

August 14, 2023

Dear Trained Medication Employee (TME) Licensee,

Licenses **expire on Tuesday, October 31, 2023**. The 2023 Trained Medication Employee renewal begins **August 14th** and is available **online only**. Licensees can access the renewal portal at the following link:

<https://dohenterprise.my.salesforce-sites.com/dchealthrenewals>

For 1st Time Renewals

Upon entering the site, you must SIGN-UP and create an account.

For All Non First Time Users

If this is not your first time renewing, log in to the renewal portal using your credentials from the last renewal. If you've forgotten your password, you will need to submit a request to reset your password by click on the "Reset Your Password" link in the web portal.

Things You Need to Know

- **Renewal applications can only be submitted online.**
- You will receive an email and be able to print the license certificate. You will not receive a physical "license card" in the mail.
- You will be required to upload your In-service or Continuing Education (CE) documents. **Documents will not be accepted in the office or via email.**
- **Do not select "Paid Inactive"** unless you intend to not have an active license.
- If you answer "Yes" to a screening question, you will be able to write an explanation and will be asked to upload any related documents.
- You are required to consent to a new criminal background check via a name search **(NOT fingerprinting)**. There is a \$50.00 background check fee associated with this requirement. Our licensure portal portion of the renewal process, which includes CBC information, *may* take longer than usual; therefore, early renewals are advised.

- The total cost to renew your TME certification is \$109.00 (renewal fee + background check fee).
- A late fee of \$20 will be added to any renewal application submitted after October 31, 2023, until December 30, 2023. This means the total cost to renew your TME certification after October 31, 2023, is \$129.00 (renewal fee+ background check fee + late fee). After December 30, 2023, the TME licensee will have to seek a reinstatement of an expired license through a separate process.
- **If this is your first renewal, proof of in-service hours is not required.**

Workforce Survey

As part of the renewal, you will need to complete the online Trained Medication Employee Workforce Survey. This survey will allow the Board of Nursing and HRLA to accurately capture, quantify, and analyze our current TME workforce demographics. This information is necessary to develop strategies to meet the workforce needs of the future. The data will ONLY be used for workforce statistical analyses and reporting purposes.

In-Service Training or Continuing Education

TMEs must complete twelve (12) hours of in-service training in the area of medication administration for the period of November 1, 2021, through October 31, 2023.

Cases

Any Information Technology (I.T.), such as software concerns, resets, etc., please submit a “case” to I.T. by using the below link:

<https://dohenterprise.my.salesforce-sites.com/support>

Should you have any additional questions regarding the renewal process, please visit our website at <https://dchealth.dc.gov/bon>.

Thank you,

DC Board of Nursing