

## STEPS TO COMPLETE YOUR PAPER 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 first-semester courses with a minimum grade of C
- are applying for their CNA certification for the first time
- have a disciplinary action in Maryland or out of state
- 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 do not have a disciplinary action in the state of Maryland or out of state and/or do not have a criminal history (felony or misdemeanor) **must complete an online application**.

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

### STEP 1: OBTAIN THE REQUIRED MATERIALS

1. Criminal History Record Checks: <http://mbon.maryland.gov/Pages/chrc-initial.aspx>
  - Form is located at the bottom of the web page, 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>
2. Official Transcripts
  - The University of Maryland, Baltimore (UMB) Office of the Registrar handles all official requests for transcripts. Request an official transcript through your SURFS account. Visit the [Office of the Registrar website](#) for more information.
  - Transcripts are accepted by mail (can send after you submit your paper application). Official transcripts must be sealed and come directly from the University. Request official transcript after final grades have been posted. Enter the MBON's address as the recipient.
3. Passport photo - 2x2-inch passport photo
4. Schedule an appointment to pick up a paper application by contacting:
  - **University of Maryland, Baltimore:** [NRSAcademicdeans@umaryland.edu](mailto:NRSAcademicdeans@umaryland.edu)
  - **Universities at Shady Grove:** [OACSNursingSG@umaryland.edu](mailto:OACSNursingSG@umaryland.edu)

## STEP 2: COMPLETE AND SUBMIT THE PAPER APPLICATION

### 1. PAGE 1: Complete Personal Profile

- Full name
- Address
- Social Security Number and date of birth
- Home phone and work phone (or cell phone)
- Sex
- Martial Status
- Race
- County Code

### 2. PAGE 1: Complete Education Verification

- Enter name and location of training program: University of Maryland School of Nursing
- Enter the date you completed first-semester courses, **not** your expected graduation date.
- Enter School code: 07596

### 3. PAGE 2: Complete Discipline

- If you answer yes to any discipline questions, please attach a complete explanation to your application, along with court documents showing the outcome of your case.
- Complete Livescan fingerprinting background check and send the fingerprinting receipt with your application.

### 4. PAGE 2: Complete Practice Requirements

- Unless you have completed a board approved training program outside of UMSON, check NO to all three practice requirements.

### 5. PAGE 2: Passport Style Photo

- Tape one recent 2x2-inch passport photo in the designated box

### 6. PAGE 2: Sign and date the application.

### 7. PAGE 2: Application Fee - \$20

- Make certified check, facility check, or money order payable to the "Maryland Board of Nursing."
- Cash and personal checks cannot be accepted.

### 8. PAGE 3: NO ACTION REQUIRED

- Signature by a Training Program Instructor is not required for nursing education students who provide transcripts.

### **STEP 3: SUBMIT YOUR PAPER APPLICATION**

Mail or drop off in person your completed application with supporting documents to the Maryland Board of Nursing at:

Maryland Board of Nursing CNA Office  
Lower Level  
4140 Patterson Ave.  
Baltimore, MD 21215

If you have any further questions or concerns regarding the CNA application process, please contact MBON's Certification Department at [MDBON.INAC@maryland.gov](mailto:MDBON.INAC@maryland.gov).