



LPNs: RENEWAL 2020

The renewal period for LPNs is July 1, 2020 through October 31, 2020. Starting in May, the Board began sending weekly renewal information through eNews and social media. Please check frequently for updates through the website, social media, and email.

The end of renewal is October 31st, however, if the COVID-19 declared emergency continues, based on HB 197, licenses that are not renewed will not expire until the expiration date established in accordance with HB 197.

Due to the uncertainty of the length of the declared emergency, the Board strongly encourages LPNs to renew their licenses now to avoid the possibility having your license lapse. If the October 31st deadline remains in effect, your license will lapse on November 1, 2020. You cannot work as an LPN as long as your license is lapsed. You must apply for *reinstatement* of your lapsed license which requires an additional application, Board review, and fee. You will not be able to work under the lapsed license while the application for reinstatement of your lapsed license is being reviewed and processed.

Renewal is completed online using the Ohio eLicense system, a comprehensive professional regulatory license system used by a variety of state licensing boards, the same system used during the last renewal period.

It is estimated over 55,000 licenses will be renewed this year. The earlier you renew, the better chance you have to avoid issues with your license close to the renewal deadline.

Renew Timely

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

Must Pay by Credit or Debit

- The State of Ohio charges a \$3.50 transaction fee, so in addition to the \$65.00 application fee, the \$3.50 transaction fee is also charged for each application.
- 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 you purchase a prepaid Master Card, VISA or Discover credit or debit card, please have enough funds on it to cover (a) the credit/debit card company's processing fee, if applicable; (b) the Board's application fee; and (c) the state transaction fee of \$3.50.
- If the fee is not paid when you submit your application, the application will be incomplete and will not be processed until you submit all required fees. All fees are non-refundable.

Additional Information May Be Required

- If you are asked to provide documentation of citizenship, 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.
- No hardcopies of court documents or other information required as part of your application will be accepted. Waiting until a deadline and then realizing you do not have all the information and in the form needed to upload the documents electronically through the online system will prevent you from renewing.
- Incomplete renewal applications cannot be accepted by the system. If all required documents are not provided electronically, the renewal application is incomplete and will not be processed.

Continuing Education Renewal Requirements

- You must complete the continuing education (CE) requirements to maintain licensure.
- You do **not** submit CE documentation when you renew your license, but you must attest on the renewal application that you met or will meet the CE requirement by the end of renewal. Failure to comply with CE requirements may be grounds for disciplinary action. For more information on CE, please refer to the CE FAQ document at <https://www.nursing.ohio.gov/> found on the Licensing, Certification and CE page.

Please check your email and social media often for updates and alerts. The Board is sending weekly renewal tips and reminders throughout the renewal cycle.