

STEPS TO COMPLETE YOUR ONLINE CERTIFIED NURSING ASSISTANT (CNA) APPLICATION

(revised September 2022)

These instructions are for individuals who:

- **are currently enrolled** at the University of Maryland School of Nursing
- have completed their first-semester courses with a minimum grade of C
- are applying for their CNA certification for the first time
- do not have a disciplinary action in the state of Maryland or out of state
- do not have a criminal history (felony or misdemeanor).

This is an **initial application** for the Nursing Assistant certification. If you have an existing license that is expired, you must request a renewal application from the Maryland Board of Nursing.

Students who have a disciplinary action in the state of Maryland or out of state and/or have a criminal history (felony or misdemeanor) **must complete** a paper application. See the UMSON CNA webpage for more information.

Please read the instructions carefully and see the outlined sections below:

STEP 1: OBTAIN THE REQUIRED MATERIALS

Criminal History Record Checks: <http://mbon.maryland.gov/Pages/chrc-initial.aspx>

- Form is located at the bottom of the webpage, titled "chrc_cna_initial".
- You must retain a copy of the 12-digit transaction number provided on your receipt.
- Additional information: <http://www.dpscs.state.md.us/publicservs/bgchecks.shtml>

The 12-digit tracking number is required to complete the application!

STEP 2: COMPLETE AND SUBMIT THE ONLINE APPLICATION

MBON Online Application: <https://license.mdbon.org/INAC/Home.asp>

The State of Maryland Online Application System for the Initial Nursing Assistant Certification

Maryland Board of NURSING

Applying for the Nursing Assistant Certification for the first time is easier and quicker than ever...

Applying for an Initial Nursing Assistant Certification can now be done online. Please note that a \$20.00 non-refundable charge is required to process your application.

Note to the Initial Nursing Assistant Certification Applicants:
You will need a valid e-mail address to be used as your login to the system. If you do not have an e-mail address, you can apply for an e-mail address from many public WEB sites. After you create your login, you will register your application information on this site, and we will guide you through every step to complete your initial application. It is important to note that if your institution will be sponsoring/paying your initial application fee, you **MUST** notify your supervising RN with the system generated application Registration ID after you register your application information on this WEB site. Your supervising RN will need this number to submit payment for your application.

Note to the Sponsoring Institution:
If you are sponsoring the Initial Nursing Assistant Certification applicants, you can use this WEB site to submit payment for their application fees. It is important to note that you **MUST** have the application "Registration ID" from the applicants. The application Registration ID is required to make the payment.

Getting Support and Comments:
If you have any questions or problems accessing this WEB site, or you have any comments and suggestions, please send us an e-mail at inac@mdbon.org.

NOTE: This WEB site was tested and certified with Internet Explorer version 10 and above, or Firefox version 38 and above.

IMPORTANT NOTICE

If you are applying for an Initial Nursing Assistant Certification, and if you need your sponsoring institution to pay for your application fee, you should notify your supervising RN as soon as possible with the system generated "Registration ID" after you register your application information on this WEB site. This registration ID will help your sponsoring institution to locate your application information in the system.

Your application is not complete if we do not receive your application fee payment.

Proceed

1. Click “I will log into the system to apply for my Initial Nursing Assistant Certification”

**Apply for an Initial Nursing Assistant Certification or Sponsor Initial Nursing Assistant Applicants**

If you are an applicant applying for an Initial Nursing Assistant Certification, you will need a valid e-mail address that will be used as a login to this system. We will also use the e-mail address to send you the important information related to processing your application. If you already have an account with us, please log into the system with your e-mail address and password to check your application status or complete the rest of the steps of your application.

If you are the sponsoring institution attempting to pay the application fees for your sponsored applicants, please login to the system with your Registered Nurse Number, Last Name and Social Security Number/Tax ID Number (view [Disclosure](#) regarding regulations about SSN/TIN). You will need all three items to log in and pay the application fees.

Please Make Your Login Selection:

- I will log into the system to apply for my Initial Nursing Assistant Certification 
- I will log into the system to sponsor/pay the application fees for the Initial Nursing Assistant applicants

[Continue](#)2. Review the disclaimer. If you have a disciplinary action in the state of Maryland or out of state and/or a criminal history (felony or misdemeanor), **STOP** here and complete a paper application. See the UMSON CNA webpage for more information.

All other nursing students can **disregard bullet 7**: “If you are currently a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) student.”



IMPORTANT NOTE: If You Meet Any or All of the Following Bullets - You Cannot Apply for Your Initial Nursing Assistant Certification Online!

Please read the following Important Note before proceed...

- 1 If you have any disciplinary action against you in the State of Maryland or out-of-state, you must complete an initial paper application. Please send an e-mail to mdbon_disc_cna@maryland.gov for more information.
- 1 Your criminal history records check (CHRC) must be completed before starting initial application. Your tracking number is required.
- 1 If you do not have a valid Social Security Number/Tax ID Number (view [Disclosure](#) regarding regulations about SSN/TIN).
- 1 VISA card or Master card are the only valid credit cards accepted. No debit cards are allowed.
- 1 All application fees are Non-refundable.
- 1 You must renew your certificate for renewal application (send an e-mail to inac.mdbon.org for more information):
If you have applied for an initial certification since the year 2000.
If you have applied for an initial certification through endorsement.
- 1 If you are currently a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) student.  **DISREGARD**
- 1 All the Initial Nursing Assistant Certification applicants must be 16 years or older.

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3. Click the hyperlink on first bullet "I am a new applicant, I need to create a New Login...."

 **Log into the System to Apply for Your Initial Nursing Assistant Certification**

To apply for your Initial Nursing Assistant Certification is quicker and easier than ever. We will walk you through the process step by step...

If you do not have an account with us, you will need to create a new account with a valid e-mail address as your account login. If you do not already have a valid e-mail address, please obtain one from many public available WEB sites first. If you already have an account with us, you may check your application status or complete your application by logging into the system with your account login (e-mail address) and password.

PROBLEMS LOGGING IN?

If you have any questions or problems accessing or logging into this WEB site, or if you have any comments or suggestions, please send us an e-mail at inac@mdbn.org.

[▶ More Information...](#)

I am a new applicant, I need to create a [New Login...](#)
 I am a returning applicant, but I forgot my password, please [Help...](#)
 I am a returning applicant, and my Login and Password are:

Enter your Login (E-Mail Address):

Enter your Password:

4. Create your profile.

 **Create a Login in the Transaction Center**

Creating an account in the Transaction Center is extremely easy. We need the following information - e-mail address, new password, your first name and last name. **NOTE:** Providing us a **true and valid** e-mail id is required. Not only we will use your e-mail address as the login ID, but we will also use it to send important information related to processing your application.

Login Information (* indicates required field)

Please provide us a **true and valid** e-mail address only. Your e-mail address will be used as your login account to this WEB site. If you do not have a valid e-mail address, you may obtain one in many public WEB sites first. Please enter a password with 4 to 12 characters. We recommend that you select a password containing both letters and numbers. This helps prevent unauthorized access to your information. To check if the login that you entered is already in our system, you may click the "Check" Button.

Login (E-Mail Address) *
 Confirm E-Mail Address *

Password *

Confirm Password *

Your First Name and Last Name (* indicates required field)

We need minimum personal information from you to have an account with us. Please just enter your First Name and Last Name, and then click on the "Next" button to complete your account information!

First Name *

Last Name *

5. Upload a passport style photo.

 **Take and Upload Your Digital Image as Your ID Photo**

Take and Upload Your Digital Image (* indicates required field)

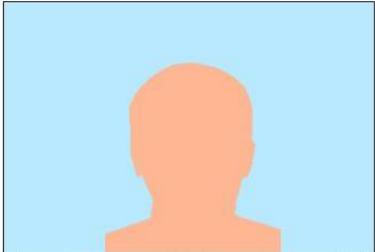
The Maryland Board of Nursing requires that you provide one of your most current photos in order to apply for your Initial Nursing Assistant Certification. You may use your digital camera or the WEBCAM attached to your computer to take a photo of yourself, approximately the same format as the [sample picture](#) below. Please take your picture with a plain background, and set the camera image resolution to no greater than 800 by 800 pixels. Otherwise, it will take a long time to upload a high resolution picture. We accept digital images in JPEG or PNG format. Almost all the digital cameras on the market support at least one of these formats.

Note: You cannot apply for your Initial Nursing Assistant Certification online without supplying us your ID Photo. Providing a fake or false ID Photo is strictly prohibited by the Board.

Browse and select a JPG or PNG image, and then upload it... *

No file chosen

Upload status:



Take a picture approximately like this sample [\[Del \]](#)

6. Provide personal profile information (2 parts).



Enter And Verify Your Personal Profile Information (Part 1)

Personal Contact Information (* indicates required field)

Please enter and verify your personal contact information. It is important that this information is accurate. We use this information to contact you via U.S. mail. PLEASE NOTE: If you have an apartment number, please precede the number with "APT" in the "Apt. No or C/O" field. Please click "Next" button to continue.

First Name *	Middle Name	Last Name **	Maiden Name (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address *	Apt. No. or C/O		Home County
<input type="text"/>	<input type="text"/>		[Select One] v
City *	State **	Zip Code *	
<input type="text"/>	[Select One] v	<input type="text"/> - <input type="text"/>	

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Enter And Verify Your Personal Profile Information (Part 2)

Other Personal Information (* indicates required field)

Please enter and verify the following personal information. Please note that the Social Security Number/Tax ID Number (view [Disclosure](#) regarding regulations about SSN/TIN) is required. Please click "Next" button to continue.

Social Security Number/Tax ID Number (Disclosure) *	Marital Status *	Gender **
<input type="text"/> - <input type="text"/> - <input type="text"/>	[Select One] v	Male <input type="radio"/> Female <input type="radio"/>
Birth Date (mm/dd/yyyy) **	Home/Cell Phone **	Work Phone
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>

The Race Information (* indicates required field)

Please enter and verify the following information. You may select multiple race options that are applicable to you. However, please select 'Decline to Answer' if you do not want answer the question about your race.

- Are you of Hispanic or Latino origin? * Yes No
- Please select any race options that are applicable to you: *
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or other Pacific Islander
 - White
 - Other
 - Decline to Answer

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7. Click "Lookup..." > search "Maryland" > select "University of Maryland School of Nursing."

8. Enter date you completed the first semester OR date you graduated from the program.



Enter And Verify Your Training Program and Practice Requirements

Education and Training Program:

Please enter the following information regarding your education and training program. Please click on the "Lookup" button to locate one of the Board approved training programs. Please note that you will not be able to type in data in the 'Name and Location of Training program' field.

Name and Location of Training Program *	Date Completed (mm/dd/yyyy) **
<input type="text"/> University of Maryland School of Nursing <input style="border: none; background-color: #ccc; padding: 2px 10px;" type="button" value="Lookup..."/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Practice Requirements in Specific Areas:

Please answer the following questions regarding to your practice requirements in specific area. Click "Next" to continue.

- Dialysis Technician:**
Did you complete a Board approved dialysis technician training program? Yes No
- School Health:**
Did you complete a Board approved school health training program? Yes No
- DDA:**
Did you complete a Board approved DDA training program? Yes No

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9. Enter Criminal Background Check information.



Enter And Verify the Discipline and Criminal Background Check Information

Discipline Reinforcement (* indicates required field)
The Board requires that you answer the following discipline questions in order to apply for your Nursing Assistant Certification. If you answer "YES" to any of the following question, you will be unable to complete your application online.

Have you ever been convicted of or pled guilty or nolo contendere (this includes a guilty plea for which a PBJ was received):

Of a misdemeanor? * Yes No

Of a felony? * Yes No

Have you ever had disciplinary action taken against your license or certification in any state, including the state of Maryland? * Yes No

Background Check and CJIS Tracking Number:
You are required to do a [criminal background check](#) before applying for your Initial Nursing Assistant Certification. A twelve-digit CJIS (Criminal Justice Information System) Tracking Number will be assigned to you after you initiate your background check process. You may obtain the CJIS Tracking Number by contacting the [Maryland Department of Public Safety and Correctional Services](#) directly (view a [report sample](#)), or through using of an online checking system available in many local police stations and [approved fingerprinting facilities](#) (view a [report sample](#)). Please enter your twelve-digit CJIS Tracking Number below.

Enter Your CJIS Tracking Number: *

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10. Affirm application.



Affirmation of the Application Information

Affirmation of the Entered Application Information
By law, the Maryland Board of Nursing requires that you must affirm the following statement. If you choose "Agree", you may continue your checkout process. If you choose "Disagree", you will not be able to continue your application process. You may choose "Review Application Information" to review the data that you entered.

I affirm that the contents of this document are true and correct.

Providing false or misleading information may result in disciplinary action by the Board.

Select Your Answer:

I Agree with the above statement

I Disagree with the above statement

I would like to review my application information first

Continue

11. Pay the application fee and submit.



Your Certification Application Summary and Checkout...

Select option "Pay the Application Fee with My Credit Card" to pay the application fee yourself. We accept Visa and Master card. If your sponsoring institution will pay for your application fee, please select the "My Sponsoring Institution will Pay My Application Fee" option. Note that your sponsoring institution has 48 days to pay your application fee or else the data is purged and the application information must be submitted again. Click "Continue" to continue.

Personal Profile		Applying Certification		
NAME/ADDRESS	E-MAIL ADDRESS	CERTIFICATION NAME	CERTIFICATION TYPE	APPLICATION FEE
YOUR INFORMATION WILL APPEAR HERE		Certified Nurse Assistant	Active	\$20.00

Select Your Process Option:

Pay Application Fee with My Credit Card

My Sponsoring Institution will Pay My Application Fee

Review my Application Data

SECURE TRANSACTION NOTICE



Your purchase will be processed by Transaction Center's Secured Transaction Server through PayPal's PayFlow Payment Gateway and protected by Network Solutions.

Continue