



Ohio Board of Nursing

www.nursing.ohio.gov

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LPN RENEWAL ALERT --- Important Information For Renewal – Know the Changes for 2016 and Beyond

LPN renewal is anticipated to start on or about July 1, 2016. **All renewals must be completed online this year.**

The 2016 LPN renewal will be the first nursing license renewal completed in the new 3.0 Ohio eLicense system, a comprehensive professional regulatory license system used by a variety of state licensing boards. The Ohio Department of Administrative Services and its vendor are rebuilding and updating the current technology that is aging rapidly. This newest licensing system includes several new features and upgrades that should help the Board better serve our licensees and the public. We look forward to obtaining the new system this summer for processing all licensure and certification applications, including renewals. The Board continues to be committed to and invest in ways to provide the best public protection and customer service possible.

IMPORTANT THINGS TO KNOW

Renew Timely

- Renew ASAP. Incomplete applications will not be accepted by the online system. Waiting until a deadline and realizing you do not have all the information needed to complete the application may prevent you from renewing timely.
- If you wait to renew until close to the September 15th fee deadline and encounter any difficulties or cannot provide all the information, the application will be incomplete and you will then pay a late fee on or after September 16, 2016. The late processing fee is the \$65 renewal fee plus an additional \$50 fee for late filers. Those fees add up to a total late renewal fee of \$115.
- If you wait to renew until close to the October 31th deadline and encounter any difficulties or cannot provide all the information, the application will be incomplete and your license will *lapse* on November 1, 2016. You cannot work as a nurse as long as your license is *lapsed*. You must then apply for *reinstatement* of your license. The *reinstatement* process takes additional time to process. Please take the necessary steps to avoid this happening to you. Renewing early is a great place to start.

Getting Started

- If you are eligible to renew your license this year, you will receive a postal mail reminder that includes an ID code. We anticipate that you should receive your ID code prior to July 1st. If you have recently changed addresses and not notified the Board, please update your name and address as soon as possible to help ensure that you receive this important mailing. You can notify the Board today simply by going to the Board's website (www.nursing.ohio.gov), and clicking on "Forms and Applications" on the left side of the page and then clicking on "[update name/address form](#)" under the heading "name and address change form."
- Licensees will be required to "register" in order to use the new online system. You must have the ID code the Board mails to you to start the renewal process. Remember to put your personal ID code in a safe place when you receive it so that you can have it when you need it.

Must pay by Credit or Debit

- Fees must be paid with either Master Card or VISA credit cards, or debit cards with a MC or VISA logo. If you do not have a personal credit or debit card, you can obtain a pre-paid MC or VISA card at local stores to use for purposes of this renewal.

- If the fee is not paid when you submit your application, the application will be incomplete and will not be processed.

Additional Information May Be Required

- If you are asked to provide court documents or other information that may be required as part of your application, please be prepared to upload the documents electronically through the online system. This information is usually required of applicants who answer “yes” to one of the additional information questions on the renewal application.
- No hardcopies of court documents or other information required as part of your application will be accepted. Waiting until a deadline and then realizing you do not have all the information and in the form needed to upload the documents electronically through the online system will prevent you from renewing.
- Incomplete renewal applications will not be accepted by the system. If all required documents are not provided electronically, the renewal application is incomplete.

Continuing Education Renewal Requirements

- Whether you renew your license timely by September 15, 2016 or in the late period by the October 31, 2016 deadline, you must meet the continuing education (CE) requirements by October 31, 2016 in order to be in compliance with your CE obligations to maintain licensure.
- Please be aware that if you were part of the prior CE audit for LPNs that was conducted between September 1, 2012 through August 31, 2014 and have not yet submitted the information required and received verification of compliance from the Board, you are not eligible to renew. You must complete all outstanding audit requirements from this period before being able to renew. In addition, you must still meet the continuing education (CE) requirements for the current two-year cycle by October 31, 2016 in order to be able to successfully complete the current renewal process. Contact ce@nursing.ohio.gov if you have questions.

Renewal Is An Online Process

- **Remember that all renewals must be completed online.** Licensees may use a computer in the Board office to renew online with staff assistance (if needed) on business weekdays between 8:00 am and 5:00 pm.
- If you hold an active LPN license in Ohio, your current license is now legally valid through October 31, 2016. If the eLicense verification system that is accessible online to licensees, employers and the public may not yet reflect that end date. If that end date has not yet been changed on the system, please be assured that the vendor has stated that individual licenses on Ohio eLicense Center will be updated to reflect this new ending date before the completion of the LPN renewal process.
- On the Board website (www.nursing.ohio.gov), you may click on “[Subscribe to eNews, Facebook, and Twitter](#)” on the left side of the page to sign up to receive additional Board updates.

If you have questions, please contact the Board at renewal@nursing.ohio.gov. There will be nearly 58,000 LPNs who renew their licenses between on or about July 1, 2016 and October 31, 2016. Please be aware that staff response to questions received at the Board may take up to three business days, depending on the number of people who have questions. Let us help serve you better by anticipating and avoiding historically peak deadline renewal times. The earlier you renew, the more chance you have to avoid issues with your license. Thank you for your cooperation and assistance in making this year’s renewal a success.