



New Jersey Office of the Attorney General

Division of Consumer Affairs
New Jersey Board of Nursing
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Instructions for Healthcare Service Firms/CHHA Employer

All Healthcare Service Firms who will employ CHHAs **MUST complete** the Promise of Employment (POE) process online **ONLY**. The online process **replaces** the requirement to send a POE letter/pdf to the Board.

1. Log in to the site using your existing user ID and password
2. Select **Manage Employees** from the menu on the left side of the screen
3. Click the **CLICK HERE** link as instructed
4. A list of your current employees and those with existing POE will be viewable
5. Click the **ADD** button to search for an applicant that you wish to offer a POE
6. Enter the last name and DOB of an individual you wish to find
7. Click **SEARCH**
8. Click on the name of the person you wish to offer a POE
9. Enter at a Start Date (you may also enter both a start and end date) and click **SAVE**
10. Click the **COMPLETE** button at the bottom right to update the employee information
11. Click the **EMPLOYEE VERIFIED** button and wait for the submittal verification screen