

**2015 RENEWAL INSTRUCTIONS FOR**  
**RN LICENSE**  
**CERTIFICATE OF AUTHORITY (COA)**  
**CERTIFICATE TO PRESCRIBE (CTP)**

**RENEWAL FEES**

Before July 1, 2015 - \$65

July 1, 2015 – August 31, 2015 - \$115 (includes \$50 late fee)

If you do not renew your license by August 31, 2015, your license will lapse.

**APRN (fee for each COA)**

Before July 1, 2015 - \$85

July 1, 2015 – August 31, 2015 - \$135 (includes \$50. late fee)

If you do not renew your certificate by August 31, 2015, your certificate will lapse.

**APRN CTP**

Before August 31, 2015 - \$50

If you do not renew your certificate by August 31, 2015, your certificate will lapse.

**NAME AND/OR ADDRESS CHANGES**

***Do I have to change my name before renewing my license?***

Since the Board is no longer issuing wallet cards, it does not matter whether your name change or your renewal is processed first as long as you have submitted your name change within 30 days of the change as required by law. Once the change is made, your credential information will be updated on the website.

***How do I change my name with the Board?***

Mail a Name/Address Change Form with a certified court document. This Form is available under the “Name/Address Changes” link on the Board’s home page. Acceptable certified court documents include: marriage certificate/abstract, divorce decree, court record indicating a change of name consistent with the laws of that jurisdiction. Your court document will be returned after the request for your name change has been processed.

***How do I change my address with the Board online?***

Log in with your User ID and Password. Click on the link to Change Address. You may retain your login information to change your address online at anytime.

***What if I am unable to change my address online?***

If you experience difficulties changing your address online, send the change by U.S. mail to the Board’s mailing address, by e-mail to [renewal@nursing.ohio.gov](mailto:renewal@nursing.ohio.gov) or by fax to (614) 466-0388. Always include your Ohio nursing license number when corresponding with the Board.

**ONLINE RENEWAL**

***How do I set up my User ID and Password?***

The Board assigns your User ID and Password. You can access your User ID and Password through the Board’s website. You will need to enter your first, middle, and last name. If you are unable to locate your User ID and Password, place your first and middle name in the first box, and your last name in the last box.

***My User ID and Password are invalid? How do I reset or change them?***

You cannot reset or change your log-in information. You must enter the UserID and Password assigned by the Board. For further assistance, contact the Renewal Unit at [renewal@nursing.ohio.gov](mailto:renewal@nursing.ohio.gov)

***The website “timed out.” What do I do?***

The site may be overloaded. Try again later.

***I cannot access the website. It just says, “Page not found.” What do I do?***

The site may be overloaded. Make sure you are using an approved browser (Windows: Internet Explorer or Mac OS/X: Safari).

***Why is my telephone number listed as 555-555-5555 on my confirmation?***

Your telephone number was replaced with that number by the bank for security reasons.

***How do I know my online payment was approved?***

You must have a valid email address to receive a receipt. You will receive an e-mail confirmation of your payment. If you have filters on your inbox, the e-mail may be diverted to your junk folder. Or you can check the Board’s website within 48 hours after you renew online.

**CONTINUING EDUCATION (CE)**

***How many contact hours do I need to renew my license?***

- RN’s licensed in the state of Ohio are required to meet the CE requirement of obtaining (24) contact hours of CE which include (1) contact hour “Category A”. “Category A” means the portion of CE that meets the one hour requirement directly related to the law and rules governing the practice of nursing in Ohio. “Category A” must be approved by an OBN approver, or offered by an OBN approved provider unit headquartered in the State of Ohio.
- If this is your first renewal after taking the NCLEX for Ohio, you are not required to have CE. You must have been licensed in Ohio **on or after March 1, 2013** in order for this to be your first renewal.
- If you were licensed in Ohio by endorsement (from another state) **on or after September 1, 2014**, you need 12 contact hours, one of which must be related to Ohio law and rules (Category A).

***What is the time frame for obtaining CE for this renewal?***

Your CE must be dated from September 1, 2013 through August 31, 2015 to count for this renewal. If you reactivated/reinstated your license during this time period, your CE’s must be dated after your reactivation/reinstatement date through August 31, 2015.

***Do I have to complete the continuing education requirements before renewing my license?***

No. You may renew early and still have through August 31, 2015 to complete your required CE.

***How do I prove to the Board that I have completed the CE requirements?***

On the renewal application, you must indicate whether you have completed or will complete the CE requirements for this renewal by August 31, 2015. You are responsible for maintaining records to prove completion of the CE requirements. You should maintain your CE records for 6 years in case of an audit. **DO NOT** send CE documents to the Board unless requested.

***Is the waiver for CE still an option?***

The waiver is only an option for your RN license. It cannot be used to renew a certificate to prescribe or a non-certified CNS. If you have **never** taken your one-time CE waiver, you may do so this renewal. If you take your one-time waiver, you are not required to complete any CE for this renewal period only (including **Category A**). You are only waiving the CE requirement. You must still renew your license and pay the renewal fee. Contact the Renewal Unit at [renewal@nursing.ohio.gov](mailto:renewal@nursing.ohio.gov) if you question whether the waiver is still an option for you.

***Note: Please see the CE FAQ on the Board’s website for further information.***

**INFORMATION FOR MEMBERS OF THE MILITARY**

A registered nurse/advanced practice registered nurse, who submits a renewal application on July first or later, or whose license/certificate lapsed, due to the licensee/certificate holder's service in the armed forces, shall be eligible for renewal and reinstatement without payment of the late application fee required by division (A)(13) of section 4723.08 of the Revised Code, and the reinstatement fee required by division (A)(18) of section 4723-08 of the Revised Code, if the following are met:

- (1) The licensee presents the board with satisfactory evidence that, not more than six months prior to the date the evidence is submitted to the board, the licensee or certificate holder was honorably discharged or separated under honorable conditions;
- (2) The licensee is not suffering a mental or physical impairment that may affect the individual's ability to provide safe care.

### **INFORMATION FOR SPOUSES OF MILITARY MEMBERS**

A registered nurse/advanced practice registered nurse, who submits a renewal application on July first or later, or whose license/certificate lapsed, due to the licensee/certificate holder's spouse's service in the armed forces, shall be eligible for renewal and reinstatement without payment of the late application fee required by division (A)(13) of section 4723.08 of the Revised Code, and the reinstatement fee required by division (A)(18) of section 4723.08 of the Revised Code, if the following are met:

- (1) The licensee presents the board with satisfactory evidence that the licensee did not renew their license because their spouse's military service caused them to be absent from the State of Ohio; and
- (2) The licensee presents the board satisfactory evidence that, not more than six months prior to the date the evidence is submitted to the board, the licensee's spouse was honorably discharged or separated under honorable conditions.

### **LICENSE VERIFICATION**

#### ***When will I receive my wallet card?***

The Board no longer issues wallet cards. You can verify your license/certificate status on the Board's website.

#### ***How do I verify my license?***

Click on the "License/Certificate Verification" link on the Board's website. Approved Browsers:

- Windows Users: Internet Explorer
- Apple OS X: Safari

Click on the link to enter the License/Certificate Verification site. Enter your nursing license number **or** your name. The city, state, county, and zip code are not required. Click on the "Search" button. Click on your name to reveal the details of your license. The verification may be printed for your personal files and/or your employer. For further assistance, contact the Renewal Unit at [renewal@nursing.ohio.gov](mailto:renewal@nursing.ohio.gov)

### **INACTIVE**

#### ***What is "inactive" status?***

"Inactive" means the status of an individual who has made a request in writing for the Board to place their license/certificate on inactive status. An individual with an inactive license does not hold a current, valid license/certificate.

#### ***How do I place my license/certificate on inactive status?***

You cannot place your license/certificate on inactive status online. You may request that the Board place your license/certificate on inactive status by submitting a written, e-mail or fax request no later than August 31, 2015. Include your Ohio nursing license number, name and request for inactive status.

#### ***Can I request inactive status after August 31, 2015?***

No, if you have not renewed your license/certificate by August 31, 2015, it will lapse. Only an active license/certificate can be placed on inactive status.

#### ***How long will my license/certificate stay on inactive status?***

The license/certificate will remain inactive until you decide to reactivate your license/certificate. It is not necessary to request inactive status every renewal in order to keep your license/certificate on inactive status.

***Is there a fee to place my license/certificate on inactive status and/or to keep it on inactive status?***

No, there is no fee to place and/or to keep your license/certificate on inactive status.

***How do I reactivate an inactive license/certificate?***

An inactive license/certificate may be reactivated at anytime by completing the reactivation process, which includes completing the required paperwork, paying a fee (if applicable), and providing proof of CE that meets the requirements at the time of reactivation. If your license/certificate has been inactive for five years or more, you must also submit a criminal records check. Contact the Renewal Unit to request a reactivation at [renewal@nursing.ohio.gov](mailto:renewal@nursing.ohio.gov), by fax (614) 466-0388, or by U.S. Mail to the Ohio Board of Nursing, 17 S. High St., Suite 400, Columbus, Ohio 43215 Attn: Renewal Unit. Please include your name, license number, email address and current address.

**IMPORTANT REMINDERS FOR COA AND CTP HOLDERS**

APRNs must renew their RN license, not just their COA. APRNs cannot legally practice without renewing both their RN and COA. Also, APRNs renewing their CTP must renew not only their CTP, but also their RN and COA.

In summary, if you renew a COA, you must also renew your RN license. If you renew your CTP, you must also renew your RN license and COA. **APRNs must remember to renew all applicable licenses/certificates, because the current state licensing system cannot monitor or alert you if you have or have not renewed all the required licenses/certificates.**

- To practice, APRNs must renew both their RN license and COA
- To prescribe, APRNs must renew three things: RN license, COA, and CTP

You will be required to provide the name and address of your collaborating physician(s) at the time of renewal, so please have the information readily available.

**OARRS Registration for CTP Holders (HB 341):** Effective April 1, 2015 Ohio law sets forth certain situations where if you prescribe or personally furnish opioid analgesics or benzodiazepines, you are required to have access to OARRS either through registration or the ability to access an OARRS integrated service such as NARxCHECK. If you do not have access and prescribe opioid analgesics or benzodiazepines, it is a violation of Ohio law and may result in disciplinary action. The Board is required by law to check licensees who renew their CTP to determine if they are in compliance with OARRS requirements. To register for OARRS, go to [www.ohiopmp.gov](http://www.ohiopmp.gov).

**OARRS Registration for CTP Holders (Board Rule 4723-9-12, OAC):** This Rule sets forth certain situations that require APRN prescribers to review OARRS prior to prescribing or personally furnishing a reported drug to a patient. You must have access to OARRS either through registration or the ability to access an OARRS integrated service such as NARxCHECK in order to meet these requirements. Not complying with Rule 4723-9-12, OAC, is a violation of the Nurse Practice Act and may result in disciplinary action. To register for OARRS, go to [www.ohiopmp.gov](http://www.ohiopmp.gov).