



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Division of Health Care Facility Licensure and Certification
99 Chauncy Street, Boston, MA 02111

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December 10, 2018

Re: eLicensing System Upgrade

The Department of Public Health is excited to inform you that the Massachusetts Controlled Substance Registration (MCSR) system is moving to an online system! Physicians, dentists, advanced practice nurse practitioners, physician assistants, and CDTM pharmacists will be able to apply and renew their MCSRs through the online eLicensing system that Nurse Aide Registry (NAR) already uses.

While certified nurse aides (CNAs) do not have an applicable MCSR, in order to move MCSRs online, the eLicensing system will undergo **system upgrade beginning Friday December 28, 2018 at 2pm through Monday January 7, 2019 at 10am**. Verification ([Check-a-License](#)) will still be available with data updated as of 2pm December 28, 2018 and will be updated on January 7, 2019 at 10am.

- **We encourage early renewals for CNAs¹.**
- Those facilities who are hiring nurse aides who have tested during the planned system upgrade period should comply with 105 CMR 156.100(B)², having ensured nurse aides have completed nurse aide training.
- Those facilities who are hiring or employ nurse aide renewal applicants should verify renewal eligibility³ through proof of employment and check the IVR phone verification system to ensure no prohibitive special circumstances associated with the individual exist.
- The IVR system *will not be impacted* by the system upgrade.

For future updates about the system upgrade, we invite you to visit our [website](#). Thank you for your patience as we launch online MCSR initial and renewal applications for physicians, dentists, advanced practice nurse practitioners, physician assistants, and CDTM pharmacists.

¹ Please note that pursuant to 42 CFR 483.156(c)(2), NAR cannot extend the renewal period.

² 105 CMR 156.100(B) states: "A long-term care facility shall not continue to employ any individual as a nurse aide for more than four months after commencing employment unless the facility verifies through the Registry that the individual has current certification as a nurse aide."

³ Individual has worked for pay as a nurse aide, under the supervision of a nurse, for a health care employer for at least eight hours performing nursing related duties

If you have questions about the Nurse Aide Registry or verifying the certification of nurse aides, please contact Registry Staff at 617-753-8144.

If you have any questions regarding this notice, or the MCSR System Upgrade, please contact (617) 973-0962 or by email at MCSR@Massmail.State.MA.US.

Sincerely,

Melissa Pardee
Nurse Aide Registry Coordinator
Division of Health Care Facility Licensure and Certification