



MI-NATES USER GUIDE FOR NURSE AIDE TRAINERS

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1) Overview

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System (MI-NATES) is a web-based application that automates the process for applications, renewals, enforcement, communication, and payments related to nurse aide registrations, nurse aide trainer permits, and nurse aide training program permits in Michigan.

2) Login to MI-NATES: Once the user has successfully created their MI-NATES account (reference the MI-Login Account Set Up for MI-NATES Manual available at www.michigan.gov/bchs), the Nurse Aide Trainer will log in with the Username and Password they created and select **Submit**.



MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Login to MI-NATES

MI-NATES is the State of Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).

Please login below to continue.

User Name:

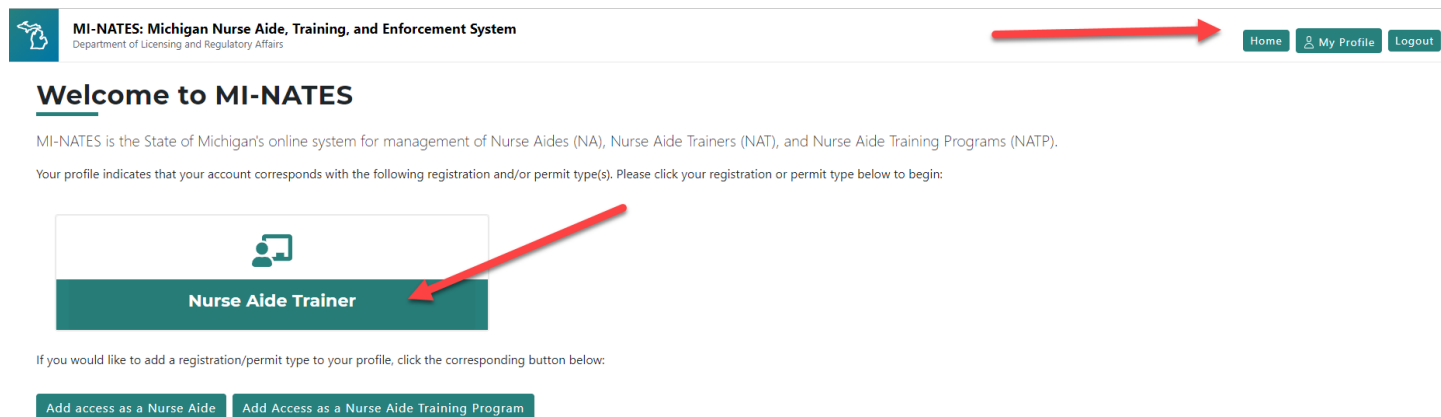
Password:

Submit

Register

The user will then be directed to the Welcome to MI-NATES screen.

3) Welcome to MI-NATES: This screen has several options, the upper righthand corner has a Home, My Profile, and Logout button (these buttons are available on all screens and may be utilized at any time). There are additional buttons in the center of the screen offering the user access to the Dashboard, as well as the option to add a second and/or third registration or permit type to their account. The main button in the center of the screen represents the users current registration/permit type, ie...“Nurse Aide Trainer”, selecting this box will take the user to their dashboard.



MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

[Home](#) [My Profile](#) [Logout](#)

Welcome to MI-NATES

MI-NATES is the State of Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).

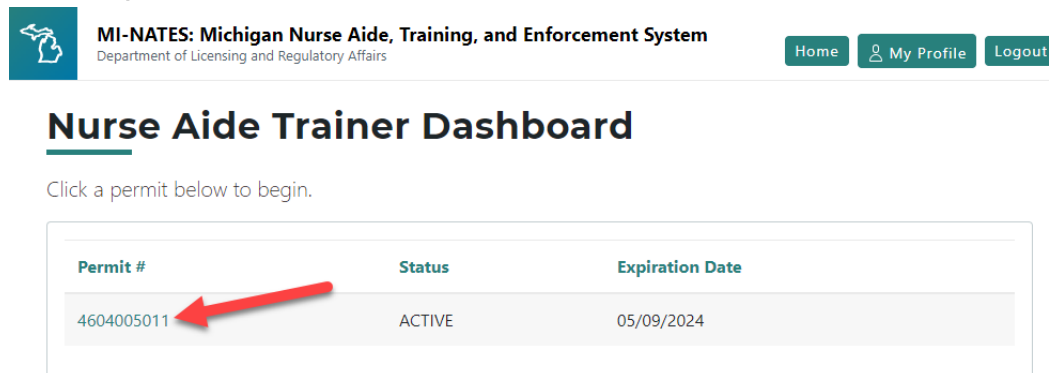
Your profile indicates that your account corresponds with the following registration and/or permit type(s). Please click your registration or permit type below to begin:

[Nurse Aide Trainer](#)

If you would like to add a registration/permit type to your profile, click the corresponding button below:

[Add access as a Nurse Aide](#) [Add Access as a Nurse Aide Training Program](#)

4) MI-NATES Dashboard: After logging into MI-NATES and selecting the Nurse Aide Trainer (NAT) button, the user will be redirected to their main dashboard where they can select the permit number and advance to the next screen which will provide options based on the status of their permit.



MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

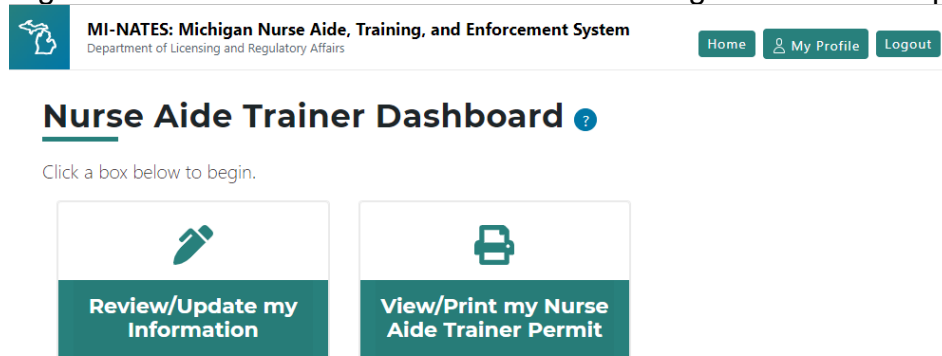
[Home](#) [My Profile](#) [Logout](#)

Nurse Aide Trainer Dashboard

Click a permit below to begin.

Permit #	Status	Expiration Date
4604005011	ACTIVE	05/09/2024

It is here that the NAT may make name and address changes/corrections, apply for a first-time permit or a renewal, if applicable. The NAT may also view their account status, print a certificate of registration or view enforcement actions taken against the NAT's permit.



MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
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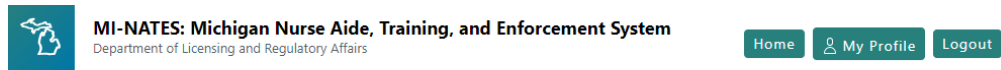
[Home](#) [My Profile](#) [Logout](#)

Nurse Aide Trainer Dashboard

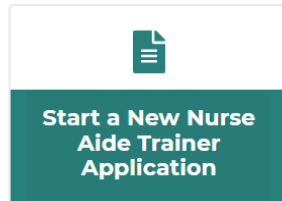
Click a box below to begin.

[Review/Update my Information](#) [View/Print my Nurse Aide Trainer Permit](#)

4a) New Application for Nurse Aide Trainer Permit: This application is used to request a nurse aide trainer permit in Michigan. It is to be completed only after you have met the [requirements and experience](#) to become a nurse aide trainer in Michigan.



Nurse Aide Trainer Dashboard



The on-line application **must** be completed in its entirety, there are three tabs to be completed: 1) Applicant Information, 2) Registration Option and 3) Pay and Submit. Verify your contact information and update if there are any inaccuracies or changes. Nurse aide trainers are required to maintain an active unrestricted Michigan registered nurse (R.N.) license.

- 1) Applicant Information:** This screen will auto-populate with the information provided during your first time logging in to MI-NATES. Prior to submitting your application, you are allowed the opportunity to update your date of birth and social security number, in case of typos. You can also use this screen to request a name change, if applicable. If all information is correct on the screen, click, NEXT. Applications can also be saved as a draft by clicking SAVE.

Nurse Aide Trainer Application ?

This application is to request approval to obtain a permit as a Nurse Aide Trainer in Michigan. It is to be completed only after you have met the requirements at LARA - Nurse Aide Training Program (michigan.gov) for Nurse Aide Trainers.

1 Applicant Information — 2 Requirements and Experience — 3 Pay and Submit

Applicant Information ?

First Name *	Middle Initial	Last Name *	Previous Name (if applicable)
<input type="text" value="Monica"/>	<input type="text"/>	<input type="text" value="Geller"/>	<input type="text"/>
<input type="button" value="Request Name Change"/>			
Date of Birth *	Last 4 Digits of Social Security Number *		
<input type="text" value="02/02/2002"/>	<input type="text" value="6167"/>		
<input type="button" value="Update DOB and SSN"/>			

Update DOB and SSN

Street Address *

611 W Ottawa St.

City *

Lansing

State *

Michigan

Zip *

48906

County*

Clinton

Phone Number *

(000) 000-0000

Email Address *

StGermainS@michigan.gov

Update Contact Information

Michigan RN License Number *

4704-

Expiration Date *

mm/dd/yyyy

Next

Save

2) Requirements and Experience: Nurse aide trainers are required to have a minimum of 2 years of nursing experience as a registered nurse within the last 5 years immediately preceding the application, including teaching in a health care related field or a job that requires the use of the nursing competencies. At least 1 year (1600 hours) of which must be in the provision of long-term care facility services, i.e., a participating CMS facility.

Long term care facilities may include nursing homes, hospital long term care units, county medical care facilities, homes for the aged, assisted living facilities, hospice and other like provider types.

“Provision of skilled nursing care” would NOT include any hospital services other than a long-term care unit.

You must also have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides.

This screen allows the user to specify if they have completed the necessary requirements to become a Nurse Aide Trainer.

Nurse Aide Trainer Application ?

This application is to request approval to obtain a permit as a Nurse Aide Trainer in Michigan. It is to be completed only after you have met the requirements at [LARA - Nurse Aide Training Program \(michigan.gov\)](http://michigan.gov) for Nurse Aide Trainers.

1 Applicant Information

2 Requirements and Experience ?

3 Pay and Submit

Requirements and Experience ?

Please answer the following questions regarding your experience.

Have you had at least 2 years of nursing experience as a RN in Michigan within the last 5 years immediately preceding this application? *

- ☐ Yes
☐ No

Have you had at least 1 year of experience in the provision of skilled nursing care or related services in a long-term care facility or setting serving an aged population? This would include individuals that require non-hospital residential medical, nursing, or rehabilitative services. *

- ☐ Yes
☐ No

Have you completed a course in teaching adults or have experience in teaching adults or supervising nurse aides? *

- ☐ Yes
☐ No

Back

Next

Save

2a) A new nurse aide trainer permit is available to applicants that have completed all requirements and experience in Michigan, specified above. Selecting next will prompt the user to complete the e-signature screen and pay the application fee.

3) Pay and Submit: This section allows the user to certify their application with an e-signature, pay the application fee and submit the NAT application for a permit with the State of Michigan

3a) User must accept the e-signature conditions by checking the accept box and entering their first and last name. User will then select “Click here to submit application and provide payment information” where the user will be directed to another screen to pay the application fee online.

3b) Payment-Application Fee –Once the payment request screen displays, select “Next”.

Payment Method

State of MI Nurse Aide Payment Request

Welcome to the payment processing module for State of MI Nurse Aide.

This process is being used as a secure means of processing credit card authorizations.

Payment may be made with a valid Visa, MasterCard, Discover, or American Express.

To begin the payment process, click the "Next" button in the box below.

* Indicates required field

Choose Method Of Payment

Pay with new account

☒ Pay by credit card

VISA MasterCard DISCOVER AMERICAN EXPRESS

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[Disability Resources](#) | [FOIA](#) | [Departments](#)

The payment screen will require the users name and address along with the credit card information in order to submit the on-line application fee. Once the form is completed, the user will select "Next".

Payment Information

State of MI Nurse Aide Payment Request

To continue the payment process, complete the required fields and click the "Next" button in the box below.

If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

* Indicates required field

Billing Address

☐ Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

*Country:

*Phone:

*E-Mail:

Payment Details

*Payment Amount: 20.00 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date:

*Card Verification Value(CVV2): [What's This?](#)

By selecting "Next", the user will be redirected to the confirmation page which will allow the user to verify their information and confirm it is accurate by selecting "Pay Now" at the bottom of the box.

LARA

Department of Licensing and Regulatory Affairs

MICHIGAN.GOV

Michigan's Official Website

Payment Review

State of MI Nurse Aide Payment Request

To confirm your payment information, click on "Pay Now" in the box below.

Address	
Billing Address:	
Payment Method	
Credit Card	VISA
Payment Amount	
Amount:	20.00 USD
Total:	20.00 USD
Back Pay Now Exit	

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[Disability Resources](#) | [FOIA](#) | [Departments](#)

Once the user selects “Pay Now”, they will be redirected to the Nurse Aide Trainer Dashboard where the newly assigned registration number will appear, along with the active status and expiration date of the permit. The user may click on the registration number in order to open the newly created account and can then view/print their permit, as well as make any necessary changes to their record.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System

Department of Licensing and Regulatory Affairs

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[Logout](#)

Nurse Aide Trainer Dashboard

Click a permit below to begin.

Permit #	Status	Expiration Date
4604000855	ACTIVE	05/10/2025

5) PERMIT RENEWAL:

5a) Renewal Application for Nurse Aide Trainers:

A nurse aide trainer permit must be renewed every 2 years.

To renew a nurse aide trainer permit, the individual must:

- Hold a valid, unrestricted registered nurse license issued by the Bureau of Professional Licensing.
- Successfully submit the Nurse Aide Trainer Renewal Application, along with electronic payment of the non-refundable \$40 application fee.

A renewal notice will be sent via email 45 days before the expiration date listed on the permit. To receive this notice, it is important that your email address is accurate in MI-NATES.

A permit must be renewed prior to the expiration date listed on the current certificate. It is encouraged to submit renewal requests and payment as soon as possible after receipt of a renewal notice (but cannot be done earlier than 45 days before the permit’s expiration date).

A renewed permit is good for 24 months from the last expiration date.

If a renewal is not submitted timely, or is incomplete, the permit will lapse the day after the expiration date. If a permit is not renewed within 30 days of expiration, the status of the permit will automatically change to NULL AND VOID. An individual may not work as a nurse aide trainer with a lapsed, expired, or null and void permit. A null and void permit can no longer be renewed and a new application will be required to obtain a new permit.

5b) Completing the renewal process: A nurse aide trainer can only renew their permit if they are in ACTIVE or LAPSED status. Upon selecting the Nurse Aide Trainer Permit button from the Welcome screen, the user's permit #, status, and expiration date will be displayed and can be verified as correct. Once the user verifies this is their account and clicks on the permit #, the second Dashboard screen with additional options will appear.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

Welcome to MI-NATES

MI-NATES is the State of Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).

Your profile indicates that your account corresponds with the following registration and/or permit type(s). Please click your registration or permit type below to begin:

Nurse Aide Trainer

If you would like to add a registration/permit type to your profile, click the corresponding button below:

Add access as a Nurse Aide Add Access as a Nurse Aide Training Program

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

Nurse Aide Trainer Dashboard

Click a permit below to begin.

Permit #	Status	Expiration Date
4604005050	LAPSED	05/09/2023

Here the user will find the options to renew a permit, if applicable, Review/Update their information or View/Print their permit. Permits can only be printed if the status is ACTIVE.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Home My Profile Logout

Nurse Aide Trainer Dashboard

Click a box below to begin.

Renew my Nurse Aide Trainer Permit

Review/Update my Information

5c) Renewing A Nurse Aide Trainer Permit: By selecting “Renew My Nurse Aide Trainer Permit” tab the Renewal of Nurse Aide Trainer Permit screen will appear. This will allow the user to renew their NAT Permit on-line, on or before the expiration date of their current permit. The on-line application **must** be completed in its entirety. There are two tabs to be completed: 1) Applicant Information, 2) Pay and Submit.

- 1) Applicant Information:** The renewal application will allow the user to request a name change and/or update their information prior to renewing the registration. Once the user has verified that all information is accurate and up to date they will select “Save” and “Next”.

Renewal of Nurse Aide Trainer Permit ?

This application is to renew your existing permit as a Nurse Aide Trainer in Michigan. You are required to renew your permit every two years. For additional information, please visit our website at LARA - Nurse Aide Training Program (michigan.gov).

1 Applicant Information

2 Pay and Submit

Applicant Information ?

First Name*

Middle Initial

Last Name*

Previous Name (if applicable)

NATExpiresTodayA

NATExpiresTodayA

Request Name Change

Date of Birth*

Last 4 Digits of Social Security Number*

12/12/1980

1234

Street Address*

813 Ash St

City*

State*

Zip*

Port Huron

Michigan

48819

County*

Ingham

Phone Number*

(517) 555-5555

Email Address*

testfacility10000@gmail.com

Michigan RN License Number *

Expiration Date *

4704-

mm/dd/yyyy

Update Contact Information

Next

Save

- 2) Pay and Submit:** This screen allows the user to pay the renewal application fee and submit the renewal application.

Renewal of Nurse Aide Trainer Permit ?

This application is to renew your existing permit as a Nurse Aide Trainer in Michigan. You are required to renew your permit every two years. For additional information, please visit our website at LARA - Nurse Aide Training Program (michigan.gov).

1 Applicant Information

2 Pay and Submit

Pay and Submit

E-SIGNATURE

- By submitting my electronic application and entering my name below, I certify:
- All information provided in this document is true and correct to the best of my knowledge.
- I meet and will follow any applicable federal regulations, state regulations, and administrative rules.
- I currently have and will maintain a valid registered professional nurse (RN) license in Michigan.
- If my RN license is expired, suspended, revoked, or inactivated in any way:
- My Nurse Aide Trainer Permit is null and void, and
- I will notify the department immediately.
- I understand that I am responsible for maintaining and sharing with the department information related to my nursing license, nursing experience, long term care experience, and teaching or supervisory experience, upon request.
- I understand that I am prohibited from employment in a covered facility under the Michigan Public Health Code if I have had a substantiated finding against me for abuse, neglect, and/or misappropriation of resident property.
- I understand that there is a non-refundable application fee of \$40.00.

☒ Accept *

First Name *

Last Name *

• This is a required field.

In order to complete the process, you must click the submit button below and successfully make your payment. Clicking the submit button below will redirect you to the payment screen. After your payment is complete, you will have the ability to print a copy of this document. You will also have the ability to print it at a later time by logging into your account and accessing your history screen.

[Back](#)

[Save](#)

[Click here to submit application and provide payment information](#)

3a) E-SIGNATURE: User must accept the e-signature conditions by checking the accept box and entering their first and last name. User will then select “Click here to submit application and provide payment information” where the user will be directed to another screen to complete the steps to pay the renewal application fee online.

3b) Payment-Application Fee –Once the payment request screen displays, select “Next”.

LARA
Department of Licensing and Regulatory Affairs

MICHIGAN.GOV
Michigan's
Official
Website

Payment Method

State of MI Nurse Aide Payment Request

Welcome to the payment processing module for State of MI Nurse Aide.
This process is being used as a secure means of processing credit card authorizations.
Payment may be made with a valid Visa, MasterCard, Discover, or American Express.
To begin the payment process, click the "Next" button in the box below.

* Indicates required field

Choose Method Of Payment

Pay with new account

☒ Pay by credit card



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User must fill in the billing address, payment details, and payment method and select “next” in order to complete the renewal process.

Payment Information

State of MI Nurse Aide Payment Request

To continue the payment process, complete the required fields and click the "Next" button in the box below.

If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text" value="Select State"/>
*Zip:	<input type="text"/>
*Country:	<input type="text" value="UNITED STATES"/>
*Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount: 20.00 USD	
Payment Method	
*Name on Card:	<input type="text"/>
*Card Number:	<input type="text"/>
*Expiration Date:	<input type="text" value="Month"/> <input type="text" value="Year"/>
*Card Verification Value(CVV2):	<input type="text"/> What's This?
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	

Confirm all information is correct and select “Pay Now” to submit payment.

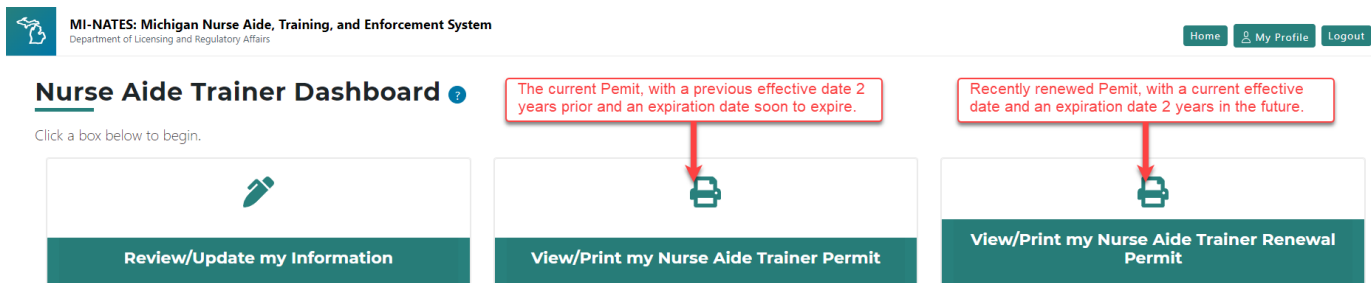
Payment Review

State of MI Nurse Aide Payment Request

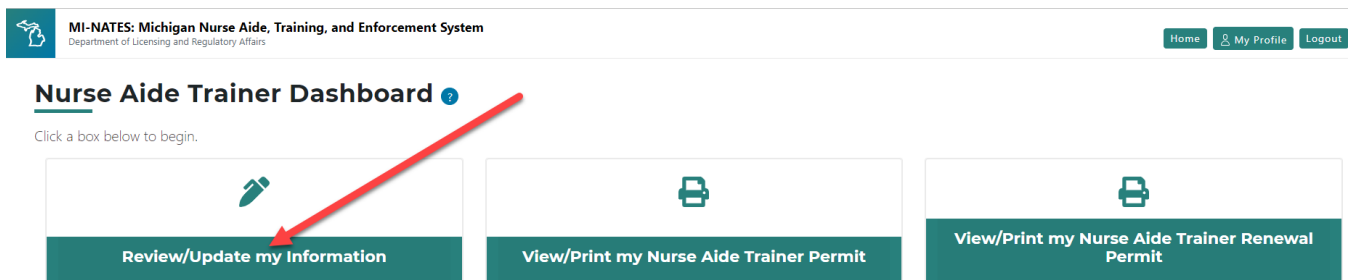
To confirm your payment information, click on "Pay Now" in the box below.

Address	
Billing Address:	
<div></div>	
Payment Method	
<div></div>	
Payment Amount	
Amount: 40.00 USD	
Total: 40.00 USD	
<input type="button" value="Back"/> <input type="button" value="Pay Now"/> <input type="button" value="Exit"/>	

3c) Renewal Dashboard: If the Nurse Aide Trainer has renewed their permit prior to their current expiration date, their Nurse Aide Trainer Dashboard will now provide two options for printing a permit. The user may print their current (soon to expire) permit and/or their newly renewed permit with a future effective date and expiration date.



6) Review/Update my Information: By selecting the Review/Update button the user will be directed to the Nurse Aide Trainer Permit Details screen. This screen contains the nurse aide trainer's contact information, personal information, and Enforcement, History, Associated Training Programs, Correspondence, and Attachments, as applicable.



6a) YOUR NURSE AIDE TRAINER PERMIT DETAILS: Your Nurse Aide Trainer Permit Details page is a comprehensive view of the details of your nurse aide trainer permit.

Permit Number - This is your nurse aide trainer permit number that will print on your certificate of permit and will appear on the public registry.

Current Effective Date - This is the date of your initial permit or your last renewal, as applicable.

Current Expiration Date - This is the expiration date of your permit.

Initial Effective Date - This is the earliest date on record that your permit was first active.

Status: The primary status of your permit is what will appear on the public registry. Permits can also have secondary statuses assigned to track actions such as a pending name change request. Below are the definitions of the primary and secondary statuses for nurse aide trainers:

Primary Statuses:

DRAFT - Application draft saved.

DECEASED - Permit holder is deceased.

VOLUNTARILY SURRENDERED - Permit holder has voluntarily surrendered their permit (this action can only be done if the permit does not have a history of misconduct or enforcement actions).

INACTIVATED - State agency has temporarily inactivated the permit.

REVOKED - State agency has revoked the permit.

SUMMARY SUSPENSION - State agency has summarily suspended the permit.

SUSPENDED - State agency has suspended the permit.

ACTIVE - Permit is active and in good standing.

LAPSED - Permit was not renewed timely and has lapsed.

NULL AND VOID - Permit was lapsed more than 30 days and is now null and void (must submit a new application to re-activate).

Secondary Statuses:


CE CLASS - Permit holder is required to complete a continuing education class under the state agency's enforcement process.

PROBATION - Permit holder has been placed on probation under the state agency's enforcement process.

REPRIMAND - Permit holder has been reprimanded under the state agency's enforcement process.

NAME CHANGE REVIEW - Permit holder has submitted a name change request and it is pending review by the state agency.

INFORMATION REQUESTED - State agency has requested information from the registration/permit holder and is waiting for the registration/permit holder to upload the information in MI-NATES.

**MI-NATES: Michigan Nurse Aide, Training, and Enforcement System**
Department of Licensing and Regulatory Affairs

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Your Nurse Aide Trainer Profile

Permit Number: 4604005011	Status: ACTIVE		
Current Effective Date: 05/09/2022	Current Expiration: 05/09/2024	Original Start: 05/09/2022	

Personal Information

First Name: NAT	Middle Initial:	Last Name: NAT	Previous Name:
Date of Birth: 12/12/1980	SSN (Last 4 Digits): 1234	RN License Number: 4704-RN1111	
Street Address: 813 Ash St			
City: Port Huron	State: Michigan	Zip: 48819	County: Ingham
Phone Number: (517) 555-5555	Email: testfacility10000@gmail.com		

[Edit Personal Information](#)

The “Edit Personal Information” button can be selected to update your contact information or request a name change. The Enforcement section will show any enforcement actions taken against the permit, if applicable. The History section will display a history of all actions related to the permit. The correspondence section contains a history of correspondence sent to the nurse aide trainer via the MI-NATES system. The attachments section contains attachments uploaded by the nurse aide trainer. This section can also be used to respond to any requests for information from the state agency.

USER PROFILE:

By selecting the “Edit Personal Information” button, the user is taken to their USER PROFILE screen.

Your User Profile screen shows the details associated with your MI-NATES user account. Initially, the information displayed is what was collected during your first-time login to your account, when you created your MI-NATES account profile.

If you need to update your contact information, click the button to "Edit Contact Info".

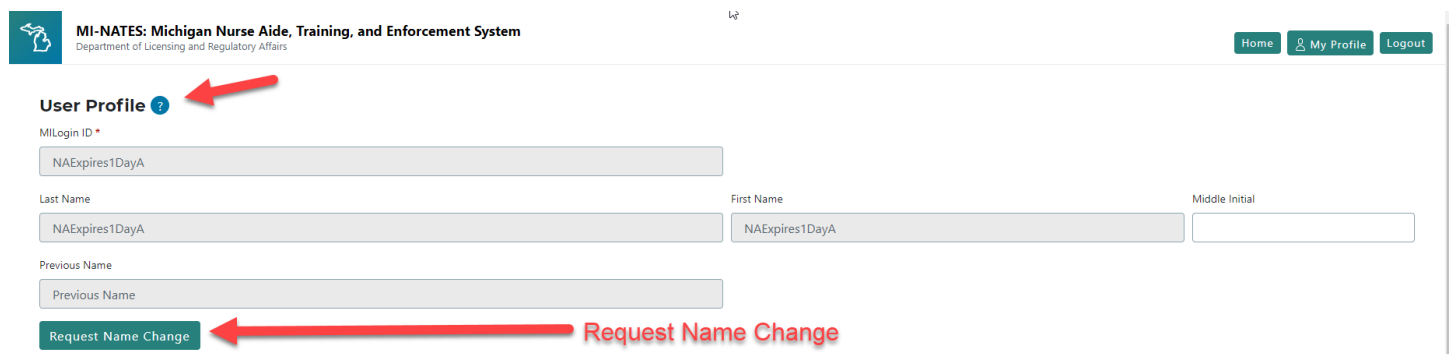
If you need to change your name, click the button to "Request Name Change".

To add a role (NA = Nurse Aide, NAT = Nurse Aide Trainer, and NATP = Nurse Aide Training Program), go to your home page and click to add access for the desired role. You cannot remove a role if you have a registration or permit that matches the role, regardless of the status of the registration or permit.

If your profile is associated with a nurse aide or a nurse aide trainer, you can make edits to the date of birth or social security number (in case of typos) only until your account is linked to a registration or permit. Once your profile is associated with a registration or permit, you cannot change your date of birth or social security number.

State users are unable to edit your profile information.

Once the user is on the “User Profile” screen they may request a name change by selecting “Request Name Change”, completing the on-line form, attach documentation supporting the name change and selecting “Submit Name Change Request”. Once submitted, the user will receive an e-mail indicating name change request has been submitted, the user may also print a copy of the request. A state worker will also receive an e-mail indicating a name change request has been submitted. The state worker will then review the request and either approve or deny the request. The user will receive notification via e-mail once the request has been received and processed. The user may also make any necessary changes to their mailing address, phone number or e-mail on this screen.



The screenshot shows the "MI-NATES: Michigan Nurse Aide, Training, and Enforcement System" interface. At the top, there is a header with the system name and a "My Profile" button. Below the header, the "User Profile" section is visible. It contains several input fields: "MILogin ID" (with a red asterisk), "Last Name", "First Name", "Middle Initial", and "Previous Name". All these fields currently contain the placeholder text "NAExpires1DayA". At the bottom of the form, there is a green button labeled "Request Name Change". A red arrow points from the "User Profile" header to the "Request Name Change" button. Another red arrow points from the text "Request Name Change" to the same button.

For nurse aides and nurse aide trainers:

If your name has changed, you must submit a name change request to be reviewed and approved by the state agency. Approval will only be granted if proof of the name change is attached to the request. If you have an active registration or permit, a notification will be sent to your email address on file once your name change request is approved.

For authorized representatives of nurse aide training programs:

If your name has changed and you only use MI-NATES as an authorized representative of a nurse aide training program, you do not need approval, or provide an attachment to change your name. Once you provide your new name and submit, the change will be made automatically. If you have a nurse aide registration or a nurse aide trainer permit associated with your profile, you must upload documentation of the name change and await approval.

User must complete all boxes that have “*”, once completed the e-signature line and submit button will be accessible for the user to sign and submit their name change request.

[Request Name Change](#)

Name Change Request

Please enter the name that should appear on your record:

Last Name* First Name* Middle Initial

Previous Name

If your legal name has changed, you must provide a copy of acceptable legal documentation. Acceptable documents include marriage certificate, divorce decree, birth certificate, and legal name change court documents.

File Name	Date Attached	Description
No results found		

[+ Add Attachment](#)

By submitting my electronic application and entering my name below, I certify the following:

- The information provided is true and correct to the best of my knowledge.
- I understand that if I have provided false information, my registration and/or permit may be invalidated, and I could be prosecuted by the state of Michigan.

Accept. ☐

First Name* Last Name*

[Submit Name Change Request](#)

To edit the user’s contact information, select the “Edit Personal Information” button and then select the “Edit Contact Info” button, this will make the boxes “editable” for any necessary updates or changes. Make required changes and SAVE.

Date of Birth Last 4 Digits of Social Security Number

Street Address* City*

State* Zip*

County*

Email* Phone*

[Edit Contact Info](#)

Roles ☐ NA ☐ NAT ☐ NATP

[Save](#) [Cancel](#)

Once you select "Edit Contact Info" the boxes that can be edited will go from a shaded grey to white. The "*" indicates boxes that MUST have data in them in order to be saved.

6b) ADDITIONAL SCREENS: Associated Training Programs, Previous Associated Training Programs, Enforcement, History, Correspondence, and Attachments.

ASSOCIATED TRAINING PROGRAMS: The associated training programs section lists any nurse aide training programs that have you listed as a designated trainer for the program. If a program is

listed that you are no longer associated with, you can remove the program from your profile by clicking "remove" and saving the record. Once removed and saved, the designated representative for the training program will be notified of the removal via email.

If a program is not listed and it should be, please ask the training program to login to MI-NATES and add you as a trainer. Once complete, it will show here.

Edit Personal Information

✓ Associated Training Programs ?

NATP Permit Number	Name	Address
No results found		

> Previous Associated Training Programs

> Enforcement ?

PREVIOUSLY ASSOCIATED TRAINING PROGRAMS: This section lists the MI-NATES history of any training programs you have been previously associated with as a trainer.

Edit Personal Information

> Associated Training Programs ?

✓ Previous Associated Training Programs

NATP Permit Number	Name	Address	Date Removed	Removed By
No results found				

> Enforcement ?

> History ?

ENFORCEMENT: The enforcement section will show basic information related to any enforcement actions taken against your permit. If anything is listed in this section, you can review your correspondence section below for notices that may have been sent regarding the enforcement.

Personal Information

First Name: NAAActive15DaysA	Middle Initial:	Last Name: NAAActive15DaysA	Previous Name:
Date of Birth: 12/12/1980	SSN (Last 4 Digits): 1234		
Street Address: 813 Ash St			
City: Port Huron	State: Michigan	Zip: 48819	County: Ingham
Phone Number: (517) 555-5555	Email: testfacility10000@gmail.com		

Edit Personal Information

✓ Enforcement

Type of Findings	Action Taken	Investigation Completed
Neglect	Suspension	03/06/2023

> History

> Training/Testing

> Correspondence

> Attachments

HISTORY: The history section displays a history of applications, renewals, actions, and status changes related to the registration.

Phone Number: (517) 555-5555
Email: testfacility10000@gmail.com

Edit Personal Information

Enforcement

History

03/06/2023 01:24 PMState User

Added primary status SUSPENDED.

03/06/2023 01:24 PMState User

Removed primary status ACTIVE.

Showing results 1 - 2 of 2

<<

<

1

>

>>

Items per page: 10

Training/Testing

Correspondence

Attachments

Save

CORRESPONDENCE: The correspondence section lists all electronic correspondence that has been sent via MI-NATES regarding your nurse aide trainer permit. You can view and/or print the correspondence and any attachments, if applicable.

Enforcement

History

Training/Testing

Correspondence

Notice Type

Date Sent

Method Sent

NA Renewal Submitted

05/04/2023

Email

[View Email](#)
[Attachments:](#)
NA Certificate.pdf

Attachments

Save

ATTACHMENTS: The attachments section can be used to upload documents and information relative to your nurse aide trainer permit. This is also where you would attach information that is requested by the state agency. Once an attachment is added and you save your record, the state agency will be notified that the information has been uploaded and you are no longer able to delete or modify the attachment. The state agency can only view your attachments. The state agency does not have the ability to update or delete them.

Attachments

WARNING: Once you upload an attachment and save, you will no longer be able to delete or change the attachment.

File Name

Date Attached

Description

No results found

+ Add Attachment

Save

