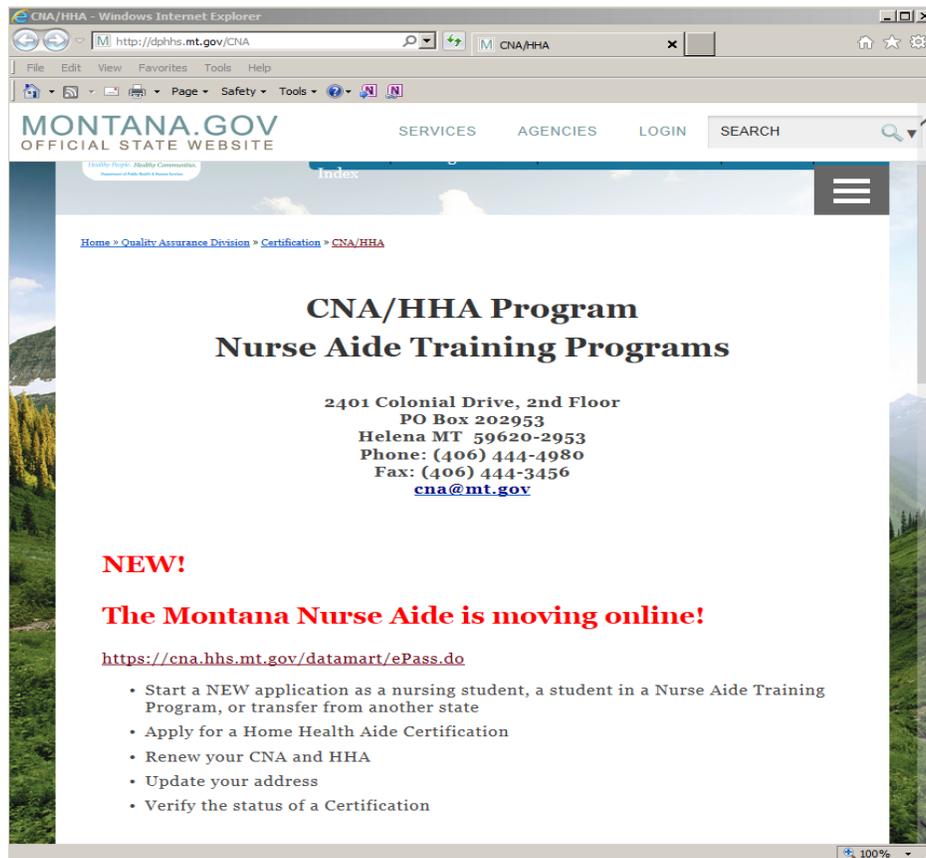


MONTANA NURSE AIDE REGISTRY ONLINE

For:

CNAs who are current and in good standing in other states to transfer to Montana

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



What can be done online:

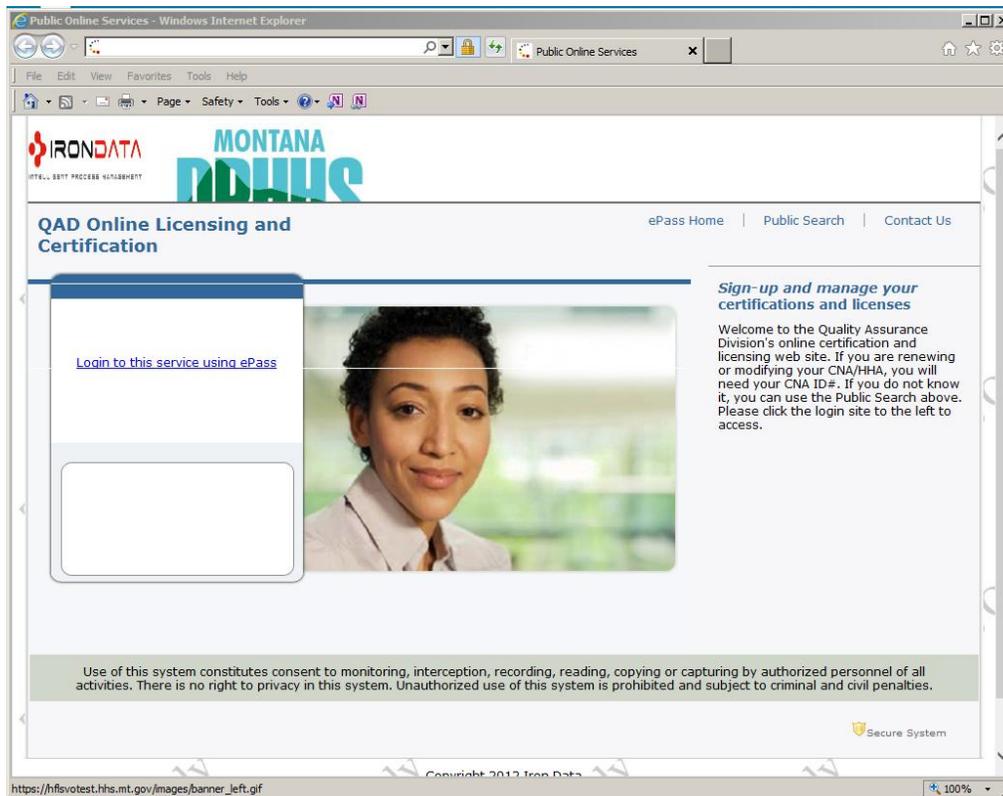
- Apply online to transfer their application from another state, in what we call an Interstate Transfer, as long as your status is current and in good standing in at least one other state.

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.

User Registration
Please complete the information required below to become a registered DPHHS User. You will receive a confirmation email as part of the registration process.
Enter your details and press "Next".
Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

- First Name:
- Second Name:
- Last Name:

Account Login

- Email: (e.g. name@domain.com)
- Confirm Email:
- User ID:
Use email address as user id:
Or enter your own user id:

Password Recovery (in case you forget your password, you will be required to answer this question to obtain a new temporary password.)

- Secret Question:
- Secret Answer:

Communication

Email Communication: Yes No

Security Measures (This helps to prevent automated registrations.)

- Type the characters from the picture below (without spaces):
D G C G N 2

Step 3. Preview Registration.

- If all is correct, click next.

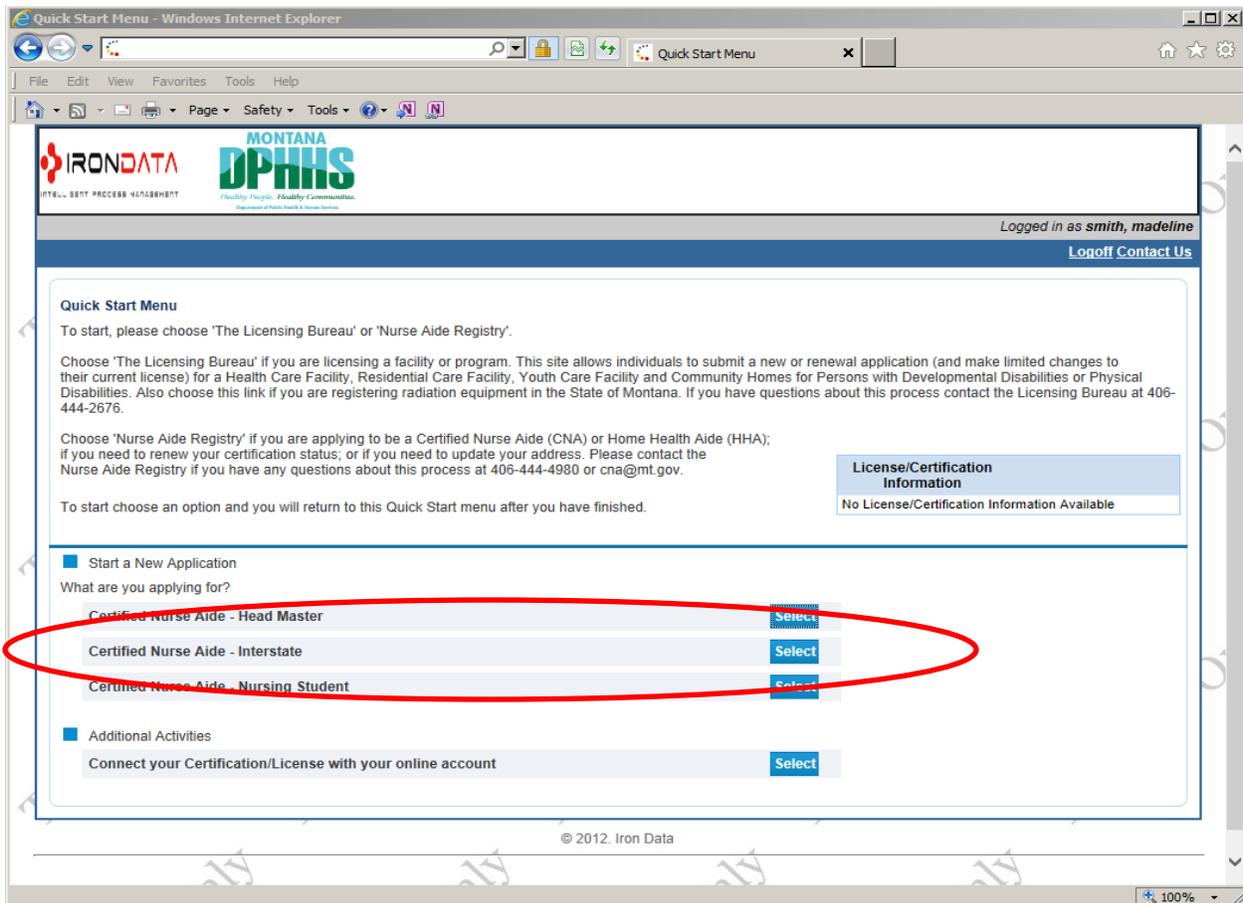
Preview Registration
Press "Save" to save the registration.
Press "Edit" to modify your registration details.
Press "Cancel" to cancel this registration and return to the main menu.

First Name: madeline

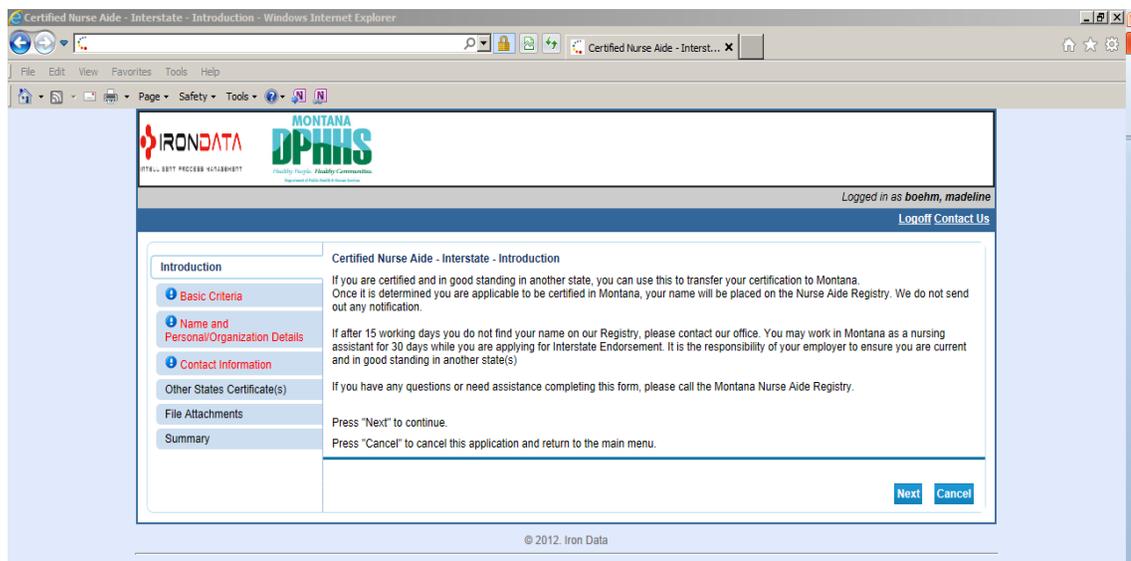
Second Name:

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 - Interstate
- 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

Certified Nurse Aide - Interstate - Basic Criteria - Windows Internet Explorer

IRONDATA MONTANA DPHHS
HEALTHY PEOPLE. HEALTHY COMMUNITIES.
Department of Public Health & Human Services

Logged in as *smith, madeline*
[Logoff](#) [Contact Us](#)

Introduction Certified Nurse Aide - Interstate - Basic Criteria
Basic Criteria Answer the questions and press "Next".
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Question	Answer
Have you had a conviction of abuse in a health care facility, or are you on the Office of Inspector General's (OIG) exclusion list?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are you at least 16 years of age?	<input type="radio"/> Yes <input type="radio"/> No
Are you currently a Certified Nurse Aide in good standing in one or more states?	<input type="radio"/> Yes <input type="radio"/> No

[Previous](#) [Next](#) [Cancel](#)

© 2012. Iron Data

Step 6 – Name and Personal Details

- Please complete and click next

Certified Nurse Aide - Interstate - Name and Personal Details - Windows Internet Explorer

IRONDATA MONTANA DPHHS
HEALTHY PEOPLE. HEALTHY COMMUNITIES.
Department of Public Health & Human Services

Logged in as *boehm, madeline*
[Logoff](#) [Contact Us](#)

Introduction Certified Nurse Aide - Interstate - Name and Personal Details
Basic Criteria Is this you? If so, press "Next" to continue.
Name and Personal/Organization Details Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Contact Information

* First Name:
Middle Name:
* Last Name:
Maiden Name:
Social Security Number: (No Dashes)
* Birthdate: (mm/dd/yyyy)
Gender:

[Previous](#) [Next](#) [Cancel](#)

© 2012. Iron Data

Step 7

- Please complete your contact information and click next

The screenshot shows a web browser window with the title "Certified Nurse Aide - Interstate - Contact Information". The page header includes the Iron Data logo and the Montana DPHHS logo. The user is logged in as "boehm, madeline". The main content area is titled "Certified Nurse Aide - Interstate - Contact Information" and contains a note: "Note: If you do not have a street Number, but have a P.O. or APO Box, write the word 'P.O. Box' on the street number field and the P.O. Box Number on the first line of the Address field." Below the note is a form with the following fields: "Address" (a large text area), "Street Number:" (text input), "Address:" (text input), "Zip Code:" (text input), "City:" (text input), "State:" (dropdown menu), "Country:" (dropdown menu, currently set to "United States"), "Phone Number:" (text input with a "(000-000-0000)" placeholder), "Extension:" (text input), "E-mail:" (text input), "Fax #:" (text input), and "Cell #:" (text input). At the bottom right of the form are "Back", "Next", and "Cancel" buttons. The footer of the page says "© 2012. Iron Data".

Step 8

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

The screenshot shows a web browser window with the title "Certified Nurse Aide - Interstate - Other States Certificate(s)". The page header includes the Iron Data logo and the Montana DPHHS logo. The user is logged in as "smith, madeline". The main content area is titled "Certified Nurse Aide - Interstate - Other States Certificate(s)" and contains an "Add Certification List" button with an "Add" link. Below this is a "Certification List" section with two entries. Each entry has a "State Name:" dropdown menu and a "Certificate #:" text input field. At the bottom right of the form are "Back", "Next", and "Cancel" buttons. The footer of the page says "© 2012. Iron Data".

Step 9. Attachments

- You will need to submit your Certificates from those other states if you have them. You can attach these here, or email, fax, or mail them to the Nurse Aide Registry. Your application will be processed faster if you attach them.

IRONDATA MONTANA DPHHS
HEALTHY PEOPLE. HEALTHY COMMUNITIES.
Logged in as boehm, madeline
Logoff Contact Us

Certified Nurse Aide - Interstate - Attachments
Please attach application documentation here. If you have a copy of your CNA card in other states, please attach it here.

You may also send documentation to the Nurse Aide Registry:
email: cna@mt.gov
fax: 406-444-3456
mail: PO Box 202953, Helena, MT 59620-2953

Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.
Press "Next" when there are no more files to attach.
Press "Back" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

File Name: Browse ...
Notes:

Attach Back Next Cancel

© 2012. Iron Data

Step 10. Application Summary

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

IRONDATA MONTANA DPHHS
HEALTHY PEOPLE. HEALTHY COMMUNITIES.
Logged in as smith, madeline
Logoff Contact Us

Certified Nurse Aide - Head Master - Application Summary
Review the data and press "Next" to submit the application. Please attest on the following page to complete your application submission.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

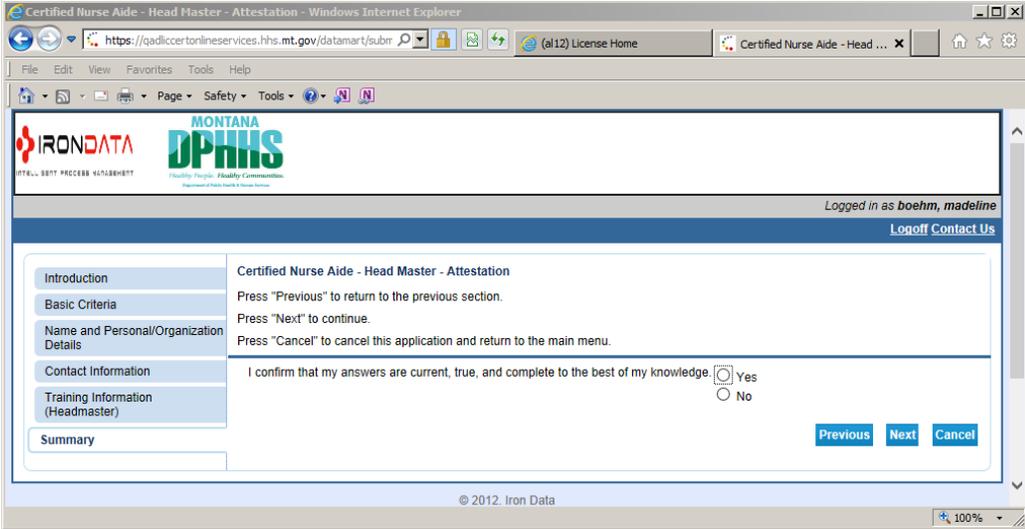
Application	Type	Certified Nurse Aide	Application Date	01/12/2015
Personal Information	Full Name:	madeline smith	Edit	
	SSN:	55554444		
	Birthdate:	01/01/1985	Gender:	Female
General Addresses	Address:	12 main street	Edit	
		HELENA, Montana LEWIS AND CLARK 59001 US Phone Number: 406-444-4990 E-mail:		
	Employer Address:	12 main street		
		HELENA, Montana LEWIS AND CLARK 59001 US Phone Number: 406-444-4990 E-mail: madelines@mailinator.com		
Training Session Information	Attended?:		Edit	
	Center Name:	Aaniih Nakoda College, Harlem		
	Number of Hours:	90		
	MT Test Date (mm/dd/yyyy):	01/09/2015		
	Skill Test Date (mm/dd/yyyy):	01/09/2015		
	REGISTRATION#:	1		

Previous Next Cancel

75%

Step 11. Attestation Statement

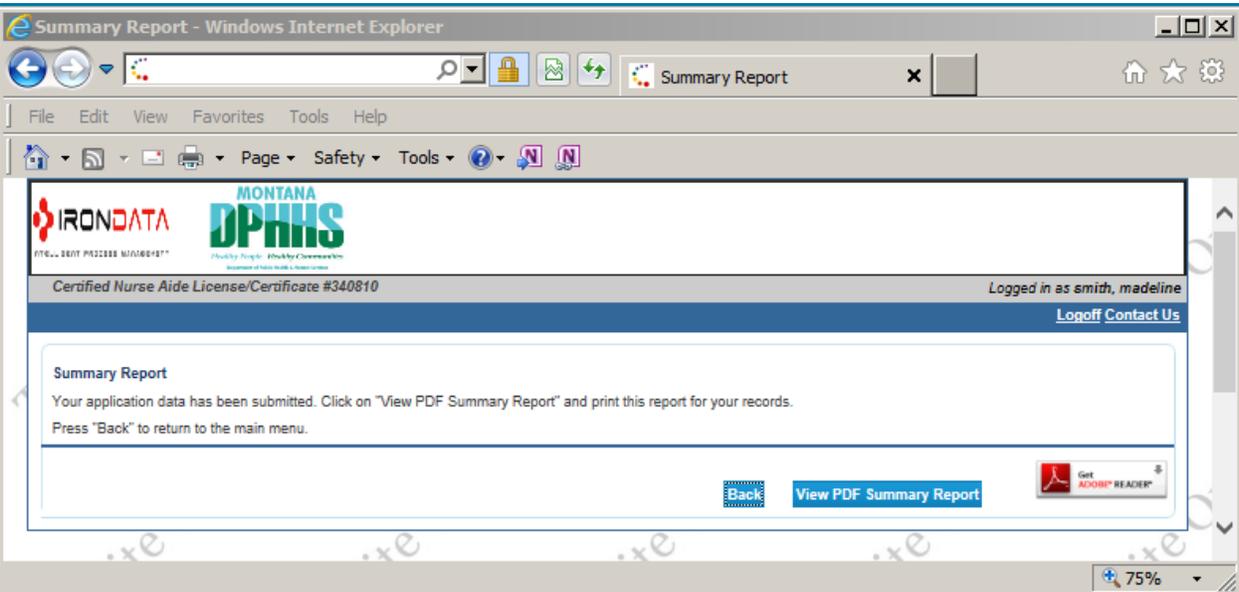
- You need to confirm that the answers you have given are current, true, and complete. For all new applications, we will be verifying the information. If we determine the information was not accurate, you are putting your Montana CNA status in jeopardy.



The screenshot shows a web browser window titled "Certified Nurse Aide - Head Master - Attestation". The page features the logos for IRONDATA and MONTANA DPHHS. A navigation menu on the left includes sections for Introduction, Basic Criteria, Name and Personal/Organization Details, Contact Information, Training Information (Headmaster), and Summary. The main content area is titled "Certified Nurse Aide - Head Master - Attestation" and contains instructions: "Press 'Previous' to return to the previous section.", "Press 'Next' to continue.", and "Press 'Cancel' to cancel this application and return to the main menu." Below these instructions is a confirmation statement: "I confirm that my answers are current, true, and complete to the best of my knowledge." with radio buttons for "Yes" and "No". At the bottom right of the form are buttons for "Previous", "Next", and "Cancel". The footer of the page indicates "© 2012. Iron Data".

Step 12.

- 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.



The screenshot shows a web browser window titled "Summary Report". The page features the logos for IRONDATA and MONTANA DPHHS. The user is logged in as "smith, madeline". The page displays the text: "Certified Nurse Aide License/Certificate #340810". Below this, there is a section titled "Summary Report" with the following text: "Your application data has been submitted. Click on 'View PDF Summary Report' and print this report for your records. Press 'Back' to return to the main menu." At the bottom right of the page, there is a button labeled "View PDF Summary Report" and a logo for "Get ADOBE READER". The footer of the page indicates "© 2012. Iron Data".

Step 13. 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 completed the application, and you cannot find your information.

CNA/HHA Program
Nurse Aide Training Programs

2401 Colonial Drive, 2nd Floor
PO Box 202953
Helena MT 59620-2953
Phone: (406) 444-4980
Fax: (406) 444-3456
cna@mt.gov

NEW!
The Montana Nurse Aide is moving online!
<https://cna.hhs.mt.gov/datamart/ePass.do>

Start a NEW application as a nursing student, a student in a Nurse Aide Training Program, or transfer from another state

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

[Licensee Lookup](#)
[\(Online Verification\)](#)

[Check the Office of Inspector General \(OIG\) Exclusion list](#)
[Check the Montana Correctional Offender Network](#)

Questions or need help?

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