

April 14, 2023

Dear LPN Licensee,

The 2023 renewal cycle will open April 3, 2023. We wanted to provide you with some important updates for this year's renewal. As occurred in the last LPN renewal period, the Board of Nursing will be exclusively accepting renewals via the **online renewal system** (<https://dohlicenseinfo.secure.force.com/dchealthrenewals/>)

Please refer to this link for FAQs before you get started; it will help !!! :

https://dchealth.dc.gov/sites/default/files/dc/sites/doh/service_content/attachments/LPN%20RENEWAL%20FAQs%202023.pdf

You will need to know your DC LPN license number.

For LPN renewals, the following is required:

- Eighteen (18) hours of continuing education (CE)
 - All CE must be completed in the two (2) years immediately preceding the renewal application date.
 - Specific CE topics required can be viewed at: <https://dchealth.dc.gov/node/1163176>
- If there are any problems with your application while you are entering data, please submit a case at <https://dohlicenseinfo.secure.force.com/support/>. This is an I.T. case log that will assist us in tracking and solving any issues you encounter.

Other information required in the renewal includes items such as demographic information (i.e., name, address, etc.), name changes, a Workforce Survey, and a criminal background check (name check only-> no fingerprinting for renewal). Additionally, licensees should ensure that the **email address provided in the application is correct** to ensure continuity of communication occurs.

Licensees also can place their license in a **Paid Inactive** status during the renewal period. See **FAQs** (link above) for more information about Paid Inactive.

The Board will again be conducting the LPN workforce census survey as part of the online renewal. We appreciate your continued cooperation as we collect this very important data for the District of Columbia.

We encourage all licensees to take advantage of NCSBN license renewal text message support service at NurSys-e-notify (<https://www.nursys.com/EN/ENDefault.aspx>) for future notifications.

Please commence and complete the renewal process as soon as possible to avoid any potential delays in your license renewal. The deadline for renewal is June 30, 2023. Late renewals will be processed with an additional fee from July 1 to August 29, 2023. Our team looks forward to making your 2023 renewal experience a pleasurable one.

Respectfully,



Teresa (Terry) M. Walsh, PhD, MSN, RN, MEE, NE-C
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