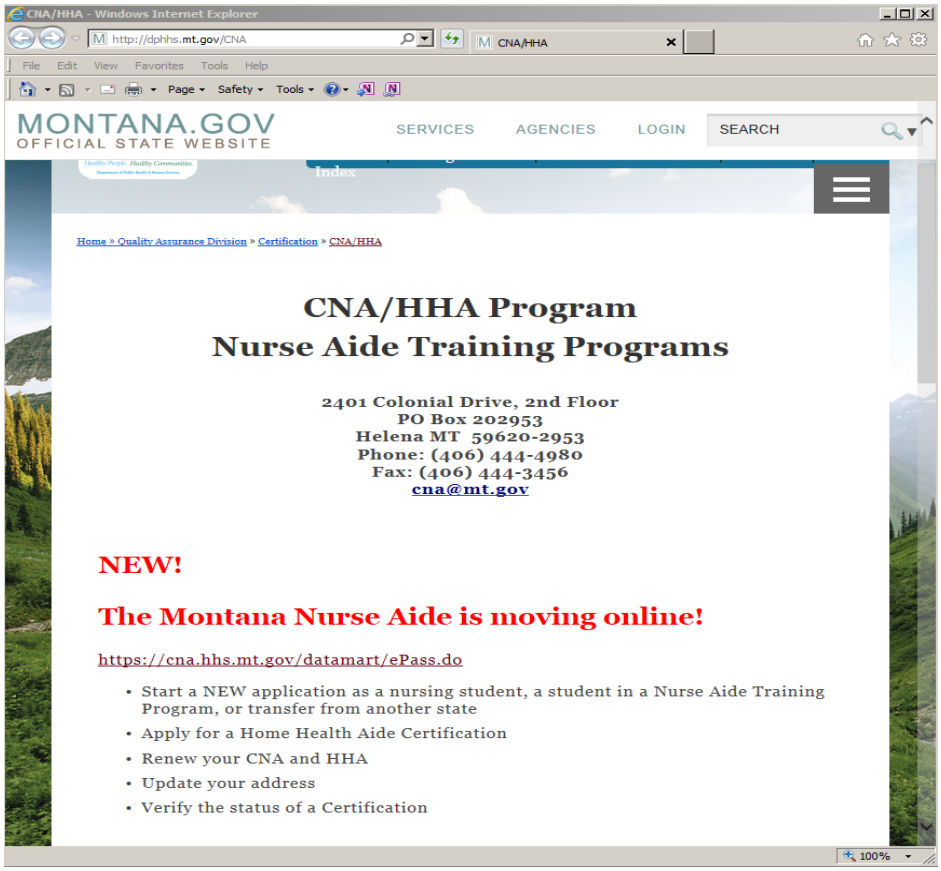
MONTANA NURSE AIDE REGISTRY ONLINE

For:
Nurse Aide Training Program Students
Challenge Candidates

http://dphhs.mt.gov/CNA or cna.mt.gov



What can be done online:

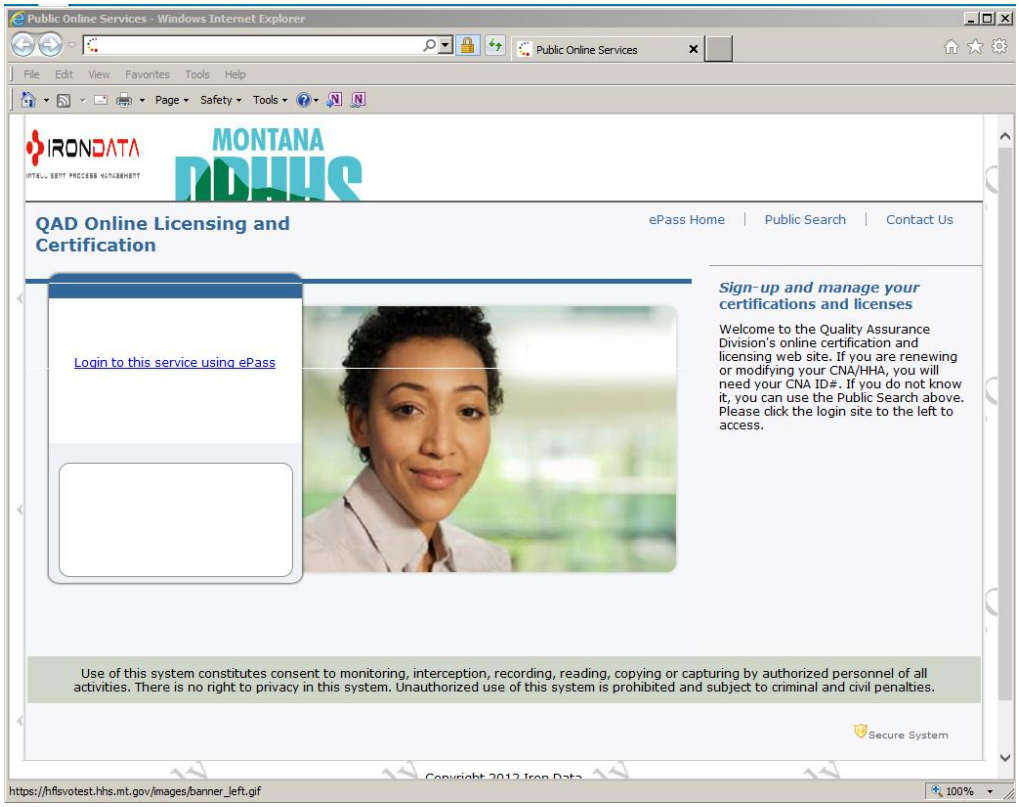
- Apply to be placed on the Nurse Aide Registry as a student in a Nurse Aide Training Program, or have challenged the test through Headmaster

Once on the Nurse Aide Registry, you can:

- Apply for a Home Health Aide Certification
- Renew CNA and HHA Certifications
- Update addresses
- Verify the status of a Certification

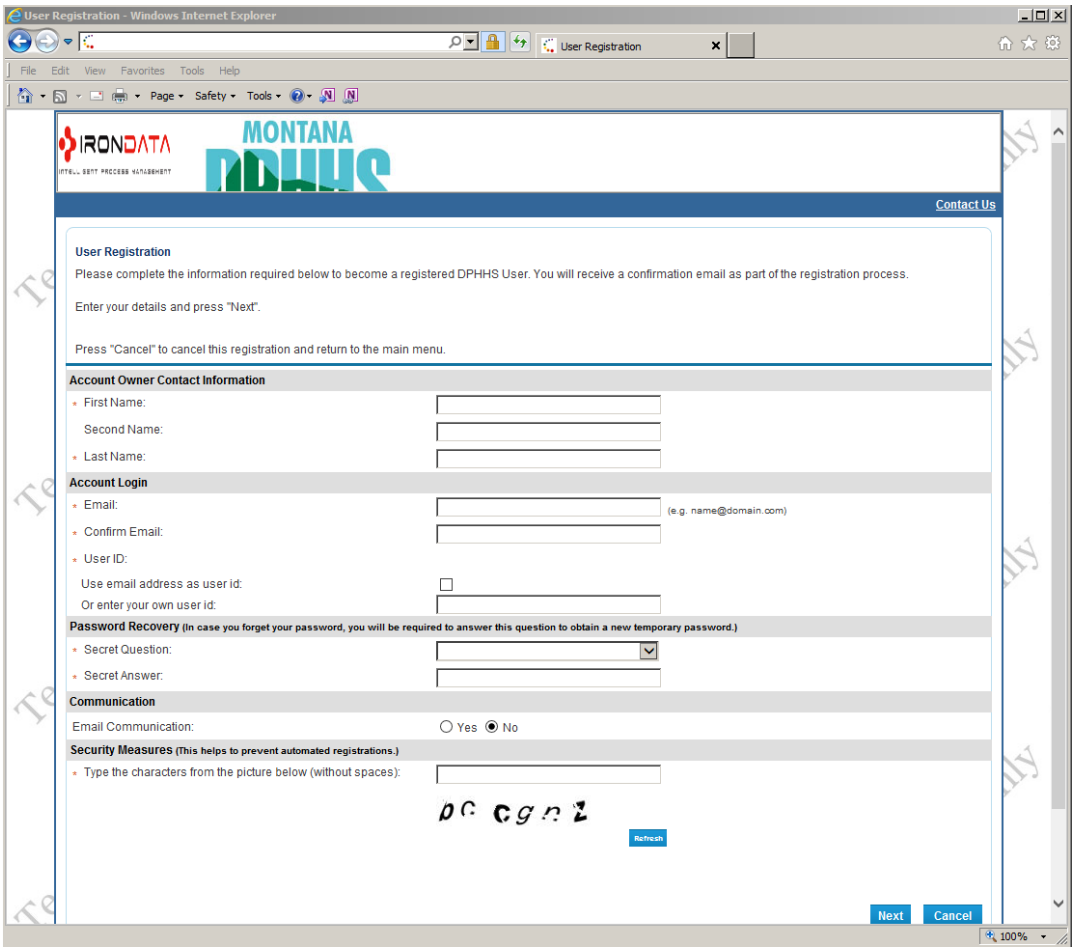
Step 1. Making your way through Epass.

- Click on the link from our main webpage
- You will be at the QAD Online Certification
    - Please note – we share some pages with the Licensure Bureau, which licenses Health Care Facilities, so that is why you will see the word licensure at times. Please remember that in Montana, CNAs and HHAs are certified, not licensed.
- From here, you will click on the "Login to this service using ePass" link
    - Please note – if you need help with ePass, there are Instructions available in that system



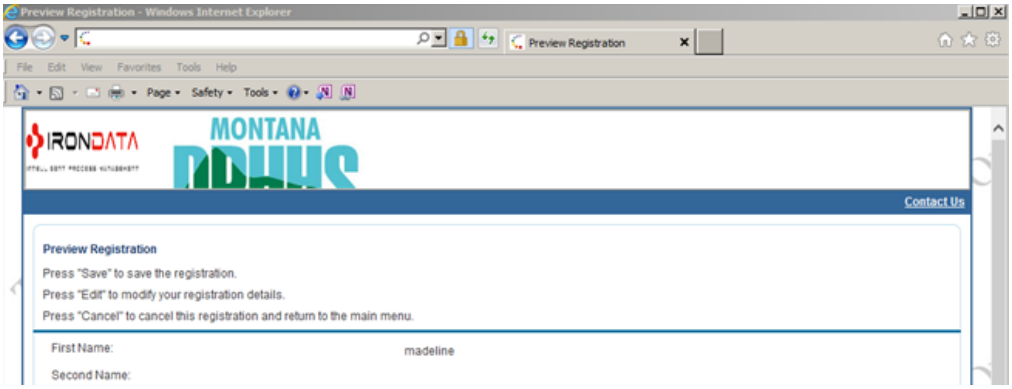
Step 2. Register for the Nurse Aide Registry

- Once through ePass, you will get to the User Registration Screen. Please complete, and click on next
  - Where it says second name, it is looking for a maiden or previous name
  - You must have an email address for this process. If you do not, there are many sites where you can get one for free.
  - It is recommended (but not necessary) that you use your email address as your User ID.



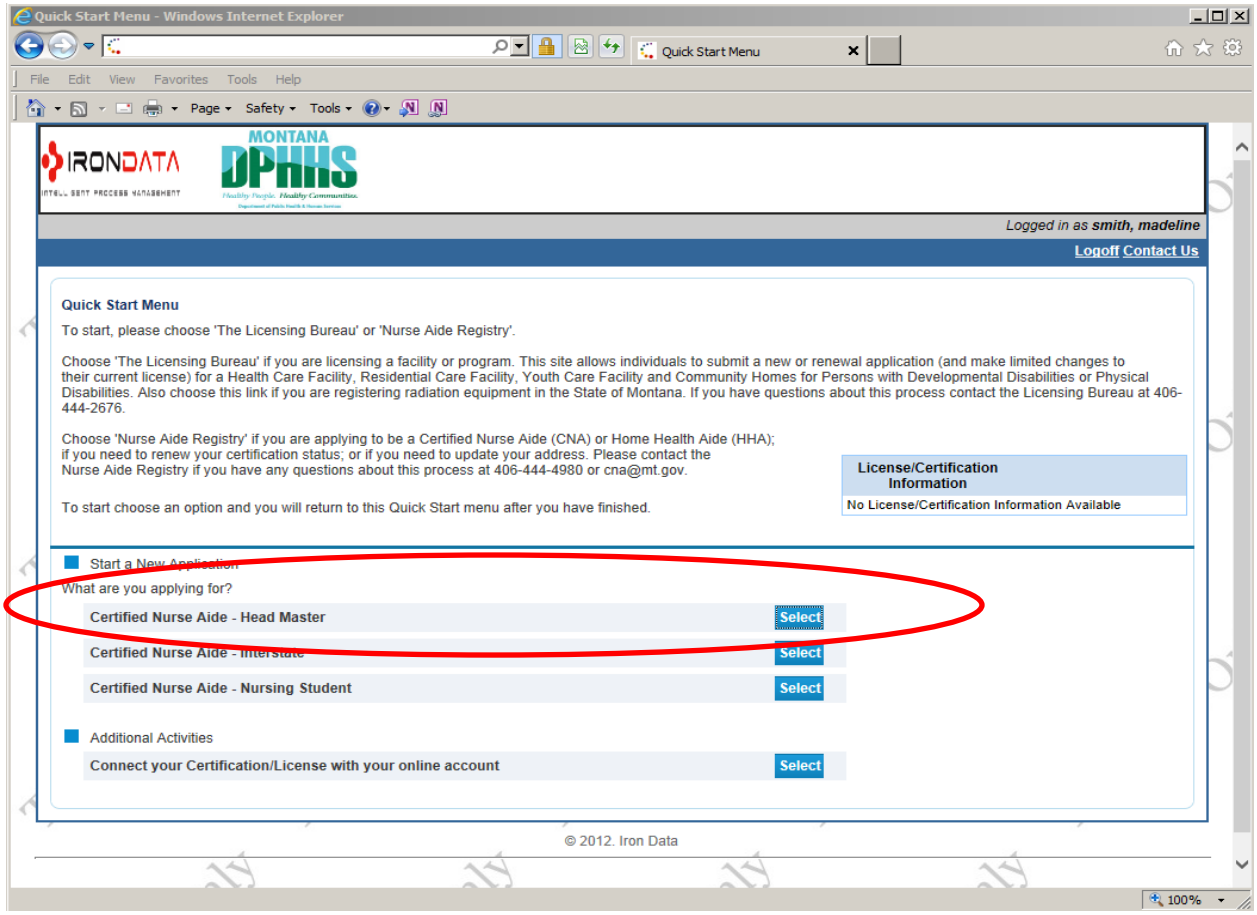
Step 3. Preview Registration.

- If all is correct, click next.

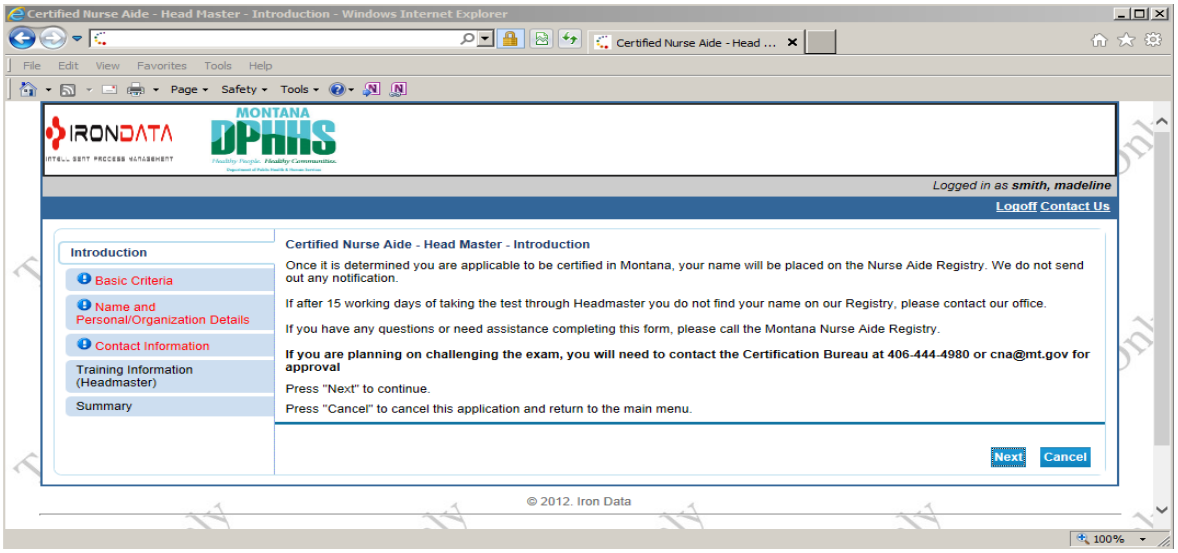


Step 4. Apply for a new certification.

- Re-login through the Main QAD Online Certification Page
- Once you enter in your credentials through ePass, you will get to the Quick Start Menu

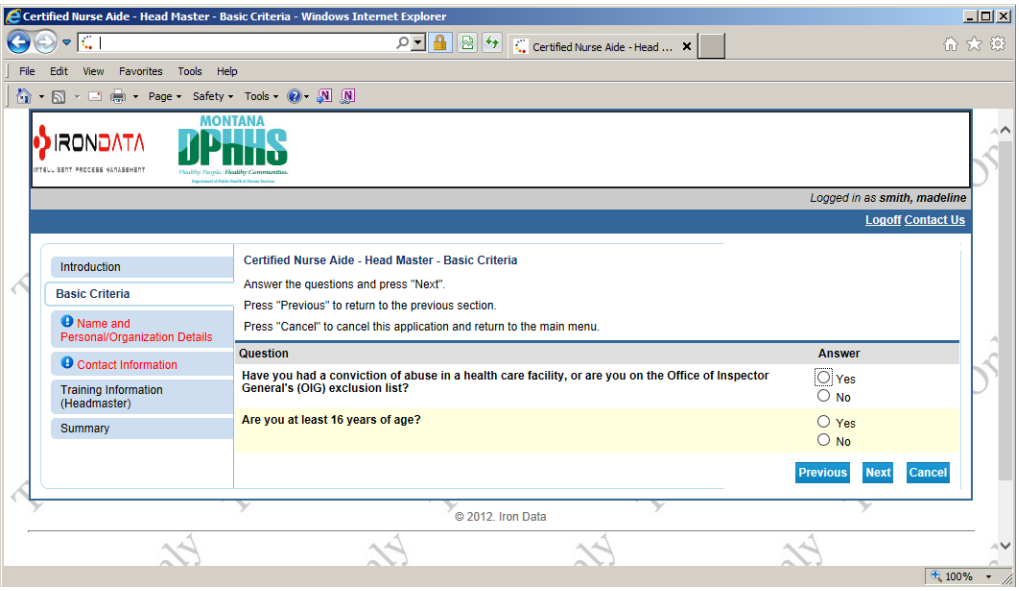


- Under the What are you Applying for section, Select: Certified Nurse Aide - Head Master
- You will get to an Introduction Page. Please read through this information, and click next.



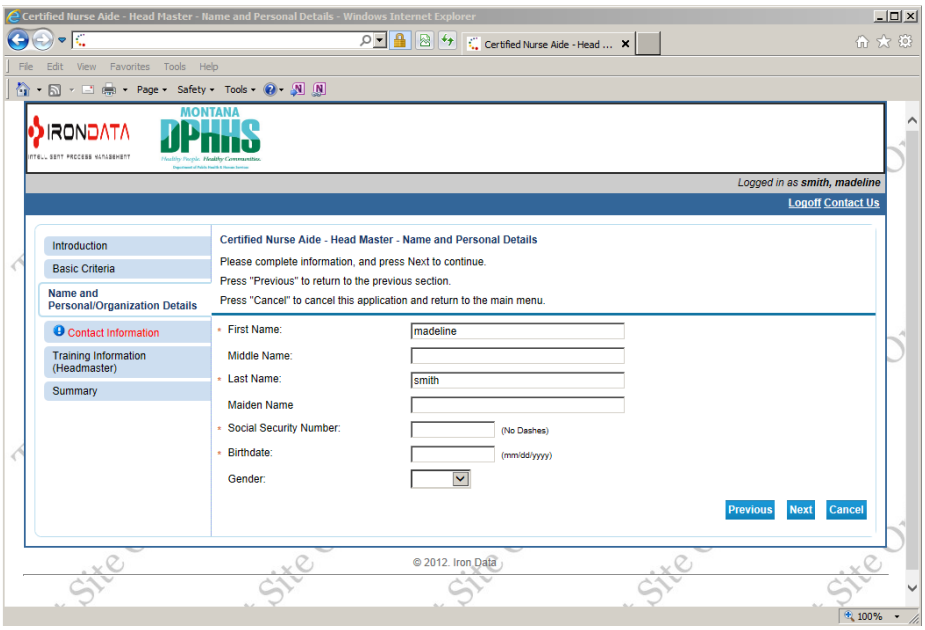
Step 5 – Basic Criteria

- Here we will ask you if you have anything that may prevent you from being on the Montana Nurse Aide Registry.
    - Please Note - We will be auditing a percentage of application to verify the information provided is accurate. If we determine the information was not accurate, you are putting your Montana CNA status in jeopardy
- It also asks if you are 16 years of age. If you are younger than 16, you still may be on the Registry, but you must contact our office for more information



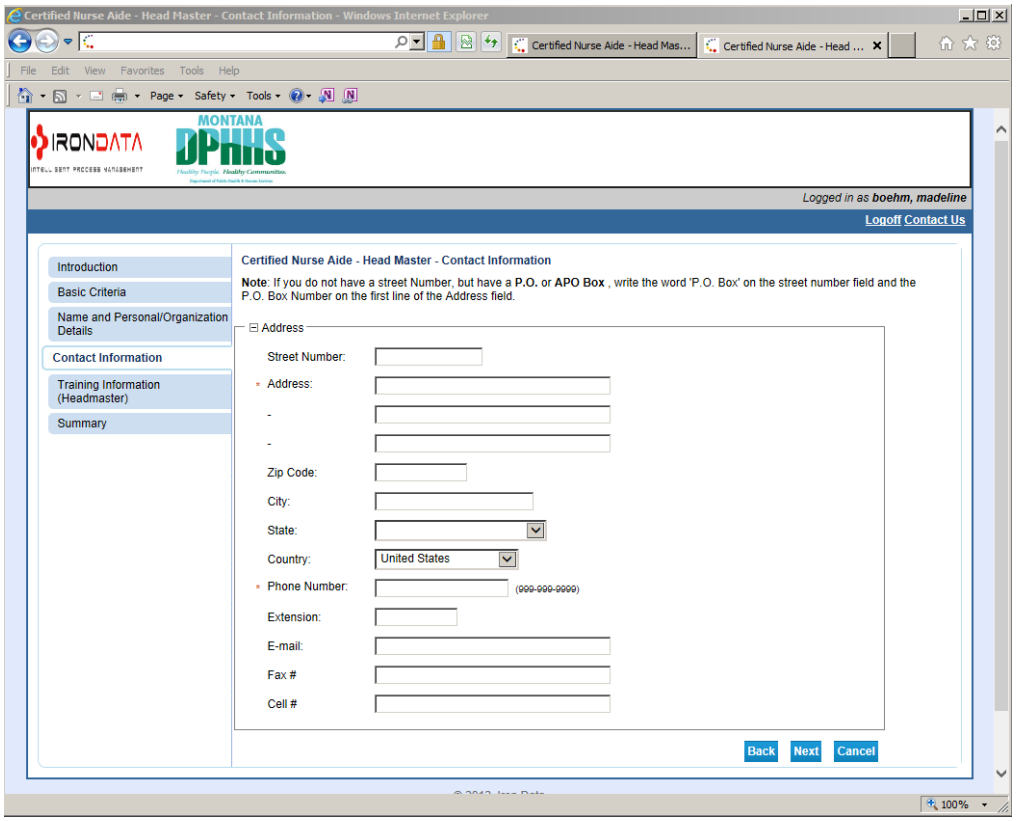
Step 6 – Name and Personal Details

- Please complete and click next



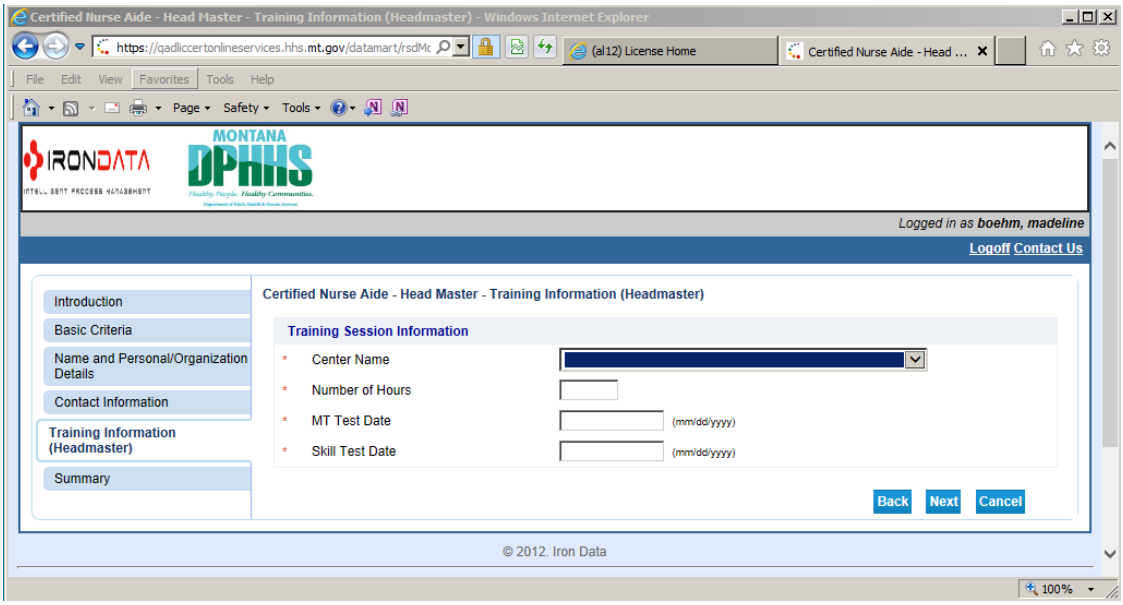
Step 7

- Please complete your contact information and click next



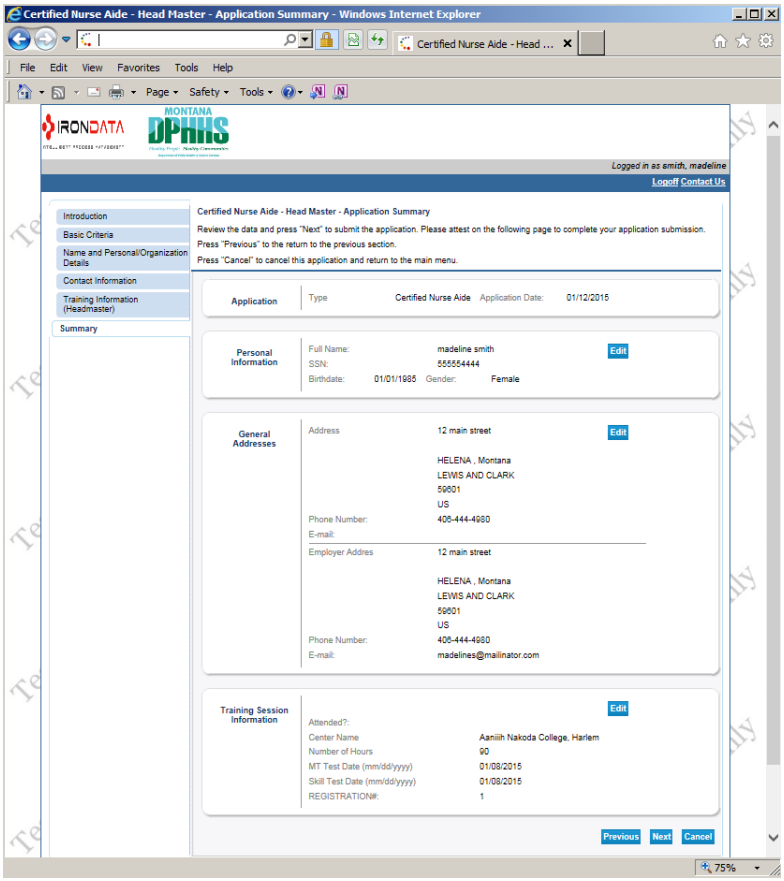
Step 8

- Please complete and click next. There is a dropdown box of all approved Training Programs in Montana
  - Please note – You will have to wait until we verify this information with Headmaster before you are placed on the Nurse Aide Registry



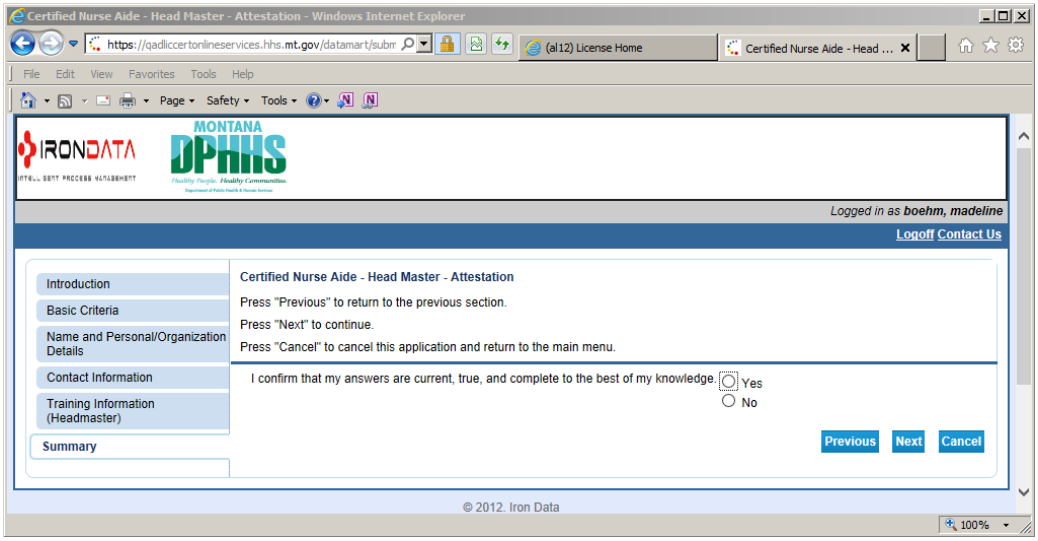
Step 9. Application Summary

- Please verify all of your information. Once correct, click next



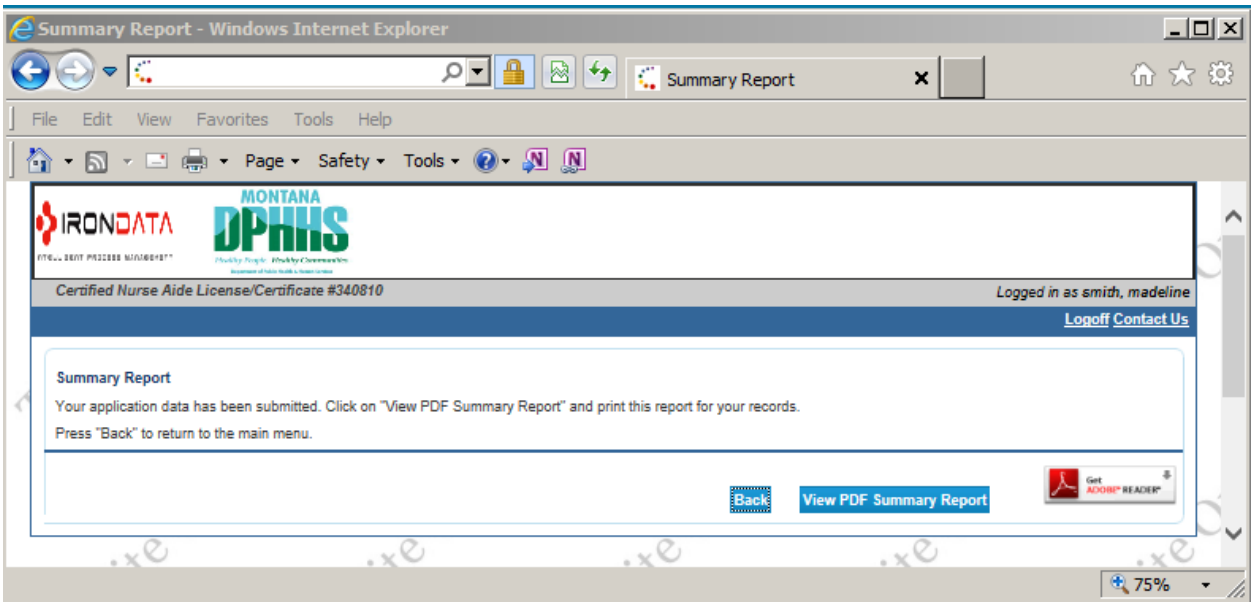
Step 10. Attestation Statement

- You need to confirm that the answers you have given are current, true, and complete. For all new applications, we will be verifying the information. If we determine the information was not accurate, you are putting your Montana CNA status in jeopardy.



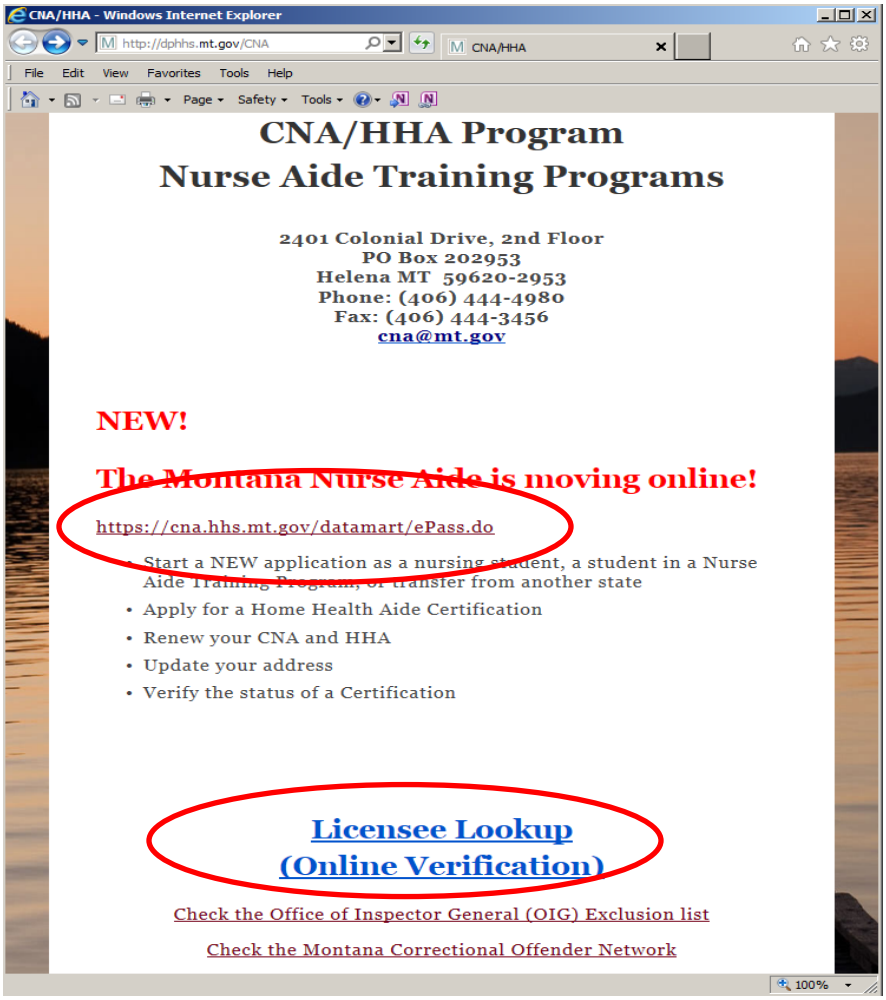
Step 11. Summary Report

- After the application has been submitted, the system will take you to a summary report of you application, if you want to print it out.
    - Please note that on some computers, this PDF will not load, it does not mean your application has not been received.



Step 12. Check your Certification

- It may take up to 15 working days to place your name and information on the Nurse Aide Registry. It is up to you to check the Registry, and retain a copy of your verification.
- You can either check your Certification through the Main QAD Online Certification Page or through Licensee Lookup. Both are available on our webpage.
    - Please contact our office if it has been 15 or more working days since you took the test, and you cannot find your information.



Questions or need help?

Please contact the Nurse Aide Registry at 406-444-4980 or cna@mt.gov