



FREQUENTLY ASKED QUESTIONS REGARDING RENEWAL

Q. Why does KBN want my email address?

- A. Email notification is a fast and easy way to provide information to Kentucky nurses, and KBN does not distribute email addresses to third parties. Types of notifications you will receive from KBN include:
- Renewal notifications in September and again in October.
 - Notification that your license/ registration/SANE credential has been renewed.

Q. Since my license card does not have an expiration date printed on it, how do I know when it expires?

- A. Go to <http://www.kbn.ky.gov/onlinesrvs/bulkvalidation> to validate the expiration date of your license. Using the basic validation service, enter your license number and then click on the "Validate" button. Licensure data obtained from the KBN website is updated by KBN in real time and is considered primary source verification.

Q. After completing the online renewal application, is my license renewed as soon as I click "submit"?

- A. No. "Submitting" your electronic application, is equivalent to dropping it in the mail. When you submit your electronic application, you are attesting that you have met or that you will meet the continuing competence requirement by midnight, October 31. Your electronic application must be reviewed by KBN staff before your license will be renewed. KBN staff review applications and renew licenses Monday through Friday, 8 a.m. through 4:30 p.m. If your application is submitted after close of business, you may not be renewed until the next business day.

Q. How do I get a receipt for paying my renewal fee?

- A. After you "submit" your renewal application to KBN, you will see a confirmation of payment screen that you may print for your records. You will also receive a confirmation email message showing the amount paid for your license renewal.

Q. I received my first Kentucky nursing license this year, do I have to renew?

- A. The date the first Kentucky license is issued determines the expiration date. According to nursing regulation, a license issued on or after June 1 will not expire until the following year. This year, 2011, is the final year that the exemption will apply. Beginning with the 2012 renewal, all nurses renewing a license must meet the required continuing competency requirements. You should always check the expiration date of your license at <http://www.kbn.ky.gov/onlinesrvs/bulkvalidation>.



KENTUCKY BOARD OF NURSING

312 Whittington Parkway, Suite 300
Louisville, Kentucky 40222-5172
kbn.ky.gov

Steven L. Beshear
Governor

Q. I had disciplinary action on a nursing license in another state, OR, I was convicted of a misdemeanor/felony since my last renewal. What do I have to do?

- A. If you have not reported the conviction or the disciplinary action to KBN prior to completing the renewal application, BEFORE your license may be renewed, you must send KBN:
1. Court records and a letter of explanation, if you answer “yes” to the criminal activity question
 2. Board certified orders and letters of explanation, if you answer “yes” to the disciplinary history question
 3. Documentation from your APRN national certification organization if you answer “yes, that your national certification was revoked or issued on a provisional or conditional status
 4. Other documentation requested by KBN staff.

Q. I did not renew by midnight, October 31. How do I renew my license?

- A. You can't. If you miss the renewal deadline of midnight, October 31, you will have to reinstate your license. More information on reinstatement is located at <http://kbn.ky.gov/apply/reinstatement.htm>. You cannot practice as a nurse in Kentucky until your license has been reinstated. The reinstatement process may take up to seven business days.

Q. Can I change my name on the renewal application?

- A. No. To change your name you must send KBN:
1. The name change form, available at <http://kbn.ky.gov/license/addchg.htm>
 2. A check or money order, payable to KBN, in the amount of \$35,
 3. A copy of one of the following legal documents:
 - a. Marriage License
 - b. Divorce decree, only the page showing the legal name change
 - c. Other legal name change document
 - d. Social security card

You may renew your license at any time, either before or after you renew your license.

Q. How do I change my address?

- A. You can change your address when completing the renewal application or, at any time, from the website at <http://kbn.ky.gov/license/addchg.htm>.



Q. Can I make my license inactive?

A. KBN does not have an “inactive status”. You can let your license expire (lapse) by not renewing it. It is a frequent misconception that an expired/lapsed license indicates disciplinary action and that a nurse would have to retake “State Boards” (today called NCLEX) before his/her license can be returned to an active status. Neither is true. A lapsed license only indicates that a nurse chose not to renew a license. A lapsed license may be reinstated at any time. The requirements to reinstate a license can be found on our web site by clicking on the blue box titled “Apply for a License” and click on the appropriate reinstatement link.

Q. I will be moving to another compact state. Can I renew my Kentucky nursing license?

A. If your primary residence is another compact state, you cannot renew your Kentucky RN or LPN license. You will have 30 days after you begin employment in your new state of primary residence to obtain a license in that state. During those 30 days, you may practice in that compact state on your Kentucky license. More information on the Nurse Licensure Compact is available at <http://www.kbn.ky.gov/nlc.htm>.

If your primary state of residence is another compact state and you practice ONLY in a military/federal facility, you may renew your RN or LPN license. You will be issued a Kentucky single state license (Valid Only in Kentucky).

APRN RENEWAL

Q. I want to renew my Kentucky RN and APRN licenses. Do I have to renew both at the same time?

A. Yes. From the RN/APRN RENEWAL link, you will apply to renew your RN and APRN licenses simultaneously for a combined fee.

Q. I have more than one APRN designation. How do I renew them all? Must I renew them all?

A. If you are licensed as an APRN in more than one designation, each designation is listed on the renewal application in a drop-down box. Select the designation(s) you want to renew from the drop-down list. You must maintain national certification in each designation.

KENTUCKY BOARD OF NURSING

312 Whittington Parkway, Suite 300
Louisville, Kentucky 40222-5172
kbn.ky.gov



Q. I received my first Kentucky APRN license this year. Do I have to renew it?

- A. A license issued on or after June 1 will not expire until the following year. After you renew your RN license, your APRN license will be updated automatically to reflect the expiration date of your RN license within 14 days of the date your RN license is renewed. You should always check the expiration date of your licenses at <http://www.kbn.ky.gov/onlinesrvs/bulkvalidation>.

Q. I want to renew my RN license only. How do I do that?

- A. Contact the APRN program coordinator at 502-429-3329.

Q. I have an RN license in another compact state. Can I still renew my Kentucky APRN license?

- A. The Nurse licensure Compact does not extend to APRN licensure. You must renew your APRN license using the APRN RENEWAL ONLY link. You must keep your multistate RN license active in the state of your primary residence during the period of time that you practice as an APRN in Kentucky. If your compact RN license lapses, you may not practice as an APRN in Kentucky, even though your Kentucky APRN license is current.

Q. Do I have to earn additional continuing education credits in advanced pharmacology for renewal?

- A. Yes. APRNs are required to earn 5 continuing education hours in pharmacology. For questions about the pharmacology requirement, you may e-mail Mary Stewart (maryd.stewart@ky.gov).

Q. What if my national certification is about to expire?

- A. Current national certification from a Board recognized national certification organization and current APRN licensure are required to practice as an APRN in Kentucky. If KBN records do not reflect current certification, you will be unable to renew your APRN license.

SANE RENEWAL

Q. I want to renew my Kentucky RN license and SANE credential. Must I renew both at the same time?

- A. No. You must renew your RN license first, from the RN Renewal link. Then go back to the renewal page, select the SANE RENEWAL ONLY link and renew your SANE. Your SANE credential will be renewed within 72 hours after your RN license is renewed.

KENTUCKY BOARD OF NURSING

312 Whittington Parkway, Suite 300
Louisville, Kentucky 40222-5172
kbn.ky.gov



Q. I have an RN license in another compact state. Can I still renew my Kentucky SANE credential?

- A. You must renew your SANE credential using the SANE RENEWAL ONLY link. You must provide the name of the state and expiration date of the multistate RN license you hold before you will be able to renew your Kentucky SANE credential. You must continue to keep your multistate RN license active in the state of your primary residence during the period of time that you practice as a SANE in Kentucky. If your compact RN license lapses, you may not practice as a SANE in Kentucky, even though your Kentucky SANE credential is current.

Q. Do I have to earn additional continuing education credits in sexual assault nursing or forensic nursing for renewal?

- A. Yes. SANEs are required to earn 5 continuing education hours in pharmacology. For questions about the pharmacology requirement, you may e-mail Mary Stewart (maryd.stewart@ky.gov).

MILITARY NURSES DEPLOYED OVERSEAS

Q. I am a military nurse and will be deployed overseas during the renewal period, how do I renew?

- A. You have two options:
1. Submit a copy of the official overseas deployment orders showing a return date to KBN. Your license will be renewed to reflect an expiration date through the renewal period that corresponds with your deployment orders. You are not required to submit a fee, and you are exempt from meeting the continuing competency requirement.
 2. Do nothing until you are reassigned to the USA. You will have 90 days after your return to request the renewal of your license. You must submit a copy of the orders you receive for your reassignment to the United States. You will not be required to pay the renewal fee, and you will be exempt from meeting the continuing competency requirement.

Q. I am a military nurse on active duty, not deployed overseas, how do I renew?

- A. You will complete the online renewal application as required. You will not be required to pay the renewal fee, nor will you have to earn the continuing competency requirement. However, before your license will be renewed, you must send (mail, email, or fax) a copy of one of the following documents:
1. PCS Orders
 2. DD 214
 3. Mobilization Orders

After KBN reviews the application, and documents, your license may be renewed.

502-429-3300
800-305-2042
Fax: 502-429-3311



KENTUCKY BOARD OF NURSING

312 Whittington Parkway, Suite 300
Louisville, Kentucky 40222-5172
kbn.ky.gov

Steven L. Beshear
Governor

PAPER RENEWAL APPLICATIONS

Q. Are paper renewal applications available?

- A. Yes. Paper renewal applications will be available after September 15 for an additional fee of \$40. This fee does NOT include the license renewal fees. Your written request and the fee must be received before a paper renewal application will be mailed to you. It may take up to 4 weeks to process the paper applications for renewal.