



2021 RENEWAL FOR DTs and CHWs **Begins January 2, 2021**

Renewal for CHWs and DTs begins January 2, 2021. Renewal is online through Ohio eLicense at <https://www.elicense.ohio.gov>.

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.

Deadline for Renewal: Recent Ohio law changes have extended the effective date of your certificate through July 1, 2021 due to the COVID-19 emergency. *Your certificate will lapse on July 2, 2021.* You cannot work as a DT as long as your certificate is lapsed and CHWs cannot refer to themselves as a Board certified CHW if 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, the Board recommends you renew no later than March 31st.* *If circumstances are such that you cannot renew by March 31st, your certificate will remain active through July 1, 2021. However, on July 2, 2021, if you have not renewed, you will not be certified, and you must submit an additional application and fees. Please avoid possible delays and renew during your regularly scheduled renewal period if at all possible.*

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

CEs: You must meet the CE requirements by the end of renewal. 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 "LICENSING, CERTIFICATION & CE, and then the "License Inactivation" link on the page.

To Start: CLICK HERE <https://www.elicense.ohio.gov> 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, etc.), and access the pay cart.

Password: Resetting your Ohio eLicense Account Password

If you forgot your password or need to reset your password, go to the eLicense log in page and 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, so reset your password as soon as possible!

Assistance needed? Call the Help Desk 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.