



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)

**INSTRUCTIONS FOR  
REINSTATEMENT OF NURSE AIDE  
CERTIFICATION**

**Reinstatement Fee: \$30 (Non-refundable)**

Fee is payable online by VISA, MasterCard, American Express or Discover Card

Pursuant to Virginia nursing regulation [18 VAC 90-25-80 \(B\)](#) if a nurse aide certificate has lapsed for more than ninety (90) days an application for reinstatement is required. To be eligible for reinstatement of a nurse-aide certificate, you must have performed nursing related activities within the two years preceding the expiration of your nurse aide certificate AND within two years of from the date the Board of Nursing receives your reinstatement application. Additionally, an individual who has previously had a finding of abuse, neglect or misappropriation of property is not eligible for reinstatement of his certification, except as provided in [18VAC90-25-81](#)

**If you are unable to meet the specified work requirements, you are required by state/federal laws to re-take the nurse aide competency examination (skills and written) to determine competency for reinstatement of your nurse aide certification. If this requirement is applicable, you must provide evidence of re-taking and passing the required exam before your application for reinstatement will be considered complete.**

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

**REQUIREMENTS**

**Submit Reinstatement Application and Reinstatement Fee (\$30) Online:** Fees can be paid online by VISA, MasterCard, American Express or Discover Card. **Fees are non-refundable.**

**Verification of performance of nursing related activities for compensation in the two (2) years prior to the expiration date of the nurse aide certification AND within two years of the Board's receipt of the application:** must meet this requirement to be eligible to reinstate a nurse aide certificate without having to re-take the nurse aide competency exam.

**Additional Information (If Applicable)**

**Upload 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).**

***If name has changed since receiving your MOST CURRENT certificate to practice as a certified nurse aide or advance practice certificate, upload a copy of the marriage certificate or court order authorizing the change of name (i.e., divorce decree, immigration papers, etc.) with this application. YOUR NAME CANNOT BE CHANGED WITHOUT THIS DOCUMENTATION.***

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 reinstatement application status by logging into your account at: [www.license.dhp.virginia.gov/license/Login.aspx](http://www.license.dhp.virginia.gov/license/Login.aspx)
- Nursing laws and regulations may be obtained at [www.dhp.virginia.gov/Boards/Nursing/PractitionerResources/LawsRegulations/](http://www.dhp.virginia.gov/Boards/Nursing/PractitionerResources/LawsRegulations/)
- Documents submitted with the application are property of the Board and cannot be returned.
- All supplemental documents requested may be emailed to: [nursebd@dhp.virginia.gov](mailto:nursebd@dhp.virginia.gov)