

APPLICATION FOR CERTIFICATION BY RECIPROCITY INSTRUCTIONS

If you are requesting certification *INTO* the State of Utah follow the steps below:

1. Completely fill out page 1 of this form making sure to list the State you are *currently* certified as a nursing assistant. In order to transfer your certificate to the State of Utah, you must be current and active in another state.
2. Pay the \$30 Reciprocity fee either by certified check, money order or by filling out the credit card authorization (including signature).
3. If paying by certified check or money order, mail your form and \$30 fee to: UNAR, 550 East 300 South, Kaysville, Utah 84037.
4. If paying by credit card, e-mail your form (along with credit card information) to UNAR@datc.edu.
5. Processing time for all Reciprocity requests is 3-5 days from the date we receive your form. Once you are approved as a Utah CNA, you will be on our State Registry. You can check this at any time by going to utahcna.com, click the On-Line CNA Registry link, change the Search Type to be SSN, type your SSN into the Search Term box and click on the Search button.

If you are requesting to transfer your certificate *OUT OF* the State of Utah follow the steps below:

1. Contact the state for which you are looking to transfer your certificate to directly.
2. Fill out their paper work as required. As part of their paperwork there will be a one page Out of State Agency Verification form which will need to be filled out and sent to the Utah Nursing Assistant Registry.
3. Print off the states verification form along with page one of Utah's Application for Certification by Reciprocity. Fill both forms out completely. Important: On the verification form, *only fill out the first section not the second section, To Be Completed by State Agency*. If you fill out any of the information in the second section, the form will be returned to you and you will be required to send in a new form.
4. If paying by certified check or money order, mail both forms and the \$30 fee to: UNAR, 550 East 300 South, Kaysville, Utah 84037.
5. If paying by credit card, e-mail both forms (along with credit card information) to UNAR@datc.edu.
6. Processing time for all Reciprocity requests is 3-5 days from the date we receive your form. Once your form is verified and processed, we will mail the completed form back to the state agency and address listed on the form. (If you are transferring into the State of Texas, their verification form will be returned back to you per their instructions.) An electronic copy of this form will be kept in our files.