Duties performed in schools serving children with special needs, work in correctional facilities caring for patients, supervised independent living agencies, adult day health care programs, supported employment and intermediate care facilities for the developmentally disabled (ICF/DD) programs) must be reviewed to determine whether they meet the established criteria.

1. If certification is lost because the nurse aide does not have the required work history, the nurse aide may retest or complete another Nurse Aide Training Program to be certified again (provided there is no other reason which would prohibit recertification). Aides may go to [CNA Registry | Louisiana Department of Health](#) to find out if they are eligible to retest and get instructions for retesting.

2. If certification is lost because the nurse aide has the required work history, but it has not been reported to the registry (regardless of the reason), that work history may be submitted to the registry in accordance with the instructions above. Certification will be updated (changed to certified) if work history meets requirements.