

2019 RENEWAL FOR DTs and CHWs
Begins January 2, 2019

Renewal for CHWs and DTs is from January 2, 2019 through March 31, 2019. Renewal is online through Ohio eLicense at <http://www.elicense.ohio.gov>., the same system you used for the last renewal period.

Payment: Fees must be paid online at the time of renewal and are non-refundable. Use Master Card, VISA or Discover credit or debit cards. If you do not have a personal credit or debit card, you can obtain these pre-paid cards at local stores. The renewal fee is \$35 plus a \$3.50 state transaction fee through March 1st. *To avoid a late processing fee, renew no later than March 1st.*

Late Processing Fee Begins March 2nd: You must pay a \$50 late processing fee on or after March 2, 2019, which is in addition to the renewal fee. The total is \$85 plus the \$3.50 state transaction fee. All fees are non-refundable.

Deadline for Renewal is March 31st: Your certificate will *lapse* on April 1, 2019. You cannot work as a CHW or DT as long as your certificate is *lapsed*. If your certificate lapses, you must apply to *reinstate* your certificate which may take additional time to process. *To keep your certificate active and avoid it lapsing, renew no later than March 31st.*

Documents: If you are asked to provide court documents or other information, be prepared to upload the documents through the online system.

CEs: You must meet the CE requirements by the end of renewal on March 31, 2019. For CE information go to www.nursing.ohio.gov, click "Continuing Education" on the left side of the page, then click "Continuing Education for Renewal-RNs, LPNs, DTs, CHWs, and Medication Aides."

Inactive Status: If you do not intend to work as a DT or CHW, you can place your certificate on "inactive" status. Go to www.nursing.ohio.gov and click on the "License Inactivation" tab at the top of the page.

To Start: CLICK HERE https://elicense.ohio.gov/oh_communitieslogin **on or after January 2nd.**

- Log in under "Existing Users". You will be directed to your online user Dashboard page where you can renew.
- On the Dashboard page, scroll down to the panel that displays your license/certificate type and number. Click **OPTIONS** on the appropriate panel, and then click **Renew**. You will be routed to the Applications Instruction page. Scroll to the bottom of the instructions, click on the "Proceed to Application" button and begin the renewal process.
- If you begin the renewal but cannot complete it, you can save your responses until you return to complete it.
- The Dashboard page is where you manage your profile, submit service requests (e.g., name and address changes, verifications, wall certificate, etc.), and access the pay cart.

Password Information: Log into your account at <http://elicense.ohio.gov>.

- Forgot your Password
If you forgot your password, click on "Forgot your password?" and enter your email address; then check your email for a password reset link from elicense-noreply@das.ohio.gov. If the link does not open, copy the **entire** link (begin with "https" and ending with your last name) and paste the entire link into the Google Chrome address bar to get to the reset password page. The reset link sent to you will expire after 24 hours; reset your password as soon as possible!
- Expired Passwords
If you have not used the eLicense website in the last 12 months, you may be prompted to reset your password when logging in. If this is the case, you will be prompted to follow the onscreen instructions to reset your password.
- If you are unable to log in and you do not receive a prompt to reset your password, follow the password reset instructions above to create a new password.

Assistance needed? Call Online System Support at (614) 466-3947 and select "Option 1" (weekdays 8am-5pm, except for holidays). After business hours, email nursing.registration@das.ohio.gov and include a brief description of the issue, your first and last name, telephone number, email address, and certificate number, if you have it.

Watch the Board website at www.nursing.ohio.gov for updates and information.