

Dear Licensee,

You are receiving this notice because your license is set to expire on **June 30, 2026**. DC Health is happy to announce that the renewal portal will be LIVE on **April 1, 2026!**

Renewals must be completed online. Our licensure portal has enhanced features such as the ability to upload your continuing education documents. Licenses are also encouraged to have all supplemental documents (e.g., responses to screening questions, proof of continuing education (CE), etc.) scanned and ready for upload before starting the renewal process to avoid any delays.

DC Health Renewal Licensing Portal Page link:
<https://dohlicenseinfo.secure.force.com/dchealthrenewals/>

Please be sure to read all the instructions on the DC Health Renewal Licensing Portal Page.

If you are experiencing issues with creating or logging into your account, please submit a “case” to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/>. For program or board-related inquiries, please contact the board at bon.dc@dc.gov.

Any licensee who fails to renew their license before the expiration date but continues to engage in the practice of Nursing will be subject to disciplinary action by the Board of Nursing.

FREQUENTLY ASKED QUESTIONS

CRIMINAL BACKGROUND CHECK (CBC)

- ***Do I need a Criminal Background Check?***

Yes. All renewal applicants require a **name-search CBC**. Processing a renewal application on average may take 3 – 5 business days while we await the results of the CBC name search. The processing time may take longer to address any holds placed on the renewal. **Renewing licensees are not required to get a fingerprint or live scan.**

RENEWAL FEES

- ***How much does it cost to renew?***

Below are the current renewal fees for various:

- \$145 for a Registered Nurse License Renewal
- \$263 for a Nurse Practitioner (APRN) License Renewal
- \$50 for a Criminal Background Check
- \$85 late fee effective after license expiration date (This fee is in addition to the renewal fee)

CONTINUING EDUCATION UNIT (CEUs)

- ***What are my CEU requirements?***
 - **FOR RN**
 - Twenty-four (24) hours of CE, which must include 2 HOURS of LGBTQ and 2.5 hours must be in the public health priority topics shown here <https://dchealth.dc.gov/node/1163176>
 - **FOR APRN**
 - Fifteen (15) hours in pharmacology

All renewals require proof of continuing education (CE) except for first-time renewals. Licensees must submit CE certificates or transcripts from their certifying board, showing the course title, hours awarded, and approval status. Licensees may renew without immediate CE documentation if they plan to complete it by **their license expiration date**. CE documentation must be uploaded prior to the license expiration date to avoid disciplinary action by the Board of Podiatry.

- ***When must my CEUs be completed?***

CEs must be taken between **July 1, 2024, and June 30, 2026.**

- ***Why can't I upload my CEU documents?***

Our IT department has identified certain issues with document uploads on browsers **OTHER** than Google Chrome or Firefox. If you are not using the most up-to-date versions of Google Chrome or Firefox, first try uploading your CME document using these web browsers {Google Chrome/Firefox}. To submit your uploaded CEUs, you must **WRITE** something in the continuing education **DESCRIPTION BOX**. For example, you may write ***"I have uploaded all my CEUs or CEUs are attached"***.

Finally, if you still have upload issues, you can submit your renewal application by selecting the ***"I will complete my CEUs by the License Expiration Date"*** option in the CEU category of the renewal application. By selecting this, you can skip the document uploads and proceed with the rest of your application so you may renew your license on time. **_You must also submit a ticket to our customer support site:**

<https://dohlicenseinfo.secure.force.com/support/>.

INFORMATION ABOUT CONTINUING EDUCATION AUDITS

- ***Will I be audited?***

After the renewal, you may be audited and required to submit continuing education documents to the Board. CEUs must be taken during the **current licensure period**. **CEs must be taken between July 1, 2024, and June 30, 2026.**

PDMP REGISTRATION REQUIREMENT

The District of Columbia requires all licensed practitioners with prescribing authority to register for the District of Columbia Prescription Drug Monitoring Program (DC PDMP). **Practitioners with prescribing authority include all Podiatrists.** The DC PDMP aims to improve the District's ability to identify and reduce diversion of prescription and to enhance patient care by providing prescription monitoring information that will ensure the legitimate use of controlled substances. **Your license will not be renewed without PDMP registration.**

To register for the PDMP,

visit <https://districtofcolumbia.pmpaware.net/login>. Once there, click "Create an Account" to begin the registration process. You will need the following information to complete the registration process:

- District of Columbia Professional License Number
- District of Columbia Controlled Substance Registration Number (where applicable)
- Federal DEA Number - Providers without a DEA number should register as a "Prescriber without DEA"

RENEWAL CONFIRMATION

- ***How can I get confirmation of my renewal?***

All licensees who submit a renewal application will receive a submission confirmation email from DC Health. Licensees who have not received a confirmation email should log back into the system and ensure that the correct email address was entered. Please check spam filters as confirmation emails may sometimes accidentally go to spam, junk, or trash folders. If you've checked all the above, but still have not received a confirmation email, you should submit a "case" to our Customer Support site:

<https://dohlicenseinfo.secure.force.com/support/>. You can check the status of your application on the application portal landing page <https://dohlicenseinfo.secure.force.com/dchealthrenewals/>.

DC Health does not issue hard copies of the renewed license. Once approved, your renewed license will be emailed to the address on file.

CHANGE TO THE TERM OF LICENSE, CERTIFICATE, AND REGISTRATION

DC Health has always operated with fixed renewal windows for each profession. In response to feedback from the health professional community, **the Director has moved to change the renewal system to align with each licensee's birth month.** As such, all applicable licenses, certificates, or registrations issued on or after June 16, 2024, will expire on the last day of the birth month of the license holder. Additionally, licensees born in even-numbered years will have expiration years that are even-numbered, while those born in odd-numbered years will have odd-numbered expiration years. **This applies to all new and renewing licenses.**

PAYMENT ISSUE

- ***Why isn't my credit card accepted?***

The renewal system will only accept Visa or MasterCard credit cards for payment. Please ensure you entered the correct information for your payment. Once the payment has been received, a receipt will be sent to your email of record. If you are using a Visa or MasterCard, but are still having issues, please submit a "case" to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/>.

HELPFUL TIPS TO REMEMBER

- The deadline for renewal is **June 30, 2026.**
- **We encourage all applicants to apply at least 30 days before expiration.**
- **You are eligible for late renewal for up to sixty (60) days after your license has expired.** A late fee of \$85 will be assessed.
- CAREFULLY read all renewal screening questions.
- Do not answer "Yes" to the paid-inactive question unless you intend to be inactive.
- If you respond "Yes" to a screening question(s) **you MUST provide complete documentation before your license will be renewed.**

Please visit our website www.dchealth.dc.gov or contact the board at bon.dc@dc.gov if you have any questions. Our team is committed to making your 2026 renewal a pleasant experience.

Best Regards,



Camesha N. Thompson, RN, ACRN, CPH
Executive Director
District of Columbia Board of Nursing