California Department of Public Health

CHT Renewal Reminder Notice

Dear Applicant,

Our records show that **you are now eligible to renew your certification**. To prevent any interruption in your employment, please submit your renewal application through the CDPH Online Submission Portal (https://cna-hha-chtapplications.powerappsportals.us) as soon as possible.

CHT Renewal Requirements:

- Complete **30 total hours** of In-Service or Continuing Education Units (CEUs) during your four year certification period (https://www.cdph.ca.gov/Programs/CHCQ/LCP/CDPH%20Document%20Library/Online-Certification-Tool.xlsx)

Documents required prior to online submission:

- Completed CDPH 283G renewal application (PDF upload required) (https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/cdph283g.pdf)
- Proof of 30 hours of qualifying In-Service/CEUs (PDF upload required)

How to Submit Online

1. Visit the online submission portal (https://cna-hha-chtapplications.powerappsportals.us/)
2. Select **"CHT Renewal Application."**
3. Enter your first name, last name, and email address.
4. Upload your completed **CDPH 283G** form and required CEU documentation.
5. Monitor your email—CDPH sends all communication electronically.
6. **If you do not meet the renewal requirements** under California Health and Safety Code, Section 1247.63(b), you must complete a **CDPH-approved CHT training program** to re-establish certification.

CDPH provides equal access for all applicants, including individuals with disabilities. If you are unable to submit your application electronically and require an ADA accommodation to use a paper application, please email OnlineCNA@cdph.ca.gov with the subject "**Application Accommodation Request**" CDPH will respond promptly.

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