

RN and APRN REGISTRATION AND RENEWAL ALERT

The 2017 renewal will be the first RN/APRN renewal completed in the new 3.0 Ohio eLicense system, a comprehensive professional regulatory license system used by numerous state licensing boards. The Ohio Department of Administrative Services and its vendor implemented a new system, in conjunction with the Board, in 2016 based on updated technology.

RN and APRN renewal begins July 1st, but at anytime, you may “register” to create a user account in the Ohio eLicense system. All who renew this year must complete this first step. By registering early, you will be ready to “renew” starting July 1st.

If you are both a RN and an APRN, register one time because the system account is for you as an individual. However, please remember, as an RN and APRN you will need to renew your RN license and complete the COA renewal/APRN license issuance process starting July 1st.

For registration instructions go to www.nursng.ohio.gov and click on the registration instructions included with the information titled **“RNs and APRNs Can Register Prior to the Start of Renewal”** on the front page.

For renewal deadlines please see the section included below, **“Renewal Dates and Deadlines in 2017.”**

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 your RN license 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, 2017. The late processing fee is the \$65 renewal fee plus an additional \$50 fee. The total late renewal fee is \$115.
- If you wait to renew your RN license 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, 2017. 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 a Security Code. Licensees are required to “register” in order to renew. You must have the Security Code to register and create your use account. Remember to put your Security Code mailed to you by the Board in a safe place so you can have it when you need it.
- The Board is mailing letters between May 15 and June 30 that include Security Codes. The mailings are staggered so that not all nurses will receive the letters at the same time. If you want to register before you receive the letter, if you did not receive a letter, or if you misplaced it, you can obtain the Security Code online. Go to the Board website and click on the registration instructions included with the information titled “RNs and APRNs Can Register Prior to the Start of Renewal” on the front page.
- If you hold both an RN and LPN license, and you renewed the LPN license in 2016 you do not need to re-register in the new system. Use the login you created last year when you renewed your LPN license.

Must Pay by Credit or Debit

- Fees must be paid online at the time of renewal. Use Master Card, VISA or Discover credit or debit cards. If you do not have this type of personal credit or debit card, you can obtain these pre-paid cards at local stores to use for renewal.
- If the fee is not paid when you submit your application, the application will be incomplete and will not be processed until you submit all required fees. All fees are non-refundable.

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 cannot be accepted by the system. If all required documents are not provided electronically, the renewal application is incomplete and will not be processed.

Continuing Education Renewal Requirements

- Whenever you renew your RN license, you must attest that you met or will meet the continuing education (CE) requirements by October 31, 2017.
- There is no change in the CE requirements for APRN renewal in 2017.

For questions, contact Online System Support at 614-466-3947 and select “Option 1” (weekdays 8am-5pm, except for holidays). If you need assistance after business hours, email nursing.registration@das.ohio.gov and include a brief description of the issue, your first and last name, telephone number, email address, and license number, if you have it.

RENEWAL DATES AND DEADLINES IN 2017

Active COAs, CTPs, CTP-Es

If you held an active COA, CTP, or CTP-E on or before April 6, 2017, the expiration date established by law has been changed to December 31, 2017 in the Ohio eLicense system. This change coincides with HB 216 being effective on April 6, 2017.

Please remember to follow the deadlines below to renew your RN license and complete the COA renewal/APRN license issuance process.

RN License Renewal and COA Renewal/APRN License Issuance

APRNs may renew their RN license and complete the COA renewal/APRN license issuance process on or after July 1, 2017.

The final deadline to renew **RN licenses** is **October 31, 2017**.

- The late processing fee for RN renewal goes into effect on September 16, 2017.
- Those renewing their RN license on or after September 16, 2017 will pay an additional \$50.00.
- APRNs must renew their RN license to be eligible to complete the COA renewal/APRN license issuance process.

The final deadline for **APRNs to complete the COA renewal/APRN license issuance process is December 31, 2017** because HB 216 specifies that current COAs will remain valid until December 31, 2017.

- The renewal/license issuance fee is \$135.
- There is no late processing fee for the COA this year.

The Board recommends APRNs complete the RN renewal and the COA renewal/APRN license issuance processes at the same time to assure timely renewals. Please remember to complete BOTH processes in order to complete all the required steps to become a licensed APRN.

There will be nearly 200,000 licenses and certificates that will be renewed this year. Please be aware that staff response to questions may take longer. Please register and renew early.

To sign up to receive updates and alerts regarding renewal go to the Board website at www.nursing.ohio.gov, and click on "Subscribe to eNews, Facebook, and Twitter".