



Online Renewal Instructions

1) Log in to your account

The screenshot shows a user profile page with a sidebar on the left containing tabs: "Profile View" (blue), "License (NHA)" (green), "Tennessee" (green with magnifying glass), "Contact Info" (green with hamburger icon), "Continuing Education" (blue with question mark), "Practice Questions" (blue with question mark), "Review" (blue with checkmark), and "Fee Information" (blue with arrow). The main content area is titled "License Information" and contains a table with the following data:

Type	Nursing Home Admin	Issued	07/01/1970
Number	1234	Expiration	06/30/2017
Status	Active	CE Due	06/30/2017

Below the table is a section for "CE Hours" with a "+" button. A table below that shows the following data:

Title, Event or Approval # / Organization	Completed	Hours
Total Hours		25

A "Renew" button is located at the bottom right of the interface.

2) Select the Licensee (NHA) tab—active tabs appear green —proceed past your CEU list to the blue **RENEW** button on the lower right of your account screen

3) Agree to the Tennessee Warning

4) Review/Update Personal Contact Information

5) Enter Annual CEU hours (20 hours required)

6) Attest to Questions regarding ability to practice

7) Review that the information you've entered is accurate

8) Submit your \$200 renewal fee with Visa or Mastercard (debit/credit)

If you do not receive your license within a week of submitting your renewal and have not received an email from Board staff regarding a CE audit or other issue, contact the board office.