



MI-NATES USER GUIDE

FOR

NURSE AIDES

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1) Overview

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System (MI-NATES) is a web-based application that automates the process for applications, renewals, enforcement, communication, and payments related to nurse aide registrations, nurse aide trainer permits, and nurse aide training program permits in Michigan.

2) Login to MI-NATES: Once the user has successfully created their MI-NATES account (reference the MI-Login Account Set Up for MI-NATES Manual available at <u>www.michigan.gov/bchs</u>), the Nurse Aide will log in with the Username and Password they created and click **Submit**.

B	MI-NATES: Michigan Nurse Aide, Training, and Enforcement System Department of Licensing and Regulatory Affairs
Lo	ogin to MI-NATES
MI- Aid	NATES is the State of Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse e Training Programs (NATP).
Plea	ise login below to continue.
User	Name:
Passv	word:
Sub	bmit Register

The user will then be directed to the Welcome to MI-NATES screen.

3) Welcome to MI-NATES: This screen has several options, the upper righthand corner has a Home, My Profile and Logout button (these buttons are available on all screens and may be utilized at any time). There are 3 additional buttons in the center of the screen offering the user access to the Dashboard, as well as the option to add a other registration or permit types to their account. The user current will select their current registration/permit type, ie..."Nurse Aide", selecting this box will take the user to their dashboard.



4) MI-NATES Dashboard: After logging into MI-NATES and selecting the Nurse Aide (NA) button, the user will be redirected to their main dashboard which will provide options based on the status of their registration. It is here that the NA may make name and address changes/corrections, apply for a first-time registration or a renewal, if applicable. The NA may also view their status, print a certificate of registration or view enforcement actions taken against the NA's registration.



4a) New Application for Nurse Aide Registration: This application is used to request a certificate of registration as a nurse aide in Michigan. It is to be completed only after you have met the <u>training and testing requirements</u> to become registered in Michigan. If you have not met the training and/or testing requirements, please contact Headmaster at <u>michigan@hdmaster.com</u> or (888) 401-0462. The application can also be submitted by nurse aides interested in obtaining a Michigan nurse aide registration under reciprocity from another state. The on-line application

must be completed in its entirety, there are three tabs to be completed: 1) Applicant Information, 2) Registration Option and 3) Pay and Submit.

1) Applicant Information: This screen will auto-populate with the information provided during your first time logging in to MI-NATES. Prior to submitting your application, you are allowed the opportunity to update your date of birth and social security number, in case of typos. You can also use this screen to request a name change, if applicable. If all information is correct on the screen, click, NEXT. Applications can also be saved as a draft by clicking SAVE.

	nation	2 Registration Op	tion 3 Pay a
Applicant Info	rmation		
First Name*	Middle Initial	Last Name*	Previous Name (if applicable)
Request Name C	hange		
Date of Birth*	Last 4	Digits of Social Security Numb	er*
-			
Update DOB and	SSN		
Update DOB and Street Address*	SSN		
Update DOB and 3 Street Address*	SSN State*		Zip*
Update DOB and 3 Street Address*	SSN State*	_	Zip*
Update DOB and : itreet Address*	SSN State*	-	Zip*
Update DOB and 3 Street Address*	SSN State*		Zip*
Update DOB and 3 Street Address*	SSN State*		Zip*
Update DOB and 3 Street Address*	SSN State*		Zip*

2) Registration Option: This screen allows the user to specify if they are applying for a New Registration or if they are applying for a Michigan Registration through Reciprocity from a Michigan approved state.

-



Home 🔒 My Profile Logout

Application for Nurse Aide Registration

This application is to request registration as a nurse aide in Michigan. It is to be completed only after you have met the training and testing requirements to become registered in Michigan. If you have not met the training and/or testing requirements, please contact Headmaster at michigan@hdmaster.com or (888) 401-0462.

Applicant Information	2 Registration Option	3 Pay and Submit
Registration Option		
 New Registration (You have comple registration as a nurse aide.) 	ted training and testing requirements in Michigar	and would like to receive
Reciprocity (You have trained and to good standing on any state's purse	ested in one of the Michigan approved states ANE aide registry.)) you are currently active and in

2a) A new registration is available to applicants that have completed all training requirements and have successfully passed the required testing in Michigan. Selecting this option will prompt a screen to validate the completion of all required training and testing, based on the information shared with us by the testing agency. When selecting "New Registration" the user will be required to "Validate Testing."



2b) Reciprocity: For applicants that currently hold a nurse aide certificate of registration in another state, the State of Michigan will grant reciprocity under the conditions listed in Section 333.21913 of the Michigan Public Health Code. Candidates seeking reciprocity must be in good standing from a state that meets the Michigan Requirements for reciprocity to be eligible for certification in Michigan.

When selecting "Reciprocity" the user will be required to select the state in which they are currently registered, enter their registration number from the other state and confirm they currently have an active registration that is in good standing with no substantiated allegations of abuse, neglect, or misappropriation. Once completed the user will select "NEXT". Selecting "NEXT" will take the user to step 3, Pay and Submit, the last step of the application process.

MI-NATE Department		\otimes	y Profile	Logout
Applic	Select the state that you are requesting reciprocity from to obtain a registration in the state of Michigan:			
This application i requirements to michigan@hdma	State*		d testing Imaster at	
0	Registration Number* 1234		ıbmit	
Reg	Is the status of your registration in this state currently active?* Yes No			
	Is your registration in this state currently in good standing with no substantiated allegations of abuse, neglect, or misappropriation?*		in	
Back	• Yes No			
	Back Next			

3) Pay and Submit: This screen allows the user to pay the application fee and submit the NA application for registration with the State of Michigan

3a) E-SIGNATURE: User must accept the e-signature conditions by checking the accept box and entering their first and last name. User will then select "Click here to submit application and provide payment information" where the user will be directed to another screen to pay the application fee online.

lication for Nur	se Aide Registratio	n
ication is to request registration as a nurs ents to become registered in Michigan. If @hdmaster.com or (888) 401-0462.	e aide in Michigan. It is to be completed only afte you have not met the training and/or testing req	er you have met the training and testing uirements, please contact Headmaster a
Applicant Information	2 Registration Option	3 Pay and Submit
Pay and Submit		
E-SIGNATURE		
By submitting my electronic application	n and entering my name below, I certify:	
• All information provided in this d	ocument is true and correct to the best of my kno	owledge.
	ble federal regulations, state regulations, and adr	ninistrative rules.
 I meet and will follow any applica 		
 I meet and will follow any applica I understand that a false statement permit/registration or may be put 	nt or dishonest answer by me may be grounds fo nishable by law.	r disciplinary action against my
 I meet and will follow any applica I understand that a false statemen permit/registration or may be pu I understand that I am prohibited have had a substantiated finding 	nt or dishonest answer by me may be grounds fo nishable by law. from employment in a covered facility under the against me for abuse, neglect, and/or misapprop	r disciplinary action against my Michigan Public Health Code if I riation of resident property.
 I meet and will follow any applica I understand that a false statement permit/registration or may be puication or may be puication or may be puication or may be puication of the permit o	nt or dishonest answer by me may be grounds fo nishable by law. from employment in a covered facility under the against me for abuse, neglect, and/or misapprop efundable application fee of \$20.00.	r disciplinary action against my Michigan Public Health Code if I riation of resident property.
 I meet and will follow any applica I understand that a false statemen permit/registration or may be pu I understand that I am prohibited have had a substantiated finding I understand that there is a non-r Accept * 	nt or dishonest answer by me may be grounds fo nishable by law. from employment in a covered facility under the against me for abuse, neglect, and/or misapprop efundable application fee of \$20.00.	r disciplinary action against my Michigan Public Health Code if I riation of resident property.



3b) Payment-Application Fee - Once the payment request screen displays, select "Next".

Department of Licensing and Regulatory Affairs
Payment Method
State of MI Nurse Aide Payment Request
Welcome to the payment processing module for State of MI Nurse Aide.
This process is being used as a secure means of processing credit card authorizations.
Payment may be made with a valid Visa, MasterCard, Discover, or American Express.
To begin the payment process, click the "Next" button in the box below.
[™] Indicates required field Choose Method Of Payment Pay with new account [®] Pay by credit card [™] [™] [™] [™] [™] [™] [™] [™]
Mi.gov Home Policies Accessibility Disability Resources FOIA Departments

The payment screen will require the user's name and address along with the credit card information in order to submit the on-line application fee. Once the form is completed, the user will select "Next"

LARA Department of Licensing and Regulatory Affàirs			
Payment Information			
	State of MI Nurse Aide Payment Request		
To continue the payment process, complete the requi	red fields and click the "Next" button in the box below.		
If you have entered a valid email address, the confirm	nation email will be received from <u>noreply@fiserv.com</u> .		
	" Indicates required field		
	Billing Address		
τ	Use Business Name		
	*First Name:		
	*Store line 1		
	Street Line 2:		
	*City:		
	*State: Select State 🗸		
	*zip:		
	*Country: UNITED STATES 🗸		
	*Phone:		
	*E-Mail:		
-	Payment Details		
-			
	*Payment Amount: 20.00 USD		
	Payment Method		
	*Name on Card:		
	*Card Number:		
	* Month v *Expiration Date: * Year v		
	Card Verification Value(CVV2): What's This?		
	Back Next Exit		

By selecting "Next", the user will be redirected to the confirmation page which will allow the user to verify their information and confirm it is accurate by selecting "Pay Now" at the bottom of the box.

LAPA Department of Licensing and Regulatory Affairs	MICHIGAN.GOV Michigan's Official Website	
Payment Review		
	State of MI Nurse Aide Payment Request	
To confirm your payment information, click on "Pay f	Now" in the box below.	
	Address	
	Billing Address:	
	Payment Method	
	Credit Card ^{Visa}	
	Payment Amount	-
	Amount: 20.00 USD Total: 20.00 USD	
	Back Pay Now Exit]
Mi.gov	Home Policies Accessibility Disability.Resources FOIA	Departments

Once the user selects "Pay Now", they will be redirected to the Nurse Aide Dashboard where the newly assigned registration number will appear, along with the active status and expiration date of the registration. The user may click on the registration number in order to open the newly created account and can then view/print their certificate of registration, as well as make any necessary changes to their record.

Bepartment of Licensing and Regulatory Affairs	System		Home Ay Profile Logout
Nurse Aide Dashboard			
Click a registration below to begin.		\frown	
Registration #	Status	Expiration Date	
MIKY05032023912828	ACTIVE	05/03/2025	

5) REGISTRATION RENEWAL:

5a) Renewal Application for Currently Registered Nurse Aides:

A nurse aide registration must be renewed every 2 years.

Important information regarding renewing a CNA Certificate:

A renewal notice will be sent via email 45 days before the expiration date listed on the certificate. To receive this notice, it is important that your email address is accurate in MI-NATES.

A certificate must be renewed prior to the expiration date listed on the current certificate. It is encouraged to submit renewal requests and payment as soon as possible after receipt of a renewal notice (but cannot be done earlier than 45 days before the certification expiration date).

A renewal certificate is good for 24 months from the last certificate's expiration date. If a renewal is not submitted timely, or is incomplete, the certificate will lapse the day after the expiration date. An individual may not work as a CNA with a lapsed or expired certificate.

Important information regarding a lapsed CNA certificate less than 24 months of its expiration date:

Individual will follow the standard renewal process above.

The individual is still required to acknowledge that they worked providing nursing or nursing related services for monetary compensation within the last 24 months prior to the expiration of the certificate.

If a lapsed certificate is renewed, the renewed certificate will only be valid for 24 months from the last certificate's expiration date.

Important information regarding a lapsed CNA certificate greater than 24 months of its expiration date or an individual that cannot acknowledge the employment requirement within the last 24 months:

An individual must be removed from the registry in accordance with federal regulations and must retake a state-approved nurse aide training course and competency examination. An individual must apply as a new initial certification.

5b) Completing the renewal process: The NA can only renew their registration if they are in ACTIVE or LAPSED status. Upon selecting the Nurse Aide button from the Welcome screen, the second Dashboard screen with additional options will appear.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System Department of Licensing and Regulatory Atlains		Home 🖉 My Profile
Velcome to MI-NATES		
-NATES is the State of Michigan's online system for management of Nurse Aides (NA). Me	edication Aides (MA), Nurse Aide Trainers (NAT), Medication Aide Trainers (MAT), Nurse Aide Trai	ning Programs (NATP), and Medication Aide Training Programs (MATP).
active March 7, 2024, the biennial fees for registration or renewal to practice as a nurse ai	de will be \$40. The permit and renewal fee for a nurse aide trainer will be \$60. The fee changes	are pursuant to the amendment of the Public Health Code, MCL 333,21919.
ECOMMENDED BROWSER: It is recommended that all users access MI-NATES through th ur profile indicates that your account corresponds with the following registration and/or permit type(s). Pl	ne Google Chrome web browser. MI-NATES is supported for use with Google Chrome and Micro escure: your registration or permit type below to begin:	soft Edge however. Google Chrome will ensure the best user experience.
		•
â	2	iAi
Rurse Aide	Add access as a Nurse Aide Trainer	Add Access as a Nurse Aide Training Program
Rurse Aide	Add access as a Nurse Aide Trainer	Add Access as a Nurse Aide Training Program

Here the user will find the options to Renew a registration, if applicable, Review/Update their information or View/Print their Certificate. If the registration is lapsed the option to view/print will not be available. Certificates can only be printed if the registration status is ACTIVE.

MI-NATES: Michigan Nurse Aide, Trai Department of Licensing and Regulatory Affairs	Home 🖉 My Profile Logout	
Nurse Aide Dashboa	ard	
Click a box below to begin.		
C		0
Renew my Nurse Aide Registration	Review/Update my Information	View/Print my Nurse Aide Certificate

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5c) Renewing A Nurse Aide Registration: By selecting "Renew My Nurse Aide Registration" tab the Renewal of Nurse Aide Registration screen will come up, this will allow the user to renew their NA registration on-line, on or before the expiration date of their current registration. The online application **must** be completed in its entirety. There are three tabs to be completed: 1) Applicant Information, 2) Employment Information and 3) Pay and Submit.

1) Applicant Information: The renewal application will allow the user to request a name change and/or update their information prior to renewing the registration. Once the user has verified that all information is accurate and up to date they will select "Save" and "Next".

B	MI-NATES: Michigan Nurse Aide, 7 Department of Licensing and Regulatory Affairs	Training, and Enforcement Syst	em				Home & My Profile Logout
Re	enewal of Nurse	Aide Registrat	ion				
This a	application is to renew your your existing r	egistration as a nurse aide in Michiga	in. You are required to ren	ew your registration every two y	ears. For additional information, ple	ase visit our website at LARA -	Nurse Aide Registry.
		1 Applicant Information		2 Employment Informat	ion	3 Pay and Submit	
		Applicant Informatio	'n				
		First Name*	Middle Initial	Last Name*	Previous Name (if applicable)		
		NAActive15DaysD		NAActive15DaysD			
		Request Name Change					
		Date of Birth*	Last 4 Dig	its of Social Security Number*			
		12/12/1980	1234				
		Street Address*					
		813 Ash St					
		City*	State*		Zip*		
		Port Huron	Mich	gan	✓ 48819		
		County*					
		Ingham					
		Phone Number*					
		(517) 555-5555					
		Email Address*					
		testfacility10000@gmail.com					
		Update Contact Informatio	'n				
		Next Save					

In order to renew a nurse aide registration, the individual must acknowledge that they worked providing nursing or nursing related services for monetary compensation within the last 24 months prior to the expiration of the certificate. As of March 2026 registrants will also have to attest to having completed the required continuing education (CE).

2) Employment Information: Step two of the renewal application allows the user to indicate if they have completed the necessary employment requirements in order to renew their nurse aide registration. If the user has not met these requirements, the application will not allow them to move forward.



Home 🖉 My Profile Logout

Renewal of Nurse Aide Registration

This application is to renew your your existing registration as a nurse aide in Michigan. You are required to renew your registration every two years. For additional information, please visit our website at LARA - Nurse Aide Registry.

1 Applicant Information	2 Employment Information	3 Pay and Submit
Employment Information		
Did you work as a nurse aide performing immediate 24-month period prior to you	g nursing or nursing-related services to a patient our current registry expiration date?	or resident for pay within the
O Yes		
O No		
Back Next Save		

3) Pay and Submit: This screen allows the user to pay the renewal application fee and submit the renewal application.

1 Applicant Information	2 Employment Information 3 Pay and Submit
Pay and Submit	
E-SIGNATURE	
By submitting my electronic application an	nd entering my name below, I certify:
All information provided in this docu	iment is true and correct to the best of my knowledge.
I meet and will follow any applicable	federal regulations, state regulations, and administrative rules.
 I understand that a false statement of be punishable by law. 	or dishonest answer by me may be grounds for disciplinary action against my permit/registration or may
 I understand that I am prohibited fro finding against me for abuse, negled 	om employment in a covered facility under the Michigan Public Health Code if I have had a substantiated t, and/or misappropriation of resident property.
 I understand that there is a non-refu 	ndable application fee of \$20.
C Accept *	
First Name *	Last Name *
This is a required field.	This is a required field.
In order to complete the process, you m will redirect you to the payment screen. have the ability to print it at a later tim	ust click the submit button below and successfully make your payment. Clicking the submit button below After your payment is complete, you will have the ability to print a copy of this document. You will also e by logging into your account and accessing your history screen.

3a) E-SIGNATURE: User must accept the e-signature conditions by checking the accept box and entering their first and last name. User will then select "Click here to submit application and provide payment information" where the user will be directed to another screen to complete the steps to pay the renewal application fee online.

3b) Payment-Application Fee - Once the payment request screen displays, select "Next".

Department of Licensing and Regulatory Affairs
Payment Method
State of MI Nurse Aide Payment Request
Welcome to the payment processing module for State of MI Nurse Aide.
This process is being used as a secure means of processing credit card authorizations.
Payment may be made with a valid Visa, MasterCard, Discover, or American Express.
To begin the payment process, click the "Next" button in the box below.
Tindicates required field Choose Method Of Payment Pay with new account Pay with new account Pay by credit card Sec Next Exit
Mi.gov Home Policies Accessibility Disability Resources FOIA Departments

User must fill in the billing address, payment method and select "next" in order to complete the renewal registration process.

Payment I	nformation
	State of MI Nurse Aide Payment Request
	To continue the payment process, complete the required fields and click the "Next" button in the box below.
	If you have entered a valid email address, the confirmation email will be received from <u>noreply@fiserv.com</u> .
	8 To director account of Calo
	Billing Address
	Use Business Name
	*First Name:
	м.г.:
	*Last Name:
	*Street Line 1:
	Street Line 2:
	*City:
	*State: Select State V
	*Zip:
	*Country: UNITED STATES
	*Phone:
	*E-Mail:
	Payment Details
	*Payment Amount: 20.00 USD
	Payment Method
	*Name on Card:
	*Card Number:
	* Month × *Expiration Date: * Year ×
	*Card Verification Value(CVV2): What's This?
	Back Next Exit

Confirm all information is correct and select "Pay Now" to submit payment.

LARA Departme	ent of Licensing and Regulatory Affairs	MICHIGAN.GOV Michigan's Official Website
Payment Review		
	State of MI Nurse Aide Payment Request	
To confirm y	our payment information, click on "Pay Now" in the box below.	
	Address	
	Billing Address:	
	Payment Method	
	Credit Card VISA	
	Payment Amount	
	Amount: 20.00 USD Total: 20.00 USD Back Pay Now Exit	

3c) Renewal Dashboard: If the Nurse Aide has renewed their registration prior to their current expiration date, their Nurse Aide Dashboard will now provide two options for printing a certificate of registration. The user may print their current (soon to expire) certificate and/or their newly renewed certificate with a future effective date and expiration date.

MI-NATES: Michigan Nurse Aide, Training, and Enforceme Department of Licensing and Regulatory Affairs	nt System	Home 🖉 My Profile Logout
Nurse Aide Dashboard	The current certificate of registration, with a previous effective date 2 years prior and an expiration date soon to expire.	Recently renewed certificate of registration with a current effective date and an expiration date 2 years in the future.
1 *	e	B ,
Review/Update my Information	View/Print my Nurse Aide Certificate	View/Print my Nurse Aide Renewal Certificate

6) Review/Update my Information: By selecting the Review/Update button the user will be directed to the Nurse Aide Profile screen. This screen contains the nurse aide's contact information, personal information, and Enforcement, History, Training/Testing, Correspondence, and Attachments, as applicable.



6a) Your Nurse Aide Profile: Your Nurse Aide Profile Page is a comprehensive view of the details of your nurse aide registration.

Registration Number - This is your nurse aide registration number that will print on your certificate of registration and will appear on the public registry.

Current Effective Date - This is the date of your initial registration or your last renewal, as applicable.

Current Expiration Date - This is the expiration date of your registration.

Initial Effective Date - This is the earliest date on record that your registration was first active.

Status: The primary status of your registration is what will appear on the public registry. Registrations can also have secondary statuses assigned to track actions such as a pending name change request. Below are the definitions of the primary and secondary statuses for nurse aides.

Primary Statuses:

DRAFT - Application draft saved.

DECEASED - Registration holder is deceased.

<u>VOLUNTARILY SURRENDERED</u> - Registration holder has voluntarily surrendered their registration (this action can only be done if the registration does not have a history of misconduct or enforcement actions).

INACTIVATED - State agency has temporarily inactivated the registration.

<u>REVOKED</u> - State agency has revoked the registration.

<u>SUMMARY SUSPENSION</u> - State agency has summarily suspended the registration. <u>SUSPENDED</u> - State agency has suspended the registration.

<u>ACTIVE</u> - Registration is active and in good standing.

LAPSED - Registration was not renewed timely and has lapsed.

Secondary Statuses:

<u>CE CLASS</u> - Registration holder is required to complete a continuing education class under the state agency's enforcement process.

<u>PROBATION</u> - Registration holder has been placed on probation under the state agency's enforcement process.

<u>REPRIMAND</u> - Registration holder has been reprimanded under the state agency's enforcement process.

<u>NAME CHANGE REVIEW</u> - Registration holder has submitted a name change request and it is pending review by the state agency.

<u>PENDING MANAGER NEGLECT PETITION</u> - Registration holder has submitted a petition to remove neglect findings from their registration and it is pending review by the state agency.

<u>INFORMATION REQUESTED</u> - State agency has requested information from the registration/permit holder and is waiting for the registration/permit holder to upload the information in MI-NATES

The "Edit Personal Information" button can be selected to update your contact information or request a name change. The Enforcement section will show any enforcement actions taken against the

registration, if applicable. The History section will display a history of all actions related to the registration. The Training/Testing section displays the training program and nurse aide test completion dates. The correspondence section contains a history of correspondence sent to the nurse aide via the MI-NATES system. The attachments section contains attachments uploaded by the nurse aide. This section can also be used to respond to any requests for information from the state agency.

B	MI-NATES: Michigan Nurse Aide, Training, and E Department of Licensing and Regulatory Affairs	Enforcement Sys	tem			Home & My Profile	ogout
Y	our Nurse Aide Profile						
R	egistration Number: MI0316202117		Status: REVOKED				
c	urrent Effective Date: 03/16/2021		Current Expiration: 03/16/2023		Original Start: 03/	16/2021	
P	ersonal Information						
	First Name: NAActive15DaysB	Middle Initial:		Last Name: NAActive15DaysB		Previous Name:	
L	Date of Birth: 12/12/1980	SSN (Last 4 Digits	;): 1234				
	Street Address: 813 Ash St						
1	City: Port Huron	State: Michigan		Zip: 48819		County: Ingham	
1	Phone Number: (517) 555-5555	Email: testfacility1	0000@gmail.com				
1	Edit Personal Information	_					
>	Enforcement						
>	History						
>	Training/Testing						
>	Correspondence						
>	Attachments						

USER PROFILE:

Save

By selecting the "Edit Personal Information" button, the user is taken to their USER PROFILE screen.

Your User Profile screen shows the details associated with your MI-NATES user account. Initially, the information displayed is what was collected during your first-time login to your account, when you created your MI-NATES account profile.

If you need to update your contact information, click the button to "Edit Contact Info".

If you need to change your name, click the button to "Request Name Change".

To add a role (NA = Nurse Aide, NAT = Nurse Aide Trainer, and NATP = Nurse Aide Training Program), go to your home page and click to add access for the desired role. You cannot remove a role if you have a registration or permit that matches the role, regardless of the status of the registration or permit.

If your profile is associated with a nurse aide or a nurse aide trainer, you can make edits to the date of birth or social security number (in case of typos) only until your account is linked to a registration or permit. Once your profile is associated with a registration or permit, you cannot change your date of birth or social security number.

State users are unable to edit your profile information.

Once the user is on the "User Profile" screen they may request a name change by selecting "Request Name Change", completing the on-line form, attach documentation supporting the name change and selecting "Submit Name Change Request". Once submitted, the user will receive an e-mail indicating name change request has been submitted, the user may also print a copy of the request. A state worker will also receive an e-mail indicating a name change request has been submitted. The state worker will then review the request and either approve or deny the request. The user will receive notification via e-mail once the request has been received and processed. The user may also make any necessary changes to their mailing address, phone number or e-mail on this screen.

MI-NATES: Michig Department of Licensing a	an Nurse Aide, Training, and Enforcement System nd Regulatory Affairs	μð	Home A My Profile Logout
User Profile 👔 📍			
MILogin ID *			
NAExpires1DayA			
Last Name		First Name	Middle Initial
NAExpires1DayA		NAExpires1DayA	
Previous Name			
Previous Name			
Request Name Change	Request Nar	me Change	

For nurse aides and nurse aide trainers:

If your name has changed, you must submit a name change request to be reviewed and approved by the state agency. Approval will only be granted if proof of the name change is attached to the request. If you have an active registration or permit, a notification will be sent to your email address on file once your name change request is approved. User must complete all boxes that have "*". Once completed, the e-signature line and submit button will be accessible for the user to accept, sign, and submit their name change request.

Request Name Change

Name Change Request

Please enter the name that should appear on your record:		
Last Name*	First Name*	Middle Initial
Last Name	First Name	
Previous Name		
Previous Name		
If your legal name has changed, you must provide a copy of acceptable legal documentation. Acceptable doc	ruments include marriage certificate, divorce decree, birth certificate, and	legal name change court documents.
File Name Date Attached Descrip	otion	
No resu	Its found	
+ Add Attachment		
By submitting my electronic application and entering my name below, I certify the following:		
 The information provided is true and correct to the best of my knowledge. I understand that if I have provided false information, my registration and/or permit may be invalidated 	, and I could be prosecuted by the state of Michigan.	
Accept. * 🗆		
First Name*	Last Name*	
Submit Name Change Request		

To edit the user's contact information, select the "Edit Personal Information" button and then select the "Edit Contact Info" button, this will make the boxes "editable" for any necessary updates or changes. Make required changes and SAVE.

Date of Birth	Last 4 Digits of Social Security Number
12/12/1980	1234
Street Address *	City*
813 Ash St	Port Huron
State *	Zip*
Michigan	48819
County*	
Ingham v	
Email *	Phone *
testfacility10000@gmail.com	(517) 555-5555
Edit Contact Info	ill go from a shaded grey to ar to be saved
Roles	
NA NAT NATP	
Save Cancel	

6b) ADDITIONAL SCREENS: Viewing all other activities on the users record, Enforcement action, History of transactions, previous training/testing, correspondence, and attachments submitted.

ENFORCEMENT: The enforcement section will show basic information related to any enforcement actions taken against your registration. If anything is listed in this section, you can review your correspondence section below for notices that may have been sent regarding the enforcement.

ersonal mormation						
First Name: NAActive15DaysA	Middle Initial:	Last Name: NAActive15DaysA	Previous Name:			
Date of Birth: 12/12/1980	SSN (Last 4 Digits): 1234					
Street Address: 813 Ash St						
City: Port Huron	State: Michigan	Zip: 48819	County: Ingham			
Phone Number: (517) 555-5555	Email: testfacility10000@gmail.com					
Edit Personal Information						
Enforcement			7			
Type of Findings	Action Taken	Investigation Completed				
Type of Findings	Action Taken Suspension	Investigation Completed				

- > Training/Testing
- > Correspondence
- > Attachments

HISTORY: The history section displays a history of applications, renewals, actions, and status changes related to the registration.

Phone Number: (517) 555-5555	Email: testfacility10000@gmail.com	
Edit Personal Information		
> Enforcement		
V History		
03/06/2023 01:24 PM		State User
Added primary status SUSPENDED.		
03/06/2023 01:24 PM		State User
Removed primary status ACTIVE.		
Showing results 1 - 2 of 2	«« « 1 » »»	Items per page: 10 💌
> Training/Testing		
> Correspondence		
> Attachments		
Save		

TRAINING/TESTING: The training/testing section displays the details related to the completion of your required nurse aide training program and testing completion.

Personal Information				
First Name: NAExpires1DayA	Middle Initial:	Last Name: NAExpires1DayA	Previous Name:	
Date of Birth: 12/12/1980	Date of Birth: 12/12/1980 SSN (Last 4 Digits): 1234			
Street Address: 813 Ash St				
City: Port Huron	State: Michigan	Zip: 48819	County: Ingham	
Phone Number: (517) 555-5555	Email: testfacility10000@gmail.com			
Edit Personal Information > Enforcement ?				
> History 👔				
Training/Testing ?				
Training Program:		Date Completed:	Date Completed:	
Correspondence C				
Save				

CORRESPONDENCE: The correspondence section lists all electronic correspondence that has been sent via MI-NATES regarding your nurse aide registration. You can view and/or print the correspondence and any attachments, if applicable.

>	Enforcement 👔			
>	History 🕜			
>	Training/Testing 👔			
	Correspondence			
	Notice Type	Date Sent	Method Sent	
	NA Renewal Submitted	05/04/2023	Email	View Email <u>Attachments:</u> NA Certificate.pdf
> Attachments 🕑				
	Save			

ATTACHMENTS: The attachments section can be used to upload documents and information relative to your nurse aide registration. This is also where you would attach information that is requested by the state agency. Once an attachment is added and you save your record, the state agency will be notified that the information has been uploaded and you are no longer able to delete or modify the attachment. The state agency can only view your attachments. The state agency does not have the ability to update or delete them.

> Enforcement 🕐				
> History ?				
> Training/Testing ?				
> Correspondence ?	> Correspondence ?			
V Attachments ?				
WARNING: Once you upload an attachment and save, you will no longer be able to delete or change the attachment.				
File Name	Date Attached	Description		
		No results found		
+ Add Attachment	L3			
Save				

ENFORCEMENT ACTION: When the department issues a Notice of Intent to the Nurse Aide, an email will be sent to the e-mail address of record, and the notification will post to the Nurse Aide's MI-NATES dashboard under correspondence.

Enforcement ?			νũ
History ?			
Training/Testing 🕐			
Correspondence ?			
Notice Type	Date Sent	Method Sent	
Notice of Intent	05/09/2023	Email	View Email <u>Attachments</u> Notice of Intent.pdf

A new button will appear on the user's Dashboard "Submit an appeal to notice of intent". The user may select this button in response to the e-mail received regarding the Notice of Intent.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement Sys Department of Licensing and Regulatory Affairs	tem	Home & My Profile Logout
Nurse Aide Dashboard 💿		
Click a box below to begin.		
1	-⊖	
Review/Update my Information	View/Print my Nurse Aide Certificate	Submit an Appeal to Notice of Intent

Selecting the Submit an Appeal button will take the user to the next screen to select an option to either have a compliance conference, an administrative hearing or choose to not appeal at all.

B	MI-NATES: Michigan Nurse Aide, Training, and Enforcement System Department of Licensing and Regulatory Atlains	Home 🖉 My Profile Logout
S	ubmit an Appeal to Notice of Intent	
	Click here if you would like to participate in a compliance conference. If a resolution is not reached at the compliance conference, an administrative hearing will be scheduled.	
	If you do not wish to appeal the Notice of Intent, please close this screen without making a selection. The proposed action stated in the Notice of Intent will be final. Additional communication will be sent after the 30-day allowance has passed.	

An e-signature will be required unless the Nurse Aide Trainer elects to not appeal. If the user does not wish to appeal the Notice of Intent, simply close the screen without making a selection. The proposed action stated in the Notice of Intent will be final. Additional communication will be sent after the 30-day allowance has passed.

Submit an Appeal to Notice of Intent

Click here if you would like to participate in a compliance conference. If a resolution is not reached at the compliance conference, an administrative hearing will be scheduled. Click here if you would like to waive the compliance conference and instead proceed directly to an administrative hearing.			
If you do not wish to appeal the Notice of Intent, please close this screen without making a selection. The proposed action stated in the Notice of Intent will be final. Additional communication will be sent after the 30-day allowance has passed.			
E-SIGNATURE By submitting this request and typing my name below, I hereby certify: • I have received and read the Notice of Intent and understand my appeal r	ights.		
Accept *			
First Name *	Last Name *		
 This is a required field. 	 This is a required field. 		
Submit			

Additional information may be found on our website at <u>www.michigan.gov/bchs</u>. Should you have any questions or concerns regarding your account you may contact the department via e-mail: <u>BCHS-CNA-Registry@Michigan.gov</u> or by phone (517) 284-8961.