

# IMPORTANT TME RENEWAL INFORMATION

Licenses Expire Thursday, October 31, 2019

We are excited to inform you that Health Regulations and Licensing Administration (HRLA) has transitioned to a new online renewal portal. Our new site supports 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. **Renewal applications can only be processed online.**
- 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 In-service or Continuing Education (CE) documents. **Documents will not be accepted in the office or via email.**
- If you want to make your licensure status inactive, you will be able to select "Inactive Status"
- If you answer "Yes" 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) **You will be asked as part of the renewal application to agree to a name background check search and to pay the \$50.00 background check fee.**
- Total cost to renew your TME registration is \$109.00 (Renewal fee + background check fee)
- Total cost to renew your TME registration if renewing after October 31, 2019 is \$129.00 (Renewal fee+ background check fee+ late fee)

## **IN-SERVICE TRAINING OR CONTINUING EDUCATION**

TMEs must complete twelve (12) hours of in-service training or continuing education in medication administration for the period of November 1, 2017 through October 31, 2019.

## **PLEASE NOTE:**

**The Board of Nursing will not accept any documents submitted in person or via email for the renewal of your registration.**