

# IMPORTANT LPN RENEWAL INFORMATION

Licenses Expire Sunday, June 30, 2019

We are excited to inform you that Health Regulation and Licensing Administration (HRLA) has transitioned to a new online renewal portal. Our new website is supported by the following web browsers only:

- **GOOGLE CHROME**
- **FIREFOX**

Upon entering the site, you must **SIGN-UP** and create an account. Do not attempt to use log in information from a previous renewal.

## WHAT'S NEW

- You will no longer be able to submit a paper application.
- You will no longer receive a "license card". You will receive an email and be able to print the license certificate.
- You will be required to upload your Continuing Education (CE) documents unless you are a CE Broker Subscriber.
- If you want to make your licensure status inactive, you will be able to select "Inactive Status".
- If you answer "No" to a screening question, you will be able to write an explanation or upload documents.
- You are required to undergo a new criminal background check. (fingerprinting not required)

## **WORKFORCE SURVEY**

Please complete or update the online Nurses Workforce Survey when you renew. This survey will allow the Board of Nursing and HRLA to accurately capture, quantify, and analyze our current nursing workforce demographics. This survey will provide the information necessary to develop strategies for building the capacity needed to meet the workforce needs of the future. The data will be used for workforce statistical analyses and reporting purposes ONLY.

**LPNs MUST COMPLETE 18 HOURS OF CONTINUING EDUCATION (MUST INCLUDE 2 HOURS FOR LGBTQ AND 3 HOURS OF HIV/AIDS)**

## **LPN CE Compliance Methods:**

- Contact Hours: Provide Course Completion Certificates
- Academic Option: Provide transcript that indicates completion of an undergraduate or graduate course in nursing or relevant to the practice of nursing.
- Teaching Option: Provide acceptance letter/email as evidence of having developed or taught a CE course or educational offering approved by the Board or a Board-approved accrediting body.
- Author or Editor Option: Provide acceptance letter from publisher, as evidence that you authored or edited a book, chapter or published peer reviewed periodical.

PLEASE NOTE: All continuing education must be relevant to your current field of practice.