

ALERT: END OF THE COA RENEWAL/APRN LICENSE ISSUANCE PROCESS
IS DECEMBER 31, 2017

APRNs, complete one of the following options no later than December 31, 2017

Option #1: Complete the COA renewal/APRN license issuance process NOW
See the instructions below and do not delay until the end of renewal.

Option #2: Make Your License Inactive
To make your COA/APRN license inactive, email the request to aprn@nursing.ohio.gov

INSTRUCTIONS FOR COA RENEWAL/APRN LICENSE ISSUANCE

You have not started the process yet?

1. Need assistance to renew?
 - a. Download and review the instructions at <http://www.nursing.ohio.gov/>
 - b. Call 614-466-3947 and select "option 1" Monday-Friday, 8am-5pm, or email nursing.registration@das.ohio.gov and include a brief description of the issue, your first name, last name, telephone number, email address, and license number if you have it.
2. Total application fee is \$135 and in addition the Ohio eLicense system charges a \$3.50 transaction fee. You must click on and pay all fees to complete renewal.

You started but your expiration date remains 12/31/2017?

Check to see if you (1) paid the total fees or (2) were required to upload documents

1. Check to see if you paid all fees:
 - a. Go to <https://elicense.ohio.gov>
 - b. Click the "Log In" link in the upper right corner of the homepage
 - c. Once on the Login page, enter your username () and the password you established when you initially registered
 - i. **Do not choose the "I HAVE A LICENSE" option**
 - ii. Proceed directly to the pay cart by clicking the red cart icon in the upper right corner of the Dashboard page.
 - iii. **Do not click "Options" and "Renew"**
 - d. Select **Nursing Board** from the dropdown menu on the cart page
 - e. Check the box next to the Renewal Fee. Then click **Continue**. Note: You will be transferred to the payment screen
 - f. Complete the payment information and click **Continue**
 - g. Click **Confirm** after you have confirmed your information. After the payment is confirmed, you can print or email your receipt
 - h. Click **Done**. After your payment is processed, your renewal application will be submitted to the Board
2. You were required to submit additional documentation based on how you answered one or more of the application questions
 - a. If you are required to provide documentation, you must upload the documents as part of the application
 - b. Additional review of documents may be required which will lengthen the process. If additional information is needed, you will be contacted by email

Check the online verification website to view the status and the expiration date of your license. https://elicense.ohio.gov/oh_verifylicense