



JON S. CORZINE  
Governor

## New Jersey Office of the Attorney General

Division of Consumer Affairs  
New Jersey Board of Nursing  
124 Halsey Street, 6<sup>th</sup> Floor, Newark, NJ 07102  
[www.njconsumeraffairs.gov/medical/nursing.htm](http://www.njconsumeraffairs.gov/medical/nursing.htm)



ANNE MILGRAM  
Attorney General

DAVID M. SZUCHMAN  
Director

## Homemaker Home Health Aide Certification RENEWAL

**Mailing Address:**  
P.O. Box 45010  
Newark, NJ 07101  
(973) 504-6430

Dear Homemaker Home Health Aide:

The New Jersey Board of Nursing (the "Board") is writing to inform you that your homemaker home health aide certification will expire on November 30, 2009. If this letter was forwarded to you by the United States Post Office, you must immediately notify the Board of your change of address. This can be accomplished by faxing your new address to 973-648-6914. The fax must include your certification number as well as the necessary changes to your address. **Below you will find helpful information regarding the 2009 Renewal:**

- A "My License" letter will be sent to you during the month of September 2009. This letter will contain instructions on how to renew your certification on line.
- In order to renew your certification, you must be currently employed with a licensed health care agency/firm. For that reason, the online renewal form will include a section where you will be required to identify your current employer by selecting their name from a drop down menu. The Board will confirm your employment with the agency you identify and if a discrepancy is found, the Board will contact you and take necessary action.
- Once you successfully renew on line and pay the required renewal fee your certification will be updated to November 30, 2011. You should receive your new certificate by mail within 21 days.
- Your criminal history background check will be conducted once you renew on line. If necessary the Board will contact you regarding the results of the background check.
- Please be advised that the renewal fee is non-refundable.

Should you have any questions regarding the process outlined above. Please contact Tania Alfonso at 973-424-8146 or 973-504-6590.

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Michele M. Carroll, Manager Homemaker Home Health Aide Unit  
New Jersey Board of Nursing