



California  
Department of  
Health Services

**SANDRA SHEWRY**  
Director

State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

May 27, 2006

AFL 06-07

To: SKILLED NURSING FACILITIES  
SKILLED NURSING IN-HOUSE TRAINING PROGRAMS  
NURSE ASSISTANT TRAINING SCHOOLS  
HOME HEALTH AIDE TRAINING PROGRAMS  
HEMODIALYSIS TRAINING PROGRAMS  
CERTIFIED NURSING ASSISTANTS  
CERTIFIED HOME HEALTH AIDES  
CERTIFIED HEMODIALYSIS TECHNICIANS

Subject: NURSE ASSISTANT, HOME HEALTH AIDE, AND HEMODIALYSIS  
TECHNICIAN PROCESSING FEES

Effective July 1, 2006, the California Department of Health Services (CDHS), Licensing and Certification Program, Aide and Technician Certification Section (ATCS), will no longer require applicants for, initial (\$15) and renewal (\$20) certification for nurse assistant, home health aide, and hemodialysis technician (\$50), to send fees or payments for processing applications. This includes initial applications as a result of Reciprocities, Equivalencies, and Reactivations. Duplicate certificates will be issued without charge and at the discretion of the CDHS. Delinquency fees will no longer be assessed for late payments. However, it is important for certified nurse assistants, home health aides, and hemodialysis technicians to renew their certificates timely to avoid delays in receiving their respective certificates.

All checks received on or after July 1, 2006, will be destroyed and all money orders will be returned.

Also, effective July 1, 2006, the CDHS will be responsible for costs associated with rolling fingerprints for only nurse assistant applicants who have been issued certificates. The fee to cover the processing costs of the Department of Justice (DOJ), not including the costs associated with rolling the fingerprint cards, shall not exceed thirty-two dollars (\$32) per card. CDHS will reimburse only certified nurse assistants for their fingerprint processing cost, not to exceed \$50 total, within 120 days for certificates issued between July 1, 2006 through September 30, 2006; and within sixty (60) days for certificates issued on and after October 1, 2006.

AFL 06-07  
Page 2  
May 27, 2006

It is therefore important for all certificate holders (i.e. certified nurse assistants, home health aides, and certified hemodialysis technicians) to notify the CDHS within sixty (60) days of any change of address at:

California Department of Health Services  
Licensing and Certification  
Aide & Technician Certification Section (ATCS)  
CNA/HHA/CHT Certification and Training Program Review Unit  
MS 3301  
P.O. Box 997416  
1615 Capitol Avenue  
Sacramento, CA 95899-7416

Attention: CHANGE OF ADDRESS

Or fax at (916) 552-8785.

If you have any questions, please contact Ley Arquisola, Chief, CNA/HHA/CHT Certification and TPRU at (916) 327-2445 or via email at [cna@dhs.ca.gov](mailto:cna@dhs.ca.gov). Thank you for your cooperation and we ask for your patience as ATCS implements this new process.

Sincerely,

Brenda G. Klutz  
Deputy Director

cc: Next page.

cc: Mary Philip, Chief  
California Department of Health Services  
Licensing and Certification Program  
Professional Certification Branch  
MS 3301  
P.O. Box 997416  
1615 Capitol Avenue  
Sacramento, CA 95899-7416

Mike Strunk, Chief  
California Department of Health Services  
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