

# Aides Registry: FAQs



April 2022

## Aides Registry

The Nurse Aide Registry uses email to handle most communications, including sending renewal notices.

Please ensure your email is current by logging into <https://mylicense.in.gov>.

## Name Change

- Submit a written request to the aides registry including an official name change document (court order, marriage certificate, or divorce decree).
- A social security card is not acceptable.
- Aide certification number
- Current phone number, email address, and address.

## Expired Certification

8 months or less: [mylicense.in.gov](https://mylicense.in.gov)

More than 8 months:

- The employing facility must complete the expired renewal form and submit it to IDOH Aides Registry.
- Find renewal form at: <https://forms.in.gov/Download.aspx?id=5705>
- In Registry History Status: Contact the Registry with additional questions.

## Contact Information:

Phone: 317.233.7442 option 1

Fax: 317.233.7750

Email: [aides@isdh.in.gov](mailto:aides@isdh.in.gov)

Mail: Aides Registry

2 N Meridian St 4B-07

Indianapolis, IN 46204

## Quick Links

### • Address Change:

[mylicense.in.gov](https://mylicense.in.gov)

### • Certification Number:

[Mylicense.in.gov/EVerification](https://mylicense.in.gov/EVerification)

### • Certification/Registration Cards

[Online Licensing System](#)

[Online Login Instructions](#)

### • Complaints on Facilities/Aides

[in.gov/isdh/21533.htm](https://in.gov/isdh/21533.htm)

[complaints@isdh.in.gov](mailto:complaints@isdh.in.gov)

1-800-246-8909

### • Complaints on Training Programs

[ISDHLTCTrainingPrograms@isdh.in.gov](mailto:ISDHLTCTrainingPrograms@isdh.in.gov)

## Certification Cards

- The Aides Registry does not print cards for certification/registration for aides.
- Aides are only provided a paper certificate and pocket card for their initial placement on the registry.
- You must be in active status to print a certification/registration card from home.

# Becoming a Certified Nurse Aide

March 2022

## General Requirements

- Complete a 105 hour state approved [Nurse Aide Training Program](#)
- Successfully complete both the written and skills competency evaluation.
- No age or education requirement=

## Graduate Nurse

### Has not taken Boards

- Be a recent graduate of nursing school within the past 2 years, that has not taken the Boards yet.
- Successfully completed *Fundamentals of Nursing* or equivalent course with a "C" or better grade.
- Successfully complete competency evaluation written examination.

### Did not pass Boards

- Be a recent graduate of nursing school within the past 2 years that did not pass the Boards.
- Successfully completed *Fundamentals of Nursing* or equivalent course with a "C" or better grade.
- Successfully complete both the written and skills competency evaluation.

## Student Nurse

- Be **currently** enrolled in a nursing program.
- Must have successfully completed *Fundamentals of Nursing* or equivalent course with a "C" or better grade.
- Successfully complete the competency evaluation written examination.

Contact Ivy Tech Community College at 317-917-5948 or go to [www.ivytech.edu/cna/4371.html](http://www.ivytech.edu/cna/4371.html)

## Out of State (or equivalent)

- Be current and in good standing, with no verified complaints, as a CNA in another state.
- Successfully complete the Nurse Aide Training Competency Evaluation written examination.
- Successful completion of the Skills Test is at the discretion of the hiring facility.

Contact Ivy Tech Community College at 317-917-5948 or go to [www.ivytech.edu/cna](http://www.ivytech.edu/cna) to obtain an application and view the requirements.

## Reference

- [Start your application now!](#)

### • Out of State Registry

<https://info.ncdhhs.gov/dhsr/hcpr/links.html>

### • From Indiana to another state:

You must contact that state to get their rules and regulations on reciprocity/transfers.

- Nurse Aides are allowed to work in Indiana for 120 days until they are on the Indiana registry.

## Facility Responsibility

- Provider should verify the status of the aide and confirm that there are no findings against the aide at:

<https://mylicense.in.gov/EVerification/>

- Provider must obtain a criminal background check from the state from which the CNA is transferring.

# Certified Nurse Aides

March 2022

## Recertification

An individual's initial certification is valid for a two (2) year period. It must be renewed to remain active on the [Indiana Nurse Aide Registry](#). There is no fee to renew a CNA certification.

- Aide must obtain at least 12 in-service hours each year of certification.
- Aide must work in nursing or nursing related activities for at least 8 hours during each 2 year renewal cycle.
- Private care hours are not accepted in Indiana.
- You must renew your certification through the [Online Licensing System](#).
- You must create your login credentials using the Register a Person option.
- Please follow the [Online Login Instructions](#) to create your User ID and Password.
- If expired more than 8 months, this form must be completed in full and submitted to the Registry by your verifying employer. [Certified Nurse Aide \(CNA\) Renewal Form](#)

## Findings

Finding is the status the State of Indiana uses to indicate the Aide has had a finding of abuse, neglect, or misappropriation.

An individual cannot work as an aide with a Finding.

## ***Fast Facts***

- **It can take up to 90 days to be added to the Registry once passing your examinations with Ivy Tech.**

# Becoming a Qualified Medication Aide

March 2022

## General Requirements

- Be at least 18 years of age.
- Have proof of a high school diploma or equivalent (GED is acceptable. School transcripts are not acceptable).

Be in good standing as a Certified Nurse Aide (CNA) on the [Indiana Aide Registry](#).

- Worked a minimum of 1,000 hours as a CNA within the last 24 months.
- Complete the 100 hour QMA Training Program.
- Pass a QMA written competency evaluation..

## Psychiatric Attendant

- Be current and in good standing on the [QMA registry](#).
- Provide documentation of QMA work within the previous six (6) months.
- Successfully complete the [Nurse Aide Training Competency Evaluation written examination](#).

## Student Nurse

- Currently enrolled in a nursing program.
- Must have completed pharmacology or equivalent course, with a C or better.
- Must complete the 40 hours of supervised medication practicum ( Note: student nurse are exempt from the 60 hours of classroom training).
- Pass the QMA written competence evaluation.
- Contact Ivy Tech Community College at 317-917-5948 or go to [www.ivytech.edu/qma](http://www.ivytech.edu/qma) to obtain an application.

## Out of State (or equivalent)

- To work as a QMA in Indiana you must first be a CNA in good standing and be a CNA on the [Indiana Aide Registry](#).
- Pass the written competence test.

Contact Ivy Tech Community College at 317-917-5948 or go to <https://www.ivytech.edu/qma/4301.html> to obtain an application and view the requirements.

## Reference

- [QMA Application](#)

- **Out of State Registry**

<https://info.ncdhhs.gov/dhsr/hcpr/links.html>

- **From Indiana to another state:**

You must contact that state to get their rules and regulations on reciprocity/transfers.

- Certified QMAs in another state may petition IDOH to be exempt from the Indiana QMA training course and supervised practicum. If the petition is granted the individual will be required to take and pass the competency evaluation test before that they can be certified as a QMA in Indiana.

- A transfer cannot work as a QMA in Indiana while waiting to test but may work as a CNA for 120 days if their other state certification is Active and in good standing.

## Facility Responsibility

- Provider should verify the status of the aide and confirm that there are no findings against the aide at:

<https://mylicense.in.gov/EVerification/>

- Provider should request a criminal background check on the candidate from the Indiana State Police.

# Qualified Medication Aides

March 2022

## Certification Requirements

- Attend a training program which includes 100 hours of training and 60 hours of classroom instructions along with 40 hours of supervised practicum. [Documentation of Qualified Medication Aide Practicum](#)
- QMA must work administering medications at least 8 hours in the last 12 months to be eligible for renewal.
- QMAs work under the direct supervision of a registered nurse or a licensed practical nurse and can perform only procedures that are defined within the [QMA scope of practice](#).
- QMAs must renew their aide certification/registration through the [Online Licensing System](#). You must create your login credentials using the **Register a Person** option. View the [Online Renewal Instructions](#).
- If your certification is in Registry History status contact the Registry for additional information at [aides@isdh.in.gov](mailto:aides@isdh.in.gov).

## In-Service Training

- Each QMA is responsible to keep documentation of their annual 6 hours of in-service training.
- The training must be obtained between January and December.
- IDOH will review QMA Records of Annual Inservice Training through:

A random selection of QMAs who will be notified by IDOH to submit their in-service form for review.

A review during an annual survey or other surveys, as necessary.

## Facility Requirements

The facility should maintain a copy of [QMA Record of Annual Inservice Training](#) as relates to employment.

## Testing

Competency evaluations are conducted through [Ivy Tech Community College](#)

The fee for both the written and skills test is \$75.00.

## Quick Links

- **Ivy Tech:** [QMA Application](#)

317-971-5948.

Ivy Tech Community College  
CNA/QMA Testing  
PO Box 1621  
Indianapolis IN 46206

<https://www.ivytech.edu/qma/index.html>

[CNA\\_QMA\\_testing@lists.ivytech.edu](mailto:CNA_QMA_testing@lists.ivytech.edu)

[Indiana Code 16-28-13 Criminal History Checks](#)

[Indiana Code 16-28-1-11; Qualified Medication Aides](#)

[410 IAC 16.2; Licensure of Health Facilities](#)

[Indiana Law and Rules Homepage](#)

[Indiana Register](#)

## Expiration Dates

- If a QMA does not have a CNA certification the QMA will expire every 2 years.

EX: Current Expiration 03/31/2018 →

New Expiration: 03/31/2020.

- If a QMA has a CNA certification the QMA will expire the same day as the CNA.

# QMA Insulin Administration

March 2022

## Certification

- The Insulin Administration Education Module must be conducted through an Indiana approved Qualified Medication Aide Training Program by an approved Program Director.
- The training must follow the approved curriculum.
- The Insulin Administration Education Module is an OPTIONAL training for QMAs.

## Training Requirements

- 4-8 hours of classroom training following the state approved curriculum.
- 2-4 hours of practical training with 1:1 supervision of licensed *registered nurse*.
- Successful completion of skills competency checklist with 100% accuracy administered by the QMA training program approved Program Director.
- Successful completion of written competence examination administered by the state approved testing entity.
- The approved QMA training program is responsible for maintaining a student file for each individual.
- A minimum of 1 hour of in-service training, pertaining to Insulin Administration, is required annually.

## Quick Links

[QMA - Insulin Administration Education Module Information](#)

[QMA - Insulin Administration Education Module - Instructor](#)

[QMA - Insulin Administration Education Module - Student](#)

[QMA - Insulin Administration Education Module Certification Application](#)

[QMA Training Sites](#)

[QMA - Insulin Administration Withdrawing from a Vial Competency Checklist](#)

[QMA - Insulin Administra-](#)

# Home Health Aides

March 2022

## Training Requirements

### Federally Certified Home Health Agencies

- Must meet the provisions of CFR 484.36 when using home health aides in the agency.
- Training programs must consist of classroom and supervised practical training totaling at least 75 hours with at least 16 hours devoted to supervise practical training.
- The trainee must complete at least 16 hours of classroom training before beginning the supervised practical training.

### State ONLY Home Health Agencies

- Must meet the standards identified in 410 IAC 17-14-1 (g through l).
- The training of home health aides in accordance with a continuing education program must be performed by or under the general supervision of a registered nurse.
- The home health agency maintains sufficient documentation to demonstrate that the continuing education requirements are met.
- The home health agency is responsible for ensuring that, prior to patient contact, any entity providing home health aide services on the HHAs behalf meet the requirements of the state rule.

## Home Health Aide Application/Renewal

- Renewal cycles are for two year periods.
- It can take up to two weeks for your HHA application to process and for your number to be issued.
- There is no fee to renew your license.

## Renewal Requirements

- Must have at least 12 in-service hours each year of certification.
- Must work in nursing or nursing related activities for at least 8 hours during each 2 year cycle
- Private care hours are not accepted as aide work in Indiana.
- \* If you have not worked 8 paid hours in aide-related services in the 24 months immediately preceding the certification expiration date then you must retake the competency evaluation program.

## Facility Hiring

- Verify the status of the aide.
- Confirm there are no findings against the aide at:  
[mylicense.in.gov/EVerification/](https://mylicense.in.gov/EVerification/)
- Request a criminal background check on the candidate from the IN State Police.
- Complete a competency evaluation on the candidate.
- Home Health Aide applications from licensed facilities should be submitted by the training entity through the IDOH Gateway:  
<https://gateway.isdh.in.gov/Gateway/SignIn.aspx>
- Home Health Aide applications from unlicensed facilities should be sent to the aides registry.

## Renewal Steps

- The initial registration is valid for a 2 year period and must be renewed to remain active.
- You must renew through the [Online Licensing System](#).
- You must create your login credentials using the "register a person option".
- [Online Renewal Instructions](#)
- [Home Health Aide Registration Renewal Application](#)

# Home Health Aides

March 2022

## Criminal Background History

**Home Health Agencies** and **Personal Services Agencies** must obtain one of the following **life time** searches:

- An "(E)xpanded criminal history check" as defined at IC 20-26-2-1.5
  - A "(N)ational criminal history background check" as defined at IC 10-13-3-12
- Criminal Background Histories must be obtained no more than 3 business days after the date the employee begins to provide services in a patient's temporary or permanent residence.

The Division of Home and Community Based Care will not accept any limited criminal histories with any required submission to the Division effective July 01, 2016.

## Home Health Aide Transfers

- Home Health Aide certifications cannot be transferred to or from Indiana.

## Becoming an HHA in Indiana

- Have successfully completed a competency evaluation program that addresses each of the subjects listed in the state rule.
- Be entered on and in good standing on the state aide registry.
- Have your employer follow the steps to submit your application to the Aides Registry.

## Laws and Regulations

### • Federal

[42 CFR 484](#)

[Appendix B State Operations Manual](#)

[Code of Federal Regulations \(CFR\) Homepage](#)

### • State

[Home Health Agency Statute](#)

[Home Health Agency Rules](#)

[Indiana Law and Rules Homepage](#)

[Indiana Register](#)