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Dear Certified Homemaker-Home Health Aide Employer/Training Program,

On January 2, 2018, the New Jersey Board of Nursing (the "Board") adopted new regulations impacting the Certified Homemaker-Home Health Aide (CHHA) application. Specifically, the Board eliminated the conditional certification/120 day temporary work permit and now requires **ALL** CHHA applicants to undergo a criminal background check before beginning employment as a CHHA.

The Board understands the impact this regulatory change will have on the application process for new CHHAs, so the Board has delayed implementation of the new regulation until **May 1, 2018** when it will debut an **online only application process for all CHHA applicants applying for initial certification** with the Board. ***Paper applications for initial certification will no longer be accepted after April 30th.***

The new CHHA online application will also require ***all training programs to go online to confirm that individuals have passed the training course and upload each individual's signed letter of completion (LOC)***. As of May 1st, the Board will no longer accept LOC via mail or email. Step-by-step instructions for training programs to create an online account and complete the necessary steps for initial CHHA applicants can be found on the Board of Nursing's Certified Homemaker-Home Health Aides application webpage at:

http://www.NJConsumerAffairs.gov/hhh/Documents/TrainingPrograms.pdf

Likewise, ***all healthcare service firms that will employ CHHAs will be required to complete the Promise of Employment process online ONLY***. The process is very similar to the procedure that employers must complete online during the biennial CHHA renewal. Step-by-step instructions for healthcare service firms to complete the necessary steps for initial CHHA applicants using their current MyLicense Online account can be found on the Board of Nursing's Certified Homemaker-Home Health Aides application webpage at:

http://www.NJConsumerAffairs.gov/hhh/Documents/HealthcareServiceFirms-Employers.pdf

Please note your license number is [ ] and your registration code is [ ].

In order to facilitate the new online application process, the Board ***strongly encourages*** training programs and healthcare service firms to assist CHHA applicants with completing the online application and **uploading** their required documents; e.g. photo, permanent resident card, etc. Also, please ***advise and encourage*** those seeking to become CHHAs to submit their application online immediately upon commencing a training program. Individuals should not wait to complete the training program before submitting their application.

Applicants will also receive their paperwork for fingerprinting/criminal background check via mail and email (if a valid email address is provided) upon submission of their online application, allowing applicants to complete the fingerprinting process while still in a training program and/or going through the initial application process. Step-by-step instructions for applicants to fill out the application can be found on the Board of Nursing's Certified Homemaker-Home Health Aides application webpage at:

http://www.NJConsumerAffairs.gov/hhh/Documents/Applicants.pdf

Please feel free to make copies and distribute the instructions to prospective CHHAs.

Sincerely,

Deborah Zuccarelli

Deborah Zuccarelli, BSN, RN
Acting Executive Director, New Jersey Board of Nursing