

2022 RN / APRN RENEWAL FAQs

Q. When does the 2022 renewal cycle begin?

A. The 2022 RN/APRN renewal cycle begins on April 18, 2022.

Q. When is the deadline to renew?

A. The deadline is June 30, 2022.

Q. Can I renew after the June 30th deadline?

A. Yes. You can renew until August 30, 2022. You will be charged an additional fee of \$85.00 if renewed after June 30, 2022.

Q. How much does it cost to renew?

- The cost for RNs is \$195.00.
- The cost for APRNs is \$313.00
- The cost for APRNs w/Controlled Substance registration is \$443.00. This fee includes \$50.00 for the name search criminal background check.
- There will be an additional \$85.00 fee added to the above costs if you renew after June 30, 2022.

Q. How do I apply for renewal?

A. Using the recommended browsers (Google Chrome or Firefox), access the online renewal portal at <https://doh.force.com/dchealthrenewals/s/portal-page> . Do not use Microsoft Edge, Safari, or Internet Explorer.

Please note: Use a computer. Do not attempt to renew your license on a cellphone.

Q. Are you still accepting paper applications?

A. We are no longer accepting paper applications.

Q. What form of payment do you accept?

A. We accept Visa or Mastercard only.

Q. How do I login or sign up?

A. **Returning Users:** Click the "Login" button and enter your User ID (email address) and Password.
New Users: Sign up and create a profile. <https://doh.force.com/dchealthrenewals/s/login/>

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Q. I am having problems signing up, who do I contact?

A. Contact our technical support department and create a 'case' at <https://dohlicenseinfo.secure.force.com/support/>

Q. I am having problems logging in, who do I contact?

A. Send an email to nursingapplication.bon@dc.gov

Q. I don't know my license number. Where can I find it?

A. You can search for your license number using your first and last name or Social Security number (SSN) on the license verification site at <https://doh.force.com/ver/s/>

Q. I am not currently working in DC and don't want to renew my license, what are my options?

A. You may opt to place your license on "Paid Inactive Status" or allow it to expire. There is no penalty for allowing your license to expire.

Q. What documents do I need to renew?

A. Be prepared to upload continuing education, name change documents, explanation to a "yes" answer to a screening question, if applicable, and COVID information.

Q. What are the continuing education requirements?

A. You can find the requirements at <https://dchealth.dc.gov/node/1163176>

Q. How do I submit a name change?

A. You can update your name as a part of the renewal process. Be prepared to upload a marriage certificate, divorce decree, or court order.

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Q. I answered “yes” to a screening question, will my renewal be denied?

A. A determination is made after review by Board staff. You will be notified if additional information is required.

Q. How will I know that my renewal has been processed?

A. Once you have successfully applied for renewal, you will receive from the Board:

- (1) An email including a **printable certificate** with the 2024 license expiration date, and a separate email with your **credit card payment receipt**. You will receive these emails within 24 hours of completion of the online application, pending successful payment process.

OR

- (2) An email stating that your **application is on hold** for further review by the Board.

Please note: Check your spam or junk folder for an email from dchealth.licensing@dc.gov with the subject **DC Health License Copy**.

Q. What should I do if I have received my **credit card payment receipt**, but have **not** (within 24 hours of application) received my **printable certificate** with the 2024 license expiration date?

A. Send an email to nursingapplication.bon@dc.gov

Q. What should I do if there is a problem involving my credit card payment process (my payment is verified by my credit card company, but is not reflected within the online application process; or if my credit card has been “double charged” by the online renewal process, etc.)?

A. Send an email to nursingapplication.bon@dc.gov

Q. My renewal application is on hold, when will it be renewed?

A. If your application has been on hold for more than 7 business days since the date of application, create a case to get an update on the status. You will receive a response within 48 hours. <https://dohlicenseinfo.secure.force.com/support/>.

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APRNs Only

Q. Am I required to register for the **Prescription Drug Monitoring Program**?

A. **If you are an Advanced Practice Registered Nurse, yes. For more information, please see information below.**

Prescription Drug Monitoring Program (PDMP)

Mandatory PDMP registration and Mandatory PDMP query are now law in the District of Columbia. The passage of The Health Care Reporting Amendment Act of 2020 requires that APRNs register for the program.

If you are not registered for the program, you will not be able to renew your APRN professional license.

If you are registered with the DC PDMP, no further action is required.

To register for the DC PDMP, please visit our website at:

<https://districtofcolumbia.pmpaware.net/login>. Once there, click, "Create an Account" to begin the registration process. Those without a DEA number may register as a "Prescriber without DEA".

The passage of the Prescription Drug Monitoring Program Query and Omnibus Health Amendments Act of 2020 requires you to query the PDMP:

- Prior to prescribing or dispensing an opioid or benzodiazepine for more than seven (7) consecutive days and
- Every ninety (90) days thereafter while the course of treatment or therapy continues, or
- Prior to dispensing another refill after ninety days.

For more registration information, refer to the [User Support Manual](#) available on the DC PDMP website. If you have any questions or concerns about navigating the system, please contact APPRISS technical support directly at (855) 932-4767 for 24/7 technical assistance.

If you would like to review the DC PDMP laws and regulations, user guides and frequently asked questions (FAQs), please visit the DC PDMP website at <https://dchealth.dc.gov/pdmp>.

If you have questions about the program, please submit them in writing to doh.pdmp@dc.gov.

**Thank you for your participation in the DC Health
Registered Nurse Renewal Process!**

*Please be aware that questions will be answered during normal business hours;
DC Board of Nursing staff business hours are Monday-Friday, 8:15 am - 4:45 pm.*