

COMMUNITY HEALTH WORKERS (CHW) AND DIALYSIS TECHNICIANS (DT)
Important ONLINE RENEWAL Information

Both CHW and DT renewal began on or about January 3, 2017. This renewal will be the first **online** renewal for certified CHWs and DTs, and will be completed in the new 3.0 Ohio eLicense system, a comprehensive professional regulatory license system used by a variety of state licensing boards.

- Renew ASAP in January 2017. Incomplete applications will not be accepted by the online system. Waiting until a deadline and realizing you do not have all the information needed to complete the application may prevent you from renewing timely.

Security Code: If you are eligible to renew your certificate this year, you were mailed a postal mail reminder that includes a Security Code. The Board mailed letters with Security Codes during the month of December. If you do not have a Security Code [Click here](https://elicense.ohio.gov/OH_CommunitiesLogin). (https://elicense.ohio.gov/OH_CommunitiesLogin) (I Have a License).

- **To Start:** You are required to “register” first before you can renew. You need your Security Code to register and then renew. Remember to put your Security Code in a safe place so you have it when you need it.
- **Payment:** Fees must be paid online at the time of renewal. Use Master Card, VISA or Discover credit or debit cards. If you do not have this type of personal credit or debit card, you can obtain these pre-paid cards at local stores to use for renewal.
- **Documents:** If you are asked to provide court documents or other information that may be required as part of your application, please be prepared to upload the documents electronically through the online system. This information is usually required of applicants who answer “yes” to one of the additional information questions on the renewal application.
- **CEs:** You must meet the (CE) requirements by the end of the renewal period, March 31, 2017.
- **Late Processing Fee Deadline is March 1st:** You must pay a late processing fee on or after March 2, 2017. The late processing fee is the \$35 renewal fee plus an additional \$50 fee. The total late renewal fee is \$85. All fees are non-refundable.
- **Renewal Deadline is March 31st:** Your certificate will *lapse* on April 1, 2017. You cannot work as a certified CHW or DT as long as your certificate is *lapsed*. You must apply for *reinstatement* of your certificate. The *reinstatement* process takes additional time to process. Please take the necessary steps to avoid this happening to you. Renewing early is a great place to start. If you hold an active CHW or DT certificate in Ohio, your current certificate is current and valid only through March 31, 2017.

On the Board website (www.nursing.ohio.gov), click on “[Subscribe to eNews, Facebook, and Twitter](#)” located toward the top of the page to sign up to receive Board updates and alerts regarding renewal.

If you have questions, please contact the Board at chw@nursing.ohio.gov or dialysis@nursing.ohio.gov. The Board continues to be committed to provide the best public protection and customer service possible. Please be aware of the deadlines and review the information carefully prior to renewing.