

FREQUENTLY ASKED QUESTIONS RN/APRN 2024 RENEWAL

Q. *When does the renewal begin?*

A. The renewal begins April 3, 2024.

Q. *When is the deadline to renew?*

A. The deadline is June 30, 2024.

Q. *Can I renew after the June 30, 2024 deadline?*

A. Yes. You can renew until August 30, 2024. You will be charged a \$85 late fee if renewed after the June 30, 2024, deadline.

Q. *Do I need to do a Criminal Background Check (CBC)?*

A. Yes. All RNs and APRNs are required to do a CBC which is a name search (no fingerprints required). Processing a renewal application on average may take 5-7 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. **NO LICENSE will be issued until the CBC is cleared.**

Q. *How much does it cost to renew?*

A. Fees are cumulative.

- RNs and APRNs Criminal Background Check (CBC) - \$50
- RNs renewal application fee - \$145
- APRNs renewal application fee - \$118
- APRNs w/Controlled Substance registration fee - \$130
- Late fee if you renew after June 30, 2024 -\$85

Q. *How do I apply for renewal?*

A. Using the recommended browsers (Google or Firefox) to access the following online renewal portal

- <https://doh.force.com/dchealthrenewals/s/portal-page>.
- **Do not** use Microsoft Edge, Safari, or Internet Explorer.

Q. *Are you 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. *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.

Q. *I am having problems logging in or signing up, who do I contact?*

A. Contact our technical support dept and create a case at <https://dohlicenseinfo.secure.force.com/support/>. You will receive a response in 48 hours.

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 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.

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.

Q. *What are the continuing education requirements?*

A. FOR RN

- Twenty-four (24) hours of CE, which must include **2 hours of LGBTQ** and **3 hours** must be in the public health priority as shown in the following link
https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/DC%20Health%20Public%20Notice%20Regarding%20Public%20Health%20Topics%20for%20CE.pdf

FOR APRN

- Twenty-four (24) hours of CE, which must include **2 hours of LGBTQ, fifteen (15) hours in pharmacology**, and **3 hours** must be in the public health priority as shown in the following link https://dchealth.dc.gov/sites/default/files/dc/sites/doh/page_content/attachments/DC%20Health%20Public%20Notice%20Regarding%20Public%20Health%20Topics%20for%20CE.pdf

Q. How do I select answers for multi-selection fields?

A. *You need to use the arrows to move selections to the right.*

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.

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. It is important that you always answer all screening questions truthfully.

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:

- An email, including a **printable license** with the 2026 expiration date;
- Or**
- An email stating that your application is on hold for further review by the Board.

Q. *My license has been renewed but I did not receive a copy of the license. Who do I contact?*

A. Before contacting the Board, please check your spam or junk folder for an email from dchealth.licensing@dc.gov with the subject "DC Health License Copy".

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 submission, please create a case using the following link

- <https://dohlicenseinfo.secure.force.com/support/>.
- You will receive a response within 48 hours.

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

**A. Yes, only if you are an Advanced Practice Registered Nurse (APRN). For more information, see below:
Prescription Drug Monitoring Program (PDMP) (for All APRNs)**

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 you to register for the program if you are an APRN.

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

If you are already registered with 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 <https://dchealth.dc.gov/service/prescription-drug-monitoring-program> available on the DC PDMP website. If you have questions about the program, please submit them in writing to doh.pdmp@dc.gov.