

CNA certification tracker

One row per aide per state registry. Type the registry expiry and the last day of paid nursing work; the sheet works out the 24-month cut-off, the next deadline, an act-by date, in-service hours still needed and CPR card status.

QUICK START

- 1 Clear the examples.** Delete the rows on the Aides sheet that start with "Example -", or type over them.
- 2 Add each aide.** Copy the registry expiry and number from the state registry lookup (not from a wallet card). An aide listed in two states gets two rows.
- 3 Record paid nursing work.** Enter the last documented day of paid nursing or nursing-related work. Keep it current for PRN and on-leave aides: they drift toward the cut-off.
- 4 Check the Dashboard every Monday.** Counts by status, the next 10 deadlines, CPR cards and in-service hours. Act on the act-by date, not the deadline.

HOW THE DATES ARE WORKED OUT

24-month cut-off =EDATE(last paid work, 24)
Next deadline =IF(COUNT(expiry,cut-off)=0,"",MIN(expiry,cut-off)) blank-safe: uses whichever date exists
Act-by date =next deadline - lead time (30 days if blank)
In-service year ends =EDATE(hire, 12*(DATEDIF(hire,TODAY(),"y")+1))
Hours still needed =MAX(0, target - hours done) (target 12 if blank)

COLOR KEY

Expired

Due ≤30 days

Due ≤90 days

OK

Your input

Calculated

Status follows the next deadline. The CPR date and "Hours still needed" are colored on their own.

THE RULES BEHIND THE COLUMNS

- Certified nursing facilities: after 24 consecutive months with no paid nursing or nursing-related work, an aide needs a new training and competency evaluation program or a new competency evaluation program. 42 CFR 483.35(d)(6) · ecfr.gov
- Before an aide works, the facility must get registry verification and check every state registry it believes holds information on them. 42 CFR 483.35(d)(4)-(5) · ecfr.gov
- Nurse aide in-service training: no less than 12 hours per year, including dementia management and resident abuse prevention. 42 CFR 483.95(g) · ecfr.gov
- CMS surveyor guidance: count the in-service year from the employment date, not the calendar year. CMS SOM Appendix PP, F730 · cms.gov
- States set their own renewal steps, fees and expiry dates. Illinois, for example, does not issue CNA certificates. IDPH CNA facts · dph.illinois.gov

FIELD GUIDE: WHAT GOES IN EACH COLUMN

Column	What to enter, and where to find it
THE AIDE	
Aide	Full name as it appears on the registry.
Role	CNA, medication aide or other (edit the Lists sheet).
Registry state	Two-letter code. One row per state listing.
Registry / cert no.	From the registry lookup.
Hire date	Start date with you; the in-service year runs from it.
REGISTRY DEADLINE	
Registry expiry	Expiry or renewal date on the state registry. Blank if your state sets none.
Last paid nursing work	Last documented paid shift doing nursing or nursing-related work, here or elsewhere. Payroll or timesheets.
24-month cut-off (calc)	Last paid work + 24 months.
Next deadline (calc)	Earlier of registry expiry and cut-off. "Check date" = a date typed as text.
Driven by (calc)	Which of the two dates sets the deadline.
Lead time (days)	Days you need to renew or schedule a paid shift. Blank = 30.
Act-by date · Days left · Status (calc)	Next deadline minus lead time; days to the deadline; Expired / ≤30 / ≤90 / OK.
IN-SERVICE HOURS	
In-service year ends (calc)	Next hire anniversary.
In-service hrs this year	Hours completed since the last hire anniversary.
In-service target (hrs)	Blank = 12 (federal minimum in certified nursing facilities). Use your state's figure if higher.
Hours still needed (calc)	Red if short and the year ends within 30 days; amber within 90.
OTHER	
CPR / First Aid expiry	Date on the card, if your facility requires one.
CPR days left (calc)	Days until the card expires, colored.
Owner · Owner email	Who chases this aide's renewal; the email becomes the reminder address on import.
Registry lookup link	Link to the registry page or a saved printout of the check.
Notes	Anything the next person needs to know.

The file cannot send reminders: it only changes when someone opens it. Give one person the Monday check and a named backup.