



## How To:

# Renewing your CNA License

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The Wisconsin Nurse Aide Registry lists the names of CNAs who meet federal and/or state requirements. To work in a federally certified facility, CNAs must renew their license every 24 months.

As an employee of Alliance Services, or a prospective applicant, we require you to have a valid and up to date CNA License. If your license has expired or is about to expire, follow the steps below to renew it:

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### Log into your TMU account

If you haven't set up your login credentials on the TMU website, call the registry at: 888-401-0465

**[Click here to access your account](#)**



### Add your employer

Select the 'Employment' tab to add your current or most recent employer to your account. Once you enter your dates of employment, select 'Create' to submit a request to your employer.

**Note:** You will not be able to enter an agency as your employer. Only enter the name of the facility you are working at or have been placed with through your agency.



### Wait for employer verification

Once you submit a verification request to your employer through the TMU website, your employer will log into their TMU account and approve or deny the request.



### Success!

Your CNA license will be extended by 24 months once your employer approves your verification request.

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### Haven't worked in the past 24 months?

If you have not worked as a CNA in the last 24 months, you do not meet the minimum work requirements to renew your license. This means you need to test again. This includes both a skills test and a written test.

For more information about the re-testing process, you can contact: **888-401-0465**

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