1. Complete Continuing Education (CE) requirements (see below). All CE must have been completed during the 24-month period immediately before the date of the application.
   
   a. Do not submit CE documents with the application. You are required to maintain CE documentation for six years and submit it to the Board upon request or audit.
   
   b. CE documents must be in the form of a completion certificate issued by the CE provider and include the provider name, number of contact hours, and name of the OBN approver. A school transcript may also be used.
   
   c. Category A is CE on Ohio Law and Rules approved by an OBN Approver or offered by an OBN approved provider unit headquartered in Ohio. For detailed information/FAQs about CE go to www.nursing.ohio.gov.

2. Apply at https://elicense.ohio.gov/OH_CommunitiesLogin using the Reactivation/Reinstatement application. If you are not registered in Ohio eLicense, click on the “Do You Need Help Registering?” link. For questions, email ReinstatementandReactivation@nursing.ohio.gov.

3. Complete BCI (Civilian) and FBI (Federal) criminal records checks (CRCs) if your license has been inactive or lapsed for 5 years or more. (See Rule 4723-14-03(E), OAC.) Go to www.nursing.ohio.gov for information about obtaining and submitting CRCs.

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<tr>
<th>Has your Ohio license been inactive or lapsed less than 2 years?</th>
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<tr>
<td><strong>OR</strong></td>
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<tr>
<td><strong>Do you have a current, valid license in another jurisdiction?</strong></td>
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If you answer yes to either one of these questions, then the following 24 contact hours of CE are required:
- Category A – Ohio Law and Rule – 1 hour
- General Nursing Practice – 23 hours

All CEs must have been completed during the 24-month period immediately BEFORE the date of the reinstatement or reactivation application.

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<th>Has your Ohio license been inactive or lapsed 2 years or more?</th>
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<tr>
<td><strong>AND</strong></td>
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<tr>
<td><strong>You do not have a current, valid license in another jurisdiction?</strong></td>
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</table>

If you answer yes to both of these questions, then the following 24 contact hours of CE are required:
- Category A – Ohio Law and Rule – 2 hours (scopes of practice RNs and LPNs, standards of safe practice, and nursing delegation)
- Critical Thinking, Clinical Reasoning Nursing Process, or Nursing Judgment – 6 hours
- Pharmacology – 6 hours (drug classifications, medication errors, and patient safety)
- Clinical or Organizational Ethical Principles – 2 hours
- Content relevant to Nurse’s Practice – 8 hours

All CEs must have been completed during the 24-month period immediately BEFORE the date of the reinstatement or reactivation application.