

LARS Online Registration Instructions for CNAs (LARS – Louisiana Registration System for CNA’s)

Effective 8-15-2010, certified nurse aides working in nursing homes and in hospital based skilled units (SNF) or aides contracted through staffing agencies to work in nursing homes and or in hospital based on skilled units, are required to be certified and registered on the Louisiana Nurse Aide Registry. Nurse aides working in these areas must work a minimum of ninety (90) days or seven hundred twenty (720) hours of nurse aide duties, in one nursing facility, within a one hundred twenty (120) day period each year in order to maintain their certification and registration.

(Please visit <http://new.dhh.louisiana.gov/index.cfm/directory/detail/733> , DHH’s Nurse Aide (CNA) Training and Certification home page for more information on ACT 357. Link found at bottom of this document.)

LARS was created to provide CNAs with an opportunity to “register” online. Only nurse aides who are certified with the Louisiana Nurse Aide Registry may apply for online registration using LARS. Please follow the instructions to become “registered”, per ACT 357, with the Louisiana Nurse Aide Registry.

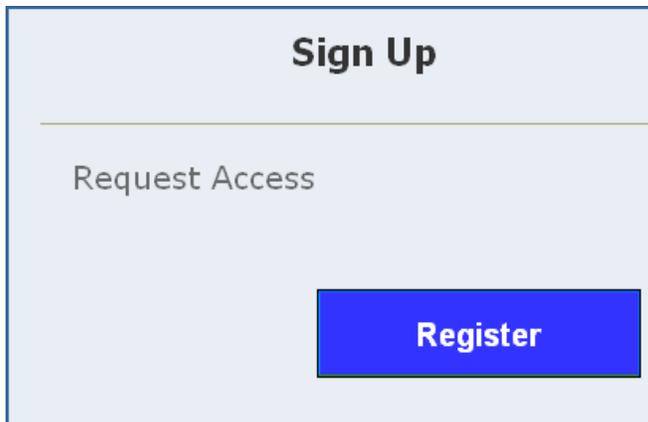
If you need assistance using this site or have questions about your certification or registration status please contact the registry at 225-295-8575.

1. Enter URL (or Internet address) for LARS in browser address

<https://bhsfweb.dhh.louisiana.gov/LARS/Views/Public/LogIn.aspx>



2. If this is your first time to use LARS please select “Register” located in the “Sign Up” box.



3. Left click CNA access... "Register"

Sign Up [Back](#)

CNA access ... **Register**

Employer access ... **Register**

4. Enter the CAPTCHA code in box

CAPTCHA Validation

BGA7S

Type the code from the image

5. Enter information in the CNA Registration boxes. Left click "Submit".

Certified Nursing Assistant Registration

[Submit](#) | [Back](#)

6. If there were no errors a confirmation message will be displayed.

Account Registration

Your request for access has been queued for processing.

Pending approval, you will receive an email containing an authentication link to activate your account.

Click the button below to return home.

[Home](#)

7. An email will be sent to the email account you provided in the online registration form.

8. LARS will verify that the CNA is “certified” on the CNA Registry.
9. After the CNA’s certification status is verified an email is sent to the email account provided in Step 5.
10. Sample email:

From: "Louisiana Registry Notification" <LARSNotification@la.gov>
Date: August 18, 2010 2:04:29 PM CDT
To: youremail@xxx.xxx
Subject: Louisiana Registry System - web registration

The Louisiana Registry System (LARS) is to be used solely for the purpose of CNA Registration as required by Louisiana R.S 40:2120.51 through 2120.57. The user attests to the fact that the information entered is true, correct, and supportable by documentation that is available upon request by the Department of Health and Hospitals. Unauthorized use of the system or falsification of information entered is punishable by law.

click hyperlink below:

<https://bhsfweb.dhh.louisiana.gov/LARS/Views/Public/Activate/Registrant.aspx?id=0f0901d33f514ca7ae0d2>

11. Click the link provided in the email. This action will open the Louisiana Registry Web page. An “Account Activation: Certified Nursing Assistant” box will be displayed. Enter your date of birth, left click “Submit”.

Account Activation: Certified Nursing Assistant

Enter your date of birth

| [Back](#)

MONTH DAY YEAR

This is attempt 1 of 3

12. “Accept” the Account Activation: CNA disclaimer

Account Activation: Certified Nursing Assistant

Disclaimer [Reject](#)

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13. Account Activation: CNA window will be displayed. Please enter a password, confirm the password.
- Note: Your email address is the default “LogOn ID”. You may change the LogOn ID, but your name must match the name in the CNA Registry’s database.
- Please print the page after you have entered the password

14. Print a copy of the page for your records.
- To print: Place the mouse pointer anywhere on the screen.
- Click the right button on the mouse to open the menu.
- Left click “Print”
- Hand write the password on the printed document.
- File document in a safe place.



15. Left click "Submit"
16. Security Questions page will be displayed. Select a question and enter answer for each question.
17. Print the Account Activation Security Questions page. Store in safe place.
18. Left click "Save"
19. Account Activation : CNA – Address page will open. Enter your address.

20. Left click "Save".
21. If you have successfully entered information the "Welcome – Go" page will be displayed.

22. Select "Go" to access Announcements and links to your information.

Links to your information located upper, right corner. Left click to view.

[Home](#) | [Account](#) | [LogOut](#)
[Address](#) | [Profile](#) | [Work History](#)

Account or Profile – Contains: login ID, name, DoB, email address
Password – Password management, may change password at any time
Work History – (accessed from Home page) – view work history
Question – Security Questions
Log Out – left click to exit Louisiana Registry Web

Links:

CNA Verification website – <https://bhsfweb.dhh.louisiana.gov:444/tlcweb/frmSearchWeb.aspx>
Displays certification status for nurse aides and “registration” status for Direct Service Workers (DSW);
does not display “registration” status for nurse aides.

DHH’s Nurse Aide (CNA) Welcome Page – regulations, requirements and FAQs
<http://new.dhh.louisiana.gov/index.cfm/directory/detail/733>

Louisiana Nurse Aide Registry
<http://www.labenfa.com/>