June 29, 2015

Q: What exactly are the requirements with regard to updating work histories for Certified Nurse Aides (CNAs)?

A: Section 955.145 of the Health Care Worker Background Check Code requires the following:

**Section 955.145 Employment Verification**

a) Each *direct care employer or its designee must provide an employment verification and update the demographic information for each employee no less than annually.* (Section 33(i) of the Act)

   1) The health care employer or its designee must log into the Health Care Worker Registry through a secure login in a method prescribed by the Department. (Section 33(i) of the Act)

   2) The health care employer or its designee must indicate employment and termination dates (separation dates) within 30 days after hiring or terminating an employee. (Section 33(i) of the Act)

   3) The health care employer shall provide the employment category and type. (Section 33(i) of the Act)

b) *Failure to comply with this Section constitutes a licensing violation. For health care employers that are not licensed or certified, a fine of up to $500 may be imposed for failure to maintain these records.* (Section 33(i) of the Act)

c) The information required in this Section shall be used by the Department of Public Health to notify any current employer of any disqualifying offenses that are reported by the Department of State Police. (Section 33(i) of the Act)

(Source: Added at 33 Ill. Reg. 5378, effective March 26, 2009)

As you can see, the report must be made annually and there are licensure penalties for failure to report.