



Virginia Department of  
**Health Professions**  
Board of Nursing

9960 Mayland Drive  
Suite 300  
Perimeter Center  
Henrico, Virginia 23233  
(804) 367-4515 [www.dhp.virginia.gov/nursing](http://www.dhp.virginia.gov/nursing)

**CHECKLIST INSTRUCTIONS OF ADVANCED  
NURSE AIDE CERTIFICATION**

**Enclosed Fee:**  **\$25 (Non-refundable)**

Fee is payable by check or money order to: *Treasurer of Virginia*

Pursuant to Virginia nursing regulation [18 VAC 90-25-110](#), in order to be certified as and use the title of "Advanced Certified Nurse Aide," an applicant shall meet the following qualifications:

(1) Hold a current Virginia nurse aide certificate, (2) Have been certified for at least three years as a Virginia certified nurse aide, (3) Have never had a finding of abuse, neglect or misappropriation of patient property entered on a nurse aide registry in any jurisdiction and have not had any disciplinary actions taken by the board within the five years preceding application for advanced certification, (4) Have a recommendation for advanced certification from a licensed nurse who has supervised the applicant in providing direct patient care for at least six months within the past year; and (5) Have successfully completed a minimum of 120 hours of advanced training in an approved program that includes a competency evaluation acceptable to the board.

**Note: Applications and fees are only retained for one (1) year only. If not, all requirements are met within 1 year of the Board receiving the application and fee, a new application and fee will be required.**

**REQUIREMENTS BELOW - Check COMPLETED applicable items that are included with your application:**

**Completed Application and required Fee (\$25):** Fees must be paid by check or money order, made payable to *The Treasurer of Virginia*. An application will not be reviewed or considered until payment is submitted. **Fees are non-refundable.**

**Current Virginia nurse aide certificate, certified in Virginia for at least 3 years**

**Virginia Licensed Nurse Recommendation:** Have a recommendation for advanced certification from a licensed nurse who has supervised the applicant in providing direct patient care for at least six months within the past year

**Verification of 120 hours of Advanced Training:** Have successfully completed a minimum of 120 hours of advanced training in an approved program that includes a competency evaluation acceptable to the board.

**OR (If Applicable)**

**I have enclosed from the clerk(s) of court, certified copies of all criminal conviction records OR if court records have been destroyed, a criminal history report from the Virginia State Police; and/or orders or actions from other state(s).**

Additional Information:

- **The VBON may request additional evidence that the nurse aide is prepared to resume practice in a safe, competent manner.**
- Application processing times are between 30-45 **business** days to complete.
- Check your application status by going to your application portal at: <https://www.license.dhp.virginia.gov/apply/Login.aspx>.
- Nursing laws and regulations may be obtained at [www.dhp.virginia.gov/nursing](http://www.dhp.virginia.gov/nursing).
- Documents submitted with the application are property of the Board and cannot be returned.
- All supplemental documents requested may be emailed to: [nurseaide@dhp.virginia.gov](mailto:nurseaide@dhp.virginia.gov).