

REINSTATEMENT OF AN EXPIRED LPN LICENSE

Please review the eligibility criteria before completing your application as the fees are non-refundable.

A Licensed Practical Nurse with an expired DC license is eligible to apply for reinstatement if the licensee:

- (a) Has a social security number.
- (b) DC license has been expired less than five years.
- (c) Can provide proof of an LPN active license in another state or jurisdiction. (See details below)
- (d) Can provide proof of having completed twenty-four hours of continuing education within the two years preceding the date of the application.

During the online application process, be prepared to:

- Upload a copy of a government issued photo ID such as a driver's license or passport.
- Upload a passport-type photo. Photo should be a front-facing headshot with a plain white background.
- Upload proof of name change- If the name on your application is different from the name on any of your supporting documents, proof of name change is required. Acceptable documents are marriage certificate, divorce decree, court order or spouse's death certificate.
- Pay the reinstatement and criminal background check fee of \$280.00 by Visa or Mastercard only.
- Upload evidence of having met the board's continuing education requirement (LPNs-18 Hours) Only continuing education taken in the two (2) years immediately preceding the application date will be accepted. **See Methods of Compliance below.**

ANY OF THE FOLLOWING METHODS OF COMPLIANCE MAY BE UTILIZED

CONTACT HOUR OPTION

May be used if you have completed continuing education offerings.

DOCUMENTATION NEEDED:

Certificates of completion from an approved continuing education provider. Certificates must show the number of hours received, date of completion and approved provider.

ACADEMIC OPTION

May be used when you have completed a course leading towards a degree in nursing or any academic course relevant to the practice of nursing.

DOCUMENTATION NEEDED:

Official school transcript

TEACHING OPTION

May be used if you have developed and taught a course or educational offering for a continuing education provider approved by an accrediting body or Board of Nursing.

Four (4) Contact hours for each approved contact hour

Please note: This is not an option for nurses required to develop and teach continuing education courses as a condition of employment.

DOCUMENTATION NEEDED (any of the following)

Verification form indicating your name, the name of the accrediting body and the number of contact hours AND

Letter from an accrediting body acknowledging their approval of your course

AUTHOR OR EDITOR OPTION

Author of a book chapter or peer reviewed article (if the manuscript has been published or accepted for publication during the period for which credit is claimed. Eighteen Contact Hours Awarded.

DOCUMENTATION NEEDED (any of the following)

Letter of acceptance OR

Copy of title page of the book or article (for articles, include the name of the journal, if not indicated on the title page) OR

Copy of page listing you as editor

You must request or complete the remaining application requirements through the separate institutions indicated below.

- Criminal background check (CBC) Fieldprint- You will receive an email that includes the code and link to schedule your fingerprint appointment after you make the payment.
- Verification of an active license. (Required if your DC license has been expired more than one year)

To submit verification of your licensure status access NURSYS.COM. There is a \$30.00 fee for this service. If your state does not participate in the NURSYS verification system, request that verification be emailed to the DC Board of Nursing. Our email address is on file with each non-participating state board of nursing.

Non-NURSYS Participating Boards (California, Michigan, and Pennsylvania)

Please allow 30 business days after applying before checking the status at <https://doh.force.com/ver/>