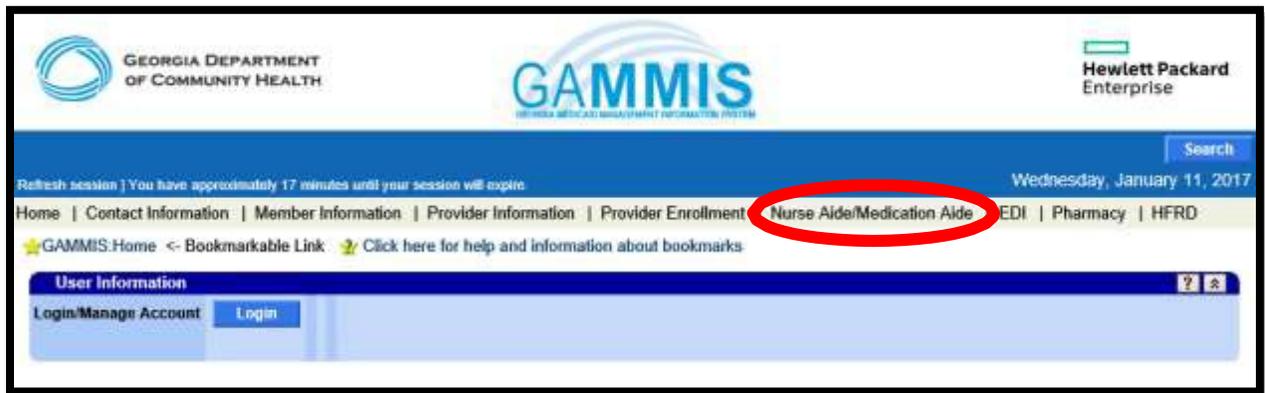


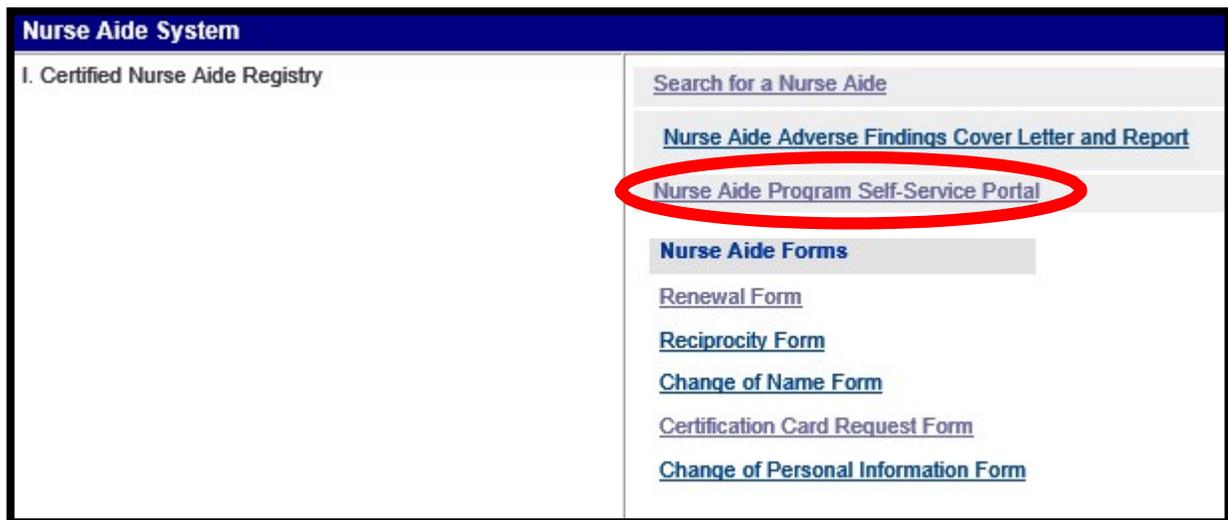
Accessing the Nurse Aide Program Self-Service Portal

The self-service portal is accessed through the following web address: <https://www.mmis.georgia.gov>.

Click on the tab that reads, “**Nurse Aide/Medication Aide.**”



Once user is on the Nurse Aide/Medication Aide page, user can access the self-service portal by clicking on the **Nurse Aide Program Self-Service Portal** link. The link is located under section **I. Certified Nurse Aide Registry**.



NURSE AIDE SUBMISSIONS:

If the **user is a Nurse Aide**, they can select any of the following forms to submit:

- Renewal Form
- Certification Card Request Form
- Change of Name Form
- Change of Personal Information Form- **Do not use this form if you are also submitting a renewal form. put current address on renewal form submission**
- Reciprocity Form
- Other

Nurse Aide Training Program (NATP) SUBMISSIONS:

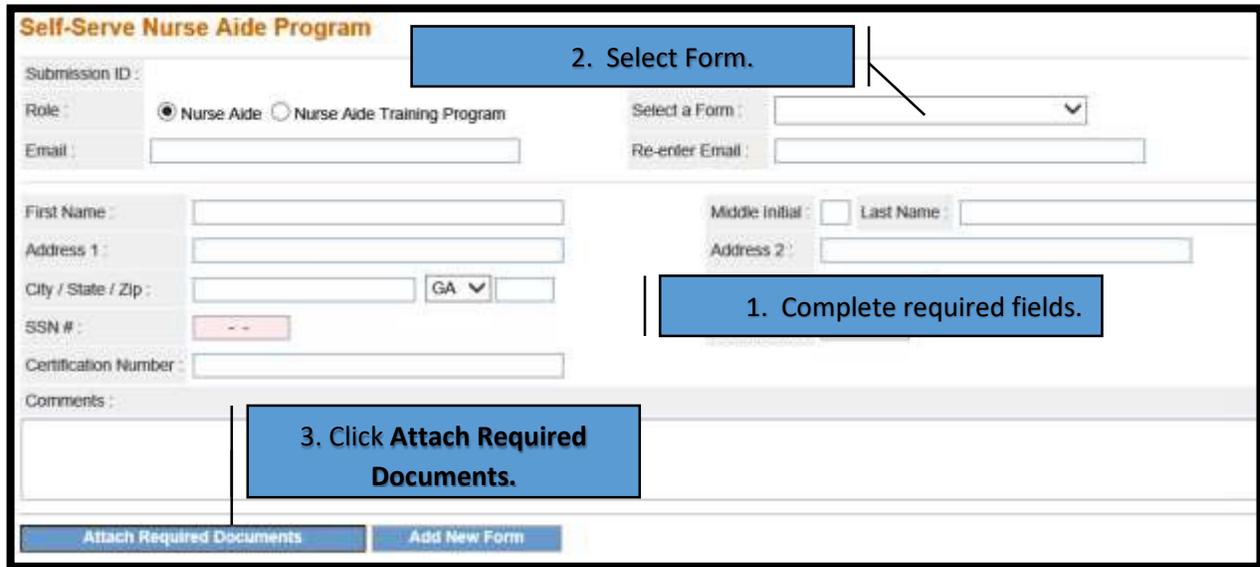
If the **user is a NATP** they can select any of the following forms to submit:

- Staff Developments
- Program Evaluations
- Class Rosters
- Corrective Action Plans
- Nurse Aide Training Program Documents
- Other

Uploading Files via NAP Self-Service Portal

User must complete the following fields before attaching documents:

- Role
- Select a Form
- E-mail
- First Name, Last Name
- **CURRENT** Address, City, State, Zip code, County
- Phone number
- SSN # and Certification #
- Date of Birth
- **COMPLETE EMPLOYER SECTION- use 'OUT OF STATE' under County field drop down selection if the employer has an out of state address**



Self-Serve Nurse Aide Program

Submission ID : _____

Role : Nurse Aide Nurse Aide Training Program

Select a Form : _____

Email : _____ Re-enter Email : _____

First Name : _____ Middle Initial : _____ Last Name : _____

Address 1 : _____ Address 2 : _____

City / State / Zip : _____ GA _____

SSN # : _____

Certification Number : _____

Comments : _____

1. Complete required fields.

2. Select Form.

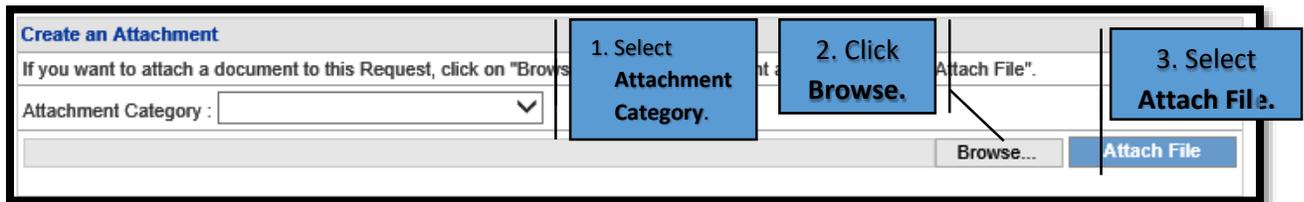
3. Click Attach Required Documents.

Attach Required Documents Add New Form

Once user completes the required fields the user must click “**Attach Required Documents**” to populate the attachment section and complete form submission.

Attaching Files via NAP Self Service Portal

You must select the Category before choosing the file



Create an Attachment

If you want to attach a document to this Request, click on "Browse...".

Attachment Category : _____

1. Select Attachment Category.

2. Click Browse.

3. Select Attach File.

Browse... Attach File

User must select an attachment category prior to attaching file.

As with other file uploads/attachments tools the following general attachment rules apply:

- File size limit of 20,000 KB or 20MB.
- The following file types may be attached: TXT, DOC, DOCX, PDF, TIF, TIFF, EXCEL, JPG, JPEG, and JPE. When possible, it is recommended to attach PDF files.
- Do not include the following symbols in the file name: / \ # < > ' " .
- Do not include periods in the file name, except before the file type (as in .PDF).
- Multiple files may be attached but each file must be attached separately.
- If more than one file is attached to the same submission, **the file names must be different**. Also, each file attached to a nurse aide record should only include information for that specific that nurse aide.

Once user has attached the required files, the user can review what documents are required for the submission.

A scan copy of the actual registry form is not required. **The on-line entry is the selected form.**

Only upload the required document (s) listed under the, 'Required Documents for Submission' section.

Create an Attachment

If you want to attach a document to this Request, select an option from the attachment category dropdown, Click on "Browse", select your document, and then select Attach File.

Attachment Category :

No file chosen

Please be patient when uploading files. Attaching documents may take some time. Maximum file size 20MB is allowed.

Required Documents for Submission

- Check Stub or W2
- Other
- Proof of Employment

You should be able to see the name of the document attached- EXAMPLE below:

File uploaded successfully.

Attached Files

File	Category	User	
CERT CARD TEMPLATE.pdf	Other	KABBA123	✖

- Review to ensure required documents are attached.**

Submitting Files Electronically via NAP Self-Service Portal

Check the attestation box to attest that information is valid and true. The attestation statement represents the user's signature.

Attestation

I attest that I am the person identified above and I do hereby attest that this information is true, accurate and complete to the best of my knowledge. I understand that any falsification, omission, or concealment of material fact may jeopardize active status on the Georgia Nurse Aide Registry.

Check here to indicate that you have read and agree to the terms listed above.

Form will not be processed until you submit the form with required documents.

Submit Form

2. Click
Submit Form.

Once form is submitted user will receive a confirmation along with a submission ID for their records. This confirmation is also e-mailed to the user.

Form submitted successfully. You will receive a confirmation email shortly with number F1701110004.

Submit Form

[Main Menu](#)