

LPN RENEWAL INFORMATION - 2018

Getting Started

- You must renew using the latest version of Google Chrome, Firefox or Internet Explorer 11 web browsers. The Google Chrome web browser is recommended for best results.
- The Board is sending LPNs renewal notifications by email using the email address on record with the Board. The Board will not send renewal notices by postal mail.
- Licensees may use a computer in the Board office to renew online on business weekdays between 8:00 am and 5:00 pm.

LPNs – Password Information

Log into your account at <http://elicense.ohio.gov>.

Forgot your Password

If you forgot your password, click on "Forgot your password?" and enter your email address; then check your email for a password reset link from elicense-noreply@das.ohio.gov. If the link does not open, copy the **entire** link (begin with "https" and ending with your last name) and paste the entire link into the Google Chrome address bar to get to the reset password page. The reset link sent to you will expire after 24 hours; reset your password as soon as possible!

Expired Passwords

If you have not used the eLicense website in the last 12 months, you may be prompted to reset your password when logging in. If this is the case, you will be prompted to follow the onscreen instructions to reset your password.

If you are unable to log in and you do not receive a prompt to reset your password, you may follow the password reset instructions listed above to create a new password.

Renewal Dates and Deadlines

- LPN renewal begins July 1, 2018.
- The renewal fee is \$65 plus a \$3.50 transaction fee charged by Ohio eLicense.
- The late processing fee goes into effect on September 16, 2018. Those renewing their LPN license on or after September 16, 2018 will pay an additional \$50.00. The total late renewal fee is \$118.50.
- If you wait to renew your LPN 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, 2018. The late processing fee is the \$68.50 renewal fee plus an additional \$50 fee. The total late renewal fee is \$118.50.
- The final deadline to renew LPN licenses is October 31, 2018.
- If you wait to renew your LPN license until close to the October 31 deadline and encounter any difficulties or cannot provide all the information, the application will be incomplete and your license will *lapse* on November 1, 2018. 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.

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.

Must Pay by Credit or Debit Card

- 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

- When you renew your LPN license, you must attest that you met or will meet the continuing education (CE) requirements by October 31, 2018. Click here (http://nursing.ohio.gov/PDFs/education/CE_FAQ.pdf) for the CE FAQs.

Questions?

Email renewal@nursing.ohio.gov

For assistance with online renewal call 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.

To sign up for Board updates and alerts go to the Board website, www.nursing.ohio.gov, and click on “Subscribe to eNews, Facebook, and Twitter”.