**#5 Initial Homemaker-Home Health Aide Application Phases and Timeline**

**PHASE 1 (1-2 WEEKS)**

This is the estimated time between receipt of a complete online application and the Board's initial review of the application and supplemental documentation. At the conclusion of Phase I, the Board will email a letter to advise you of any application deficiencies.

Instructions to schedule fingerprinting for the criminal history background check will be emailed to the email address provided on your application an average of 1-3 days from date of application. **Applicants should schedule the fingerprinting appointment as soon as the letter is received.**

**PHASE 2 (2-4 WEEKS)**

This is the estimated time between Phase I and the receipt of your background check results and any remaining application deficiencies.

Background check results are provided to the Board by our vendor an average of 1-3 weeks from the date of your fingerprinting appointment.

Applications with criminal history or requiring additional board review will add additional processing time.

Please note Phase II is contingent on applicant action and third party processing times. The estimated timeframe assumes the applicant takes immediate action when notified of application deficiencies.

If not already competed, your HHA training program must upload your Letter of Completion to the online portal and your (potential) employer must upload a Promise of Employment to the portal and add you to their employee roster. Your application will remain in pending status until this is completed

**PHASE 3 (1-5 business days)**

This is the estimated time between Phase II and when the application is approved.

Upon final review and approval of your application, a congratulations letter will be emailed to you. You should receive your hard copy registration in the mail within 10-15 business days. To verify the status of your registration and to view your registration number, please visit our website @ [New Jersey Division of Consumer Affairs (njconsumeraffairs.gov)](https://www.njconsumeraffairs.gov/)

**TIPS FOR HHA APPLICANTS**

**Check Your Email**  
The Board will send all correspondence during the application process to your email.  This includes your criminal history background check fingerprinting instructions, notification of deficiencies and requests for additional information. It is imperative for applicants to regularly check email during the application process.

**Criminal History Background Checks**  
Completion of the criminal history background check is the #1 reason for delays with HHA applications.  Schedule your fingerprinting appointment as soon as you receive your instructions (emailed an average of 1-3 days following online application submission).  Appointments are based on availability. Background check results are provided to the Board by our vendor an average 1-3 weeks from the date of your fingerprint appointment.

**Letter of Completion**  
The Letter of Completion is the #2 reason for delays with HHA applications. Your HHA training program must upload your Letter of Completion, Assessment of Skills or equivalent, as determined by the Board, to the online portal.

**Promise of Employment**  
The Promise of Employment is the #3 reason for delays with HHA applications. Your (potential) employer must upload a Promise of Employment to the portal and add you to their employee roster.

**Previous Criminal History**  
If you have previous criminal history, your application will require additional review by the Board.

**General Processing**  
The vast majority of this application process and timeline is contingent on the applicant action.  Please review correspondence and your application checklist for actionable items.  Your application will remain in pending status until all requirements are completed.

**IF YOU NEED TO CALL THE BOARD OF NURSING, THE NUMBER IS**

**973-504-6430**