



***New Jersey Office of the Attorney General***

Division of Consumer Affairs

New Jersey Board of Nursing

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[www.njconsumeraffairs.gov/nur/Pages/default.aspx](http://www.njconsumeraffairs.gov/nur/Pages/default.aspx)

**Instructions for Homemaker-Home Health Aide Certification**

Please read the following information carefully before completing an application for homemaker-home health aide (HHA) certification.

If you previously held HHA certification in New Jersey, DO NOT complete this application. You must contact the Certified Homemaker-Home Health Aide Renewal Department in order to complete the Application for Reinstatement.

1. Complete an application for HHA Initial Certification. Answer ALL of the questions.
2. Sign the application in the presence of a notary public.
3. Attach a clear, full-face original passport photograph (2" x 2") of your head and shoulders taken within the past six months. Sign your name on the front of the picture. (Photocopies and selfies are not acceptable.)
4. If you are a naturalized U.S. citizen, please submit a copy of your U.S. passport or certificate of naturalization.
5. If you are a legal alien or have other immigration status, please submit your USCIS immigration documents. (Submit a copy of both the front and the back of your card.)
6. Complete the Certification and Authorization question (Question 15).
7. Submit criminal history documents (if applicable).
8. Submit a check or money order for your application and certification fees. The application fee of \$50.00 is nonrefundable. The certification fee is based on the date your application is filed. (See page 15).
9. You will receive digital fingerprint information via regular mail. Please schedule your appointment as soon as possible. Homemaker-Home Health Aide Unit at 973-792-4218 or the Board of Nursing Call Center at 973-504-6430, Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m.
10. If your criminal background check results reveal no convictions for disqualifying offenses or other crimes, you will be certified. If your criminal background results reveal convictions for disqualifying offenses or other crimes, your application must be reviewed by the Board's disciplinary committee and will be delayed.
11. Please notify the Board of any change of address or change in your contact information.