



New Jersey Office of the Attorney General

Division of Consumer Affairs

New Jersey Board of Nursing

124 Halsey Street, 6th Floor, P.O. Box 45010

Newark, New Jersey 07101

(973) 504-6430

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 U.S.-born citizen, please submit a copy of your birth certificate or U.S. passport.
5. If you are a naturalized U.S. citizen, please submit a copy of your U.S. passport or certificate of naturalization.
6. If you are a legal alien or other immigration status, please submit your USCIS immigration documents. (Submit a copy of both the front and the back of your card.)
7. Submit proof of legal name change (i.e., marriage license, divorce decree, court order, if applicable) if your name differs from that on your birth certificate.
8. Complete the Certification and Authorization question (Question 15).
9. Submit criminal history documents (if applicable).
10. Submit a check or money order for your application and certification fees in the amount of either \$80.00 or \$65.00 (please consult the fee schedule on the Board's website at: www.njconsumeraffairs.gov/hhh/Pages/applications.aspx) made payable to the "New Jersey Board of Nursing." The application fee of \$50.00 is nonrefundable.
11. Upon receipt and review of: 1) a Letter of Completion sent **directly** from your HHA training program; and 2) a signed promise of employment on official company letterhead from an agency approved to employ HHAs, you may receive your 120-day Temporary Work Permit.
12. You will receive digital fingerprint information via regular mail. Please schedule your appointment as soon as possible.

13. 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.
14. Please notify the Board of any change of address or change in your contact information.