

## LICENSE AND CERTIFICATION APPLICATIONS REQUIRED TO BE SUBMITTED ONLINE

The Ohio eLicense 3.0 system **impacts all applications for licensure and certification, including renewal.**

- All applications for licensure and certification, including renewal, must be submitted through the online system. RN renewal begins in the summer of 2017.
- Licensees are required to “register” in order to access the new online application and renewal system.
- Apply early! Waiting until a few days before you are to begin a new job and realizing you do not have all the information needed to complete the application process will prevent you from obtaining a license and working as a nurse in Ohio.
- Incomplete applications cannot be accepted by the new system. If all required documents are not provided electronically, the application is incomplete. An incomplete application will not be processed.
- If you are required to provide documentation of citizenship, court documents, or other information required by the application, be prepared to upload the documents electronically through the online system. No hardcopies will be accepted.
- 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. If the fee is not paid when you submit your application, the application will be incomplete and will not be processed. All fees are non-refundable.
- Applicants may use a computer in the Board office if needed, on business weekdays between 8:00 am and 5:00 pm.
- For renewal questions, contact [renewal@nursing.ohio.gov](mailto:renewal@nursing.ohio.gov). For initial licensure questions, contact [licensure@nursing.ohio.gov](mailto:licensure@nursing.ohio.gov).

### Education Programs

- Pre-licensure nursing education programs can no longer pay for their graduates with one large payment for multiple applicants. Applicants must make payment individually with their application.
- Education programs may continue to email Program Completion Letters to the Board at [completion-letters@nursing.ohio.gov](mailto:completion-letters@nursing.ohio.gov).

Watch for updates on the Board website ([www.nursing.ohio.gov](http://www.nursing.ohio.gov)) and click on “Subscribe to eNews, Facebook, and Twitter” to sign up to receive licensure and other Board information.