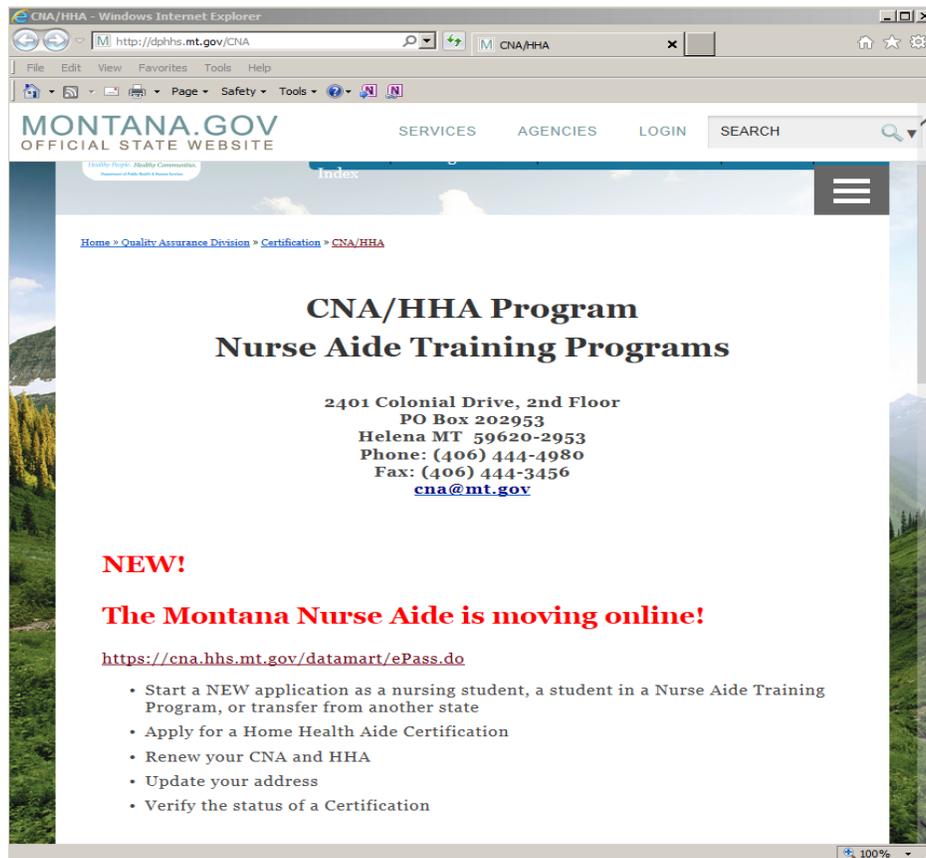


MONTANA NURSE AIDE REGISTRY ONLINE

For:

Enrolled Students in a Montana College/University Nursing Program

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



What can be done online:

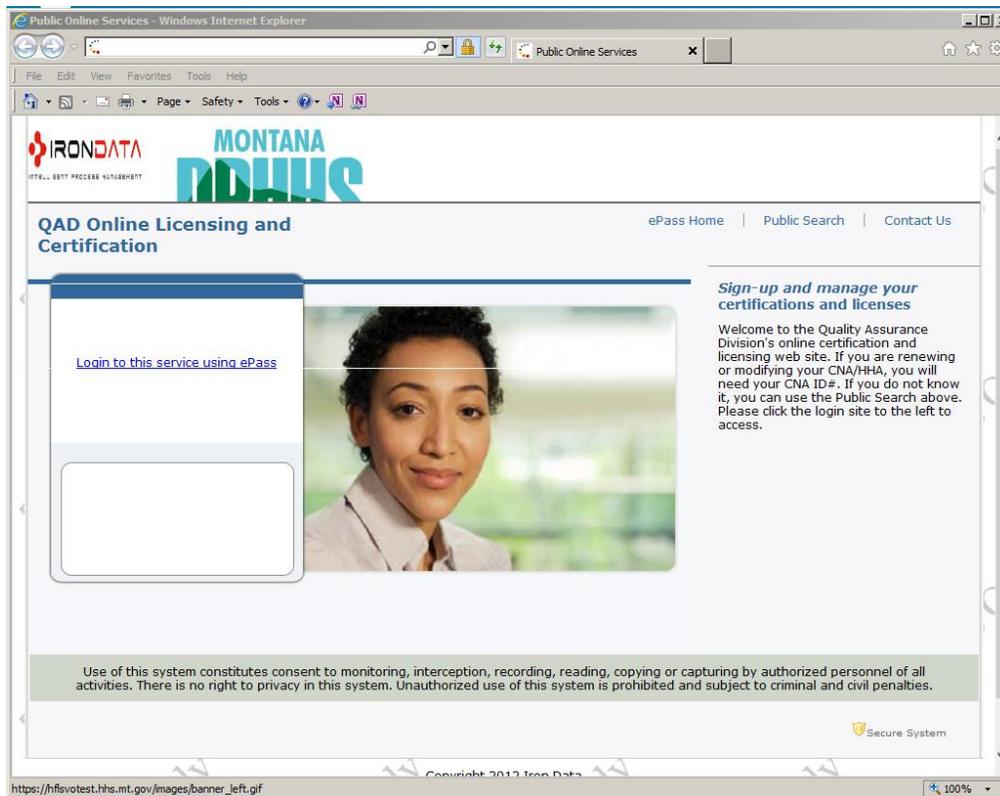
- Apply to be placed on the Nurse Aide Registry as a Nursing Student

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

[Refresh](#)

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

Step 3. Preview Registration.

- If all is correct, click next.

Preview Registration

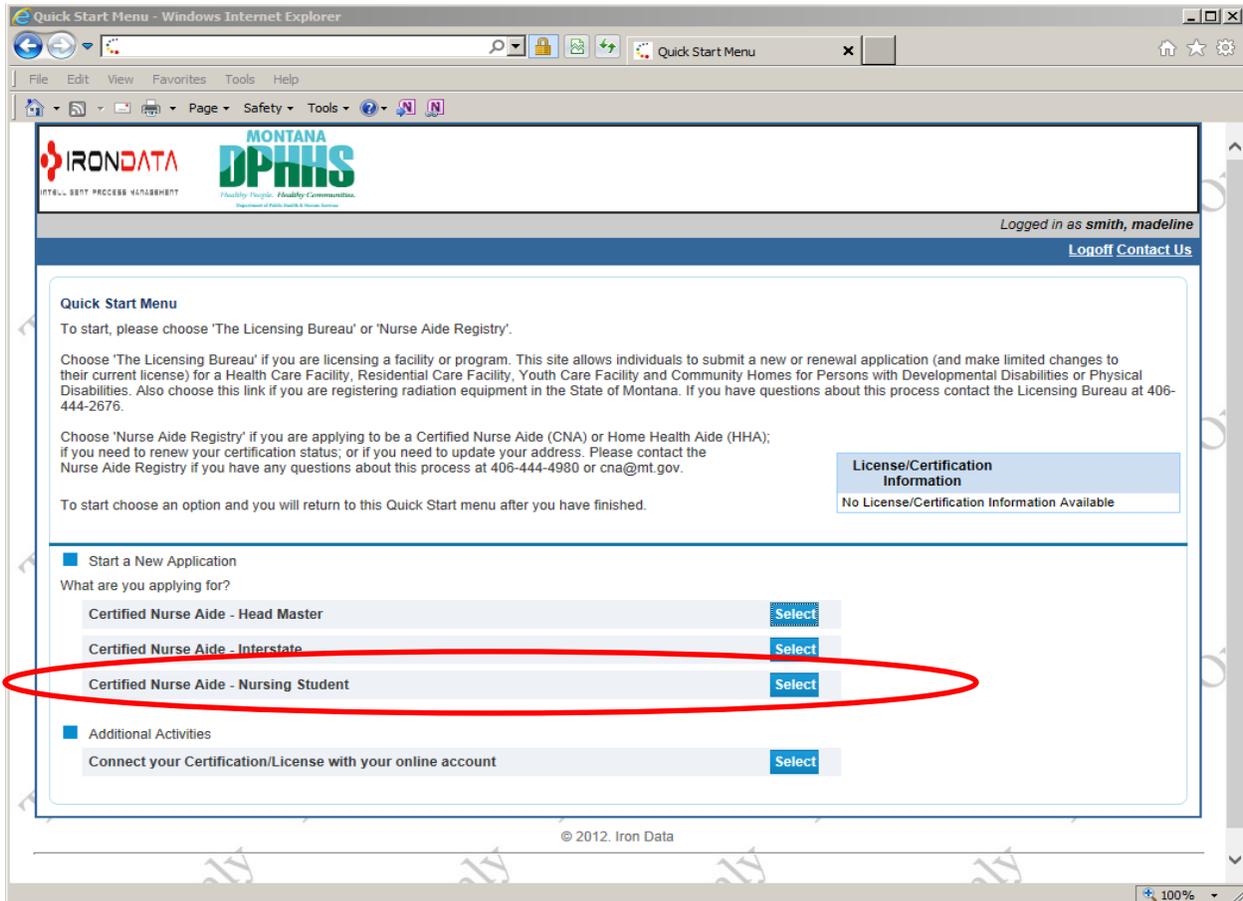
Press "Save" to save the registration.
Press "Edit" to modify your registration details.
Press "Cancel" to cancel this registration and return to the main menu.

First Name: madeline

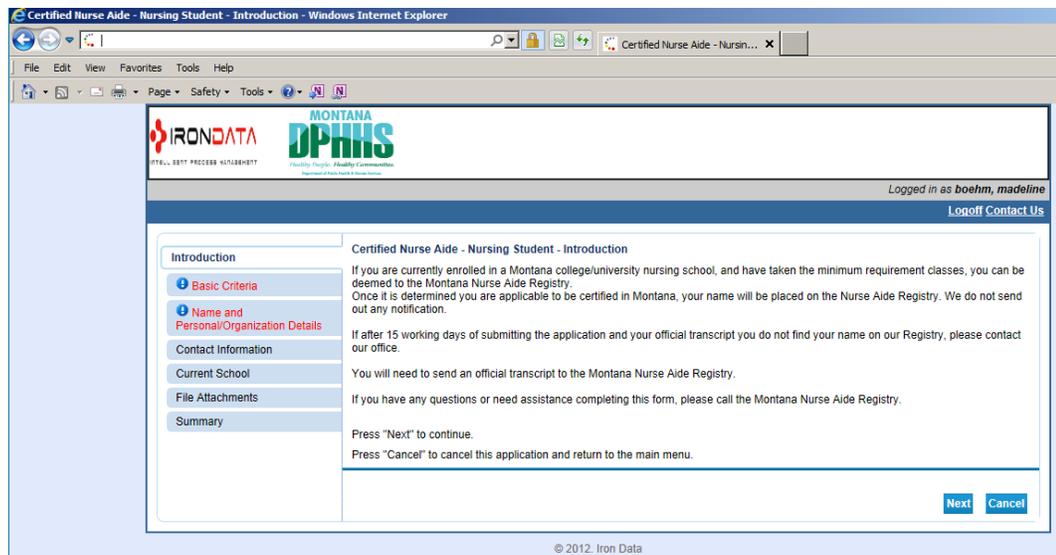
Second Name:

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 - Nursing Student
- 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 - Nursing Student - Basic Criteria - Windows Internet Explorer

https://qadlccertonline.services.hhs.mt.gov/datamart/sutabili

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HEALTHY PEOPLE. HEALTHY COMMUNITIES.
Department of Health & Human Services

Logged in as boehm, madeline
Logoff Contact Us

Introduction Certified Nurse Aide - Nursing Student - Basic Criteria
Answer the questions and press "Next".

Basic Criteria 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 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 enrolled in a nursing school in a Montana college/university?	<input type="radio"/> Yes <input type="radio"/> No

Previous Next Cancel

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Step 6 – Name and Personal Details

- Please complete and click next

Certified Nurse Aide - Nursing Student - Name and Personal Details - Windows Internet Explorer

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Department of Health & Human Services

Logged in as boehm, madeline
Logoff Contact Us

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

Name and Personal/Organization Details

Contact Information First Name: madeline
Middle Name:
Last Name: boehm
Maiden Name:
Social Security Number: (No Dashes)
Birthdate: 04/15/1973 (mm/dd/yyyy)
Gender: [Dropdown]

Previous Next Cancel

© 2012. Iron Data

Step 7

- Please complete your contact information and click next

The screenshot shows a web browser window titled "Certified Nurse Aide - Nursing Student - Contact Information". The page header includes the logos for IRONDATA and MONTANA DPHHS, and a login status for "boehm, madeline". A sidebar on the left contains navigation links: Introduction, Basic Criteria, Name and Personal/Organization Details, Contact Information (selected), Current School, File Attachments, and Summary. The main content area is titled "Certified Nurse Aide - Nursing Student - Contact Information" and includes 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: Street Number, Address (with a sub-field for a second line), Zip Code (pre-filled with 59601), City (pre-filled with HELENA), State (dropdown menu showing Montana), County (dropdown menu showing LEWIS AND CLARK), Country (dropdown menu showing United States), Phone Number (pre-filled with 406-444-4980), Extension, E-mail, Fax #, and Cell #. At the bottom right of the form are "Back", "Next", and "Cancel" buttons.

Step 8

- Please complete and click next. There is a dropdown box of all approved colleges/universities in Montana
 - 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 titled "Certified Nurse Aide - Nursing Student - Current School". The page header includes the logos for IRONDATA and MONTANA DPHHS, and a login status for "smith, madeline". A sidebar on the left contains navigation links: Introduction, Basic Criteria, Name and Personal/Organization Details, Contact Information, Current School (selected), File Attachments, and Summary. The main content area is titled "Certified Nurse Aide - Nursing Student - Current School" and includes a section for "Current School" with a dropdown menu. At the bottom right of the form are "Back", "Next", and "Cancel" buttons.

Step 9. Attachments

- We will need an official transcript. You may attach it here, but we will also need one mailed, emailed or faxed directly from the Registrar's office.

IRONDATA MONTANA DPHHS
HEALTH CARE PROFESSIONALS REGISTRATION

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

Introduction Certified Nurse Aide - Nursing Student - Attachments

Basic Criteria You can attach a transcript here, but we will also need an official transcript from the Registrar of your school. They can fax it to 406-444-3456 or mail it to:

Name and Personal/Organization Details P. O. Box 202953,
Helena,
MT 59620-2953

Contact Information Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.

Current School Press "Next" when there are no more files to attach.

File Attachments Press "Back" to return to the previous screen.

Summary Press "Cancel" to cancel this application and return to the main menu.

File Name: [Browse...](#)

Notes:

[Attach](#) [Back](#) [Next](#) [Cancel](#)

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Step 10. Application Summary

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

IRONDATA MONTANA DPHHS
HEALTH CARE PROFESSIONALS REGISTRATION

Logged in as *boehm, madeline*
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Introduction Certified Nurse Aide - Nursing Student - Application Summary

Basic Criteria 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: 02/03/2015

Personal Information Full Name: madeline boehm [Edit](#)
SSN:
Birthdate: 04/15/1973 Gender:

General Addresses Address: 12 Main [Edit](#)
HELENA, Montana
LEWIS AND CLARK
59601
US
Phone Number: 406-444-4980
E-mail:

Current School [Edit](#)
Current School: Montana State University,
Bozeman

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

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.

Certified Nurse Aide - Nursing Student - Attestation - Windows Internet Explorer

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Department of Health & Human Services

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

Introduction
Certified Nurse Aide - Nursing Student - Attestation
Press "Previous" to return to the previous section.
Press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

I confirm that my answers are current, true, and complete to the best of my knowledge. Yes No

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

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.

Summary Report - Windows Internet Explorer

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Department of Health & Human Services

Certified Nurse Aide License/Certificate #340810
Logged in as smith, madeline
[Logoff](#) [Contact Us](#)

Summary Report
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.

[Back](#) [View PDF Summary Report](#)

75%

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 had your transcript sent in, 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