

Initial Registration for CHHA Applicants

Please start on this page:

<http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx>

Scroll down and click on the link “Homemaker-Home Health Aides”

1. Click on the link 2 “Apply for an Initial License Online”



2. Click on **Apply Online** for Certified Homemaker-Home Health Aide from the list of applications

3. On left menu tab Click on **Register a Person** on the Menu tab on the left side of the screen



4. Scroll down to see Other Registration. Enter your social security number (no spaces or dashes) in the SSN field

5. Enter your date of birth in the DOB field

6. Click **Search**

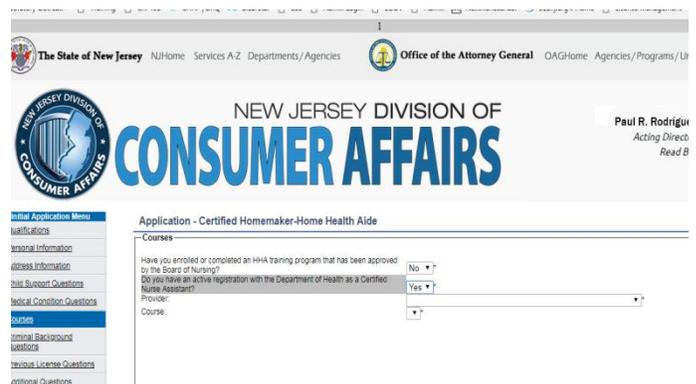
7. This will launch the Initial Registration page. Complete all fields in the name and address section, including a valid email address. **Missing information may take longer to process.**

You must to register yourself and create a user id and password to begin the application process. If you previously used our online system, you will need to use the same user ID and password. If previously applied to be a CHHA and did not complete the process, please contact the Board of Nursing for further assistance.

8. Create a user id. It must be at least 6 characters (Try to make it simple for you to remember and also write it down for future use)
9. Create a password. It must be at least 6 characters. (Please make sure to write down your password exactly as you created it. Passwords are case sensitive)
10. Enter your password again to confirm
11. Create a password question. (Password question examples are favorite color, mother's maiden name, my first car, etc.)
12. Enter answer to question you have created
13. Select **Register**.
14. The screen should read - You have successfully registered to use this site. Save your account information for future use. Please login to your account to continue
15. Click **login**
16. Enter the user id and password you just created
17. Click **login**
18. On the left menu tab click **Initial Application**
19. Profession choose **Nursing** on the drop down menu
20. License Type choose **Homemaker-HHA**
21. Obtained by Method choose **Application (Live Scan)**—If you have already had a CHHA in NJ, do not complete the application online! Paper application must be completed.
22. Click **Next** and continue to answer the questions.

Please read all instructions before starting your application. Make sure you choose the correct dates for the class. If you choose an incorrect date; it WILL delay the application process.

CNAs: When asked if you are registered or enrolled in a home health class (second time it asks), choose NO. Review the image to the right. It will then ask if you are a CNA in NJ, hit YES and find your class dates in the menu.



The screenshot shows the 'Initial Application Menu' on the left and the 'Application - Certified Homemaker-Home Health Aide' form on the right. The form includes a 'Courses' section with the following questions and options:

Question	Options
Have you enrolled or completed an HHA training program that has been approved by the Board of Nursing?	No [v]
Do you have an active registration with the Department of Health as a Certified Nurse Assistant?	Yes [v]
Provider:	[Dropdown menu]
Course:	[Dropdown menu]