RNs and APRNs: RENEWAL
Renewal starts July 1, 2021

From late May through June, the Board will email renewal notifications using your email address on record with the Board. The Board will <u>not</u> send renewal notices by postal mail. *Please be sure the Board has the correct email address for you.*

To update your email address, log into your Ohio eLicense account; click on your name in the right corner; and click "Manage Profile." If you experience difficulties, call the Customer Service Center at (614) 466-3947, Option#1, Monday-Friday, 8am-5pm. After business hours, email nursing.registration@das.ohio.gov. Include a brief description of the issue, first and last name, telephone number, email address, and license number, if you have it.

If You Forgot Your Password or Your Password Has Expired

<u>If you have not used Ohio eLicense within 12 months, your password has expired.</u>

- To see if you are able to log into your account, go to http://elicense.ohio.gov.

- 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."

- Copy the **entire** link (begin with "https" and ending with your last name) and paste the entire link into Google Chrome 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.

Best Web Browers to Use for Ohio eLicense
- Google Chrome (<u>recommended</u>)
- Mozilla Firefox
- Microsoft Internet Explorer (Version 11)

Fees
The RN renewal fee is $65.00 plus a $3.50 transaction fee charged by Ohio eLicense.
- The APRN renewal fee is $135.00 plus the $3.50 transaction fee charged by Ohio eLicense.
- <u>On or after September 16, 2021</u> fees will include the renewal fee, a $50 late processing fee, and a $3.50 state transaction fee for each license renewed. All fees are non-refundable.
- <u>The final deadline for renewal is October 31, 2021</u>.

Renew Timely and Know the Deadlines
Over 220,000 licenses will be renewed this year. The earlier you renew, the better chance you have to avoid issues with your license close to deadlines.

- <u>If you wait to renew until close to the late processing fee September 15th deadline</u> and encounter any difficulties or cannot provide all the information, the application will be incomplete, and you will then pay a late fee on or after September 16, 2021. The late processing fee is the $65 renewal fee plus an additional $50 fee. The total late renewal fee is $115.

- <u>If you wait to renew until close to the end of renewal October 31st deadline</u> and encounter any difficulties or cannot provide all the information, the application will be incomplete, and your license will *lapse* on November 1, 2021. **You cannot work as a nurse as long as your license is *lapsed*.** You must then apply for *reinstatement* of your license. The *reinstatement* process takes additional time to process. Please take the necessary steps to avoid this.

Pay by Credit or Debit
- Fees must be paid online at the time of renewal, by using a Master Card, VISA or Discover credit or debit card. 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 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.

- 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.

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, 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. If all required documents are not provided electronically, the renewal application is incomplete and will not be processed.

Continuing Education (CE)
- You are **not** required to submit documentation of CE when you renew your license.

- For information on CE requirements, go to www.nursing.ohio.gov to review the CE-FAQs for RNs and the CE-FAQs for APRNs.

Check your Renewal Status
If you are unsure of your renewal status, please go to https://elicense.ohio.gov/oh_verifylicense. If it shows an expiration date of this year, it means either you have not started to renew; you have not completed the renewal process; or you have not placed your license on inactive status.

Generate Fee Status
If the Ohio eLicense system shows the status of your application as "Generate Fee," it means you have not paid the required fees, and the application has not been submitted to the Board. To pay the fees, log in to www.elicense.ohio.gov, click on "options" on your pending application, click on "Make Payment", pay the fees online and submit the application.

Inactive Status
If you do not want to practice nursing, please place your license on "Inactive" Status. Go to www.nursing.ohio.gov and click on "License Inactivation." While your license is on inactive status, you cannot work as a nurse. There is no fee to place your license inactive status.

Need Assistance?
- For FAQs go to https://elicense.ohio.gov/OH_SupportPage.

- Call the Customer Service Center (CSC) at (614) 466-3947 and select "Option 1" (weekdays 8am-5pm, except for holidays). CSC will assist with passwords, email addresses, registration, logging in or eLicense navigation. For other questions, email renewal@nursing.ohio.gov. CSC will have extended coverage at various times during the renewal cycle and will be posted on the Board website. To contact CSC 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 license number, if you have it.

- Email renewal@nursing.ohio.gov

Thank you for your cooperation and assistance in making renewal a success.

TO RENEW CLICK HERE