*First- To update your current employee list, as well as update a person's CNA/HHA certification, you will need to go to your employment list.
To do this please follow these steps:
1. Go to www.ksnurseaidregistry.org
2. Select "Facility Access"
3. Enter Facility ID number (Can be located on your facilities license, Example: N000000)
4. Once logged on select "Employment Verification Page"

*Next-On the right-hand side there are "Yes and No" buttons for each employee. Please follow the guidelines, to determine which option would need to be selected per individual.

1. Active Certified Individuals-- select "Yes" if the CNA or HHA has worked at your facility at least 8HRS the prior or current calendar year, even if they are no longer working at your facility. This will renew their CNA/HHA for additional two years.

2. Certified Individuals not working as an aide- leave the "Yes" and "No" unchecked if individual is currently working at your facility but in a non-certified position and did not work at least 8HRS as an CNA or HHA within the prior or current calendar year. This will keep them on the employee list and hours worked won't be reported towards their certification.

3. Non-Certified—Two options available, if currently employed you can select "Yes" or leave "Yes" and "No" unchecked. Both options will keep an individual on the employee list.

4. Certified/Non-Certified --select "No" if the individual did not work at your facility the last calendar year or currently working. This will remove an individual from the employee list.

***At the very bottom make sure you select "Update and save changes" before you exit the page.

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