

Dear CNA re-certification candidate,

Thank you for considering Butler and Associates for your recertification process. The following steps must be taken to be re-instated as “active” status on the Illinois Healthcare Worker Registry.

1. Go to [www.nurseaidetesting.com](http://www.nurseaidetesting.com) and click on Online Recertification form under Popular links (right hand side of the page)
2. Complete the online recertification form.
3. Contact Southern Illinois University Carbondale (SIUC) and obtain recertification packet. Their number is (877) 262-9259 ext.4534368
4. Obtain proof of a negative Tuberculosis skin test within the last year.
5. Successfully complete all 21 skills within 3 attempts for an IDPH approved manual skills evaluator.
6. Purchase a seat for the Illinois Nurse Aide Certification Exam.
7. Take and pass the Illinois Nurse Aide Certification Exam.

When you receive your recertification packet you may contact me for an appointment to begin the Manual Skills evaluation process.

**YOU MUST BRING THE LETTER FROM SIUC WITH SIUC LETTERHEAD THAT CAME IN YOUR PACKET. I WILL NOT BEGIN THE RECERTIFICATION PROCESS WITHOUT SEEING THAT LETTER.**

When we meet you will be required to take a pre-recertification assessment and may be required to practice of any or all 21 skills based on the results of the assessment. This will be included in the hourly rate.

Please review the steps of each procedure carefully including beginning and ending tasks. Familiarity with the 21 manual skills will lessen the time it takes to complete the recertification process and lessen your expense. You are allowed three attempts to complete each skill successfully. If you fail to complete each task in 3 attempts or less you will not be allowed to register for the Illinois Nurse Aide Certification Exam. This includes successful completion of beginning and ending tasks, maintaining resident’s rights, practicing appropriate infection control at all times and delivering care safely. This will be explained in detail in the packet you receive from IDPH.

I offer tutoring to prepare for the manual skills evaluation and Illinois Nurse Aide Certification Exam. Tutoring fees are currently \$40.00/ hour (\$45.00 / hour if Evaluator / Certified Nursing Assistant Educator provided by Butler and Associates must travel more than 50 miles for the tutoring/evaluation. Fees are subject to change without notice and must be paid prior to each session.

Please call me at 309.635.7064 to set up a time for recertification at Renaissance Care Center in Canton, IL unless other arrangements are made. Thank you.

Andrea France, RN, CNAE, CLNC, WWC  
Owner/Director, Butler and Associates  
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Astoria, IL 61501

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