

*KBN*Nursing **CONNECTION**

Fall **2010** | Edition 25

*The licensure renewal period ends at midnight
(Eastern Time) on October 31, 2010.*

See Page 16 for renewal information.

2010 ANNUAL LICENSE RENEWAL NOTIFICATION

ANNUAL



RENEWAL

**RENEWAL PERIOD ENDS AT
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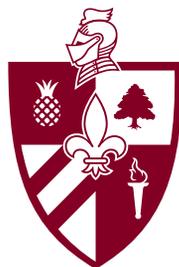
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KBNursing CONNECTION

Fall 2010, Edition 25

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KBN MISSION

It is the mission of the Kentucky Board of Nursing (KBN) to protect public health and welfare by development and enforcement of state laws governing the safe practice of nursing.

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Statistics Corner

As of September 8, 2010, KBN records show:

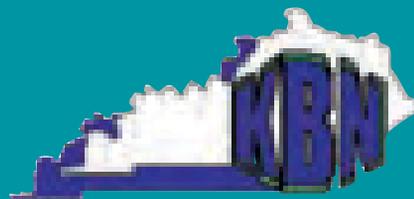
RN Active: 57,089

LPN Active: 15,042

Adv. Reg. Nurse Practitioners: 4,047

Dialysis Technicians Active: 526

SANE Active: 234



KBN Connection circulation includes over 70,000 licensed nurses and nursing students in Kentucky.

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EXECUTIVE DIRECTOR'S MESSAGE



As you know from reading the *KBNursing Connection*, regulation of nursing practice is a somewhat unique and very necessary practice area in the nursing profession. It is not surprising to learn we have much in common with nurses whether they practice in Tennessee, Hawaii or the Virgin Islands. In addition there is a unique body of knowledge that reflects nursing regulation – which is why I want to alert you to a new quarterly journal that published its first issue in Spring 2010. The *Journal of Nursing Regulation* is the official publication of the National Council of State Boards of Nursing (NCSBN) and has as its mission statement “Advancing Nursing Excellence for Public Protection.” I know you’re not surprised that a regulatory journal would center its focus on public protection.

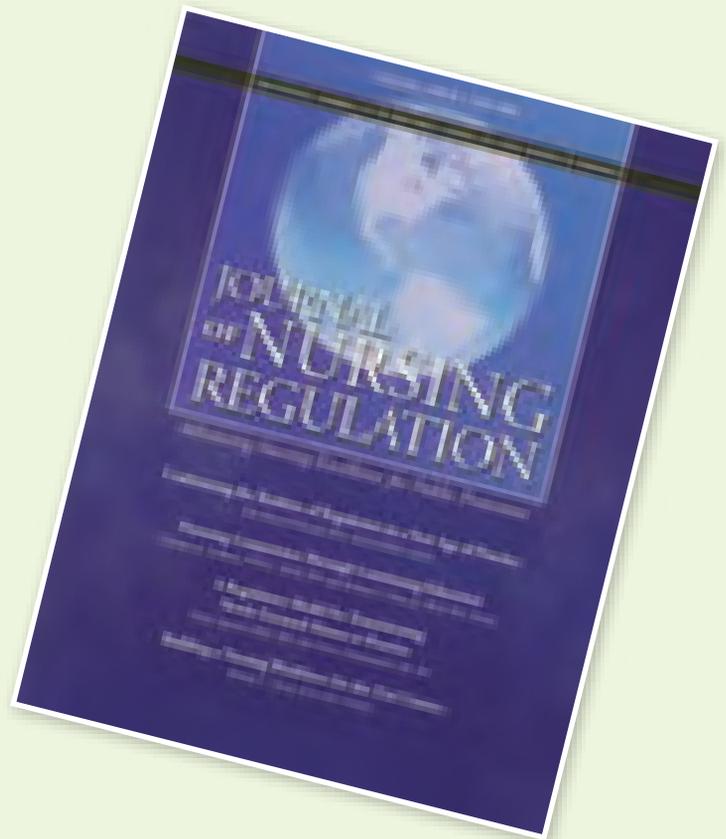
The first issues of this peer-reviewed journal contain a number of articles that reflect the manner in which regulation is meticulously intertwined with all aspects of nursing practice. The April issue contains articles on Nursing competency during the first five years of practice, treatment and re-entry of nurses with chemical dependencies, and resisting the downward spiral on nurse faculty qualifications. Equally pertinent are articles from the July issue dealing with transitioning new nurses to practice, continuing competence through continuing education, redefining educational standards, and a book review on managing and delivering performance. A new journal with content pertinent to nurses in clinical practice, administration and education – this is an opportunity that is too good to miss. You may access the *Journal of Nursing Regulation* from the NCSBN website (www.ncsbn.org).

Furlough Closures

The state’s budget balancing plan to furlough state government workers a total of six days in Fiscal Year

2011, as authorized by the 2010-12 biennial budget passed by the General Assembly. The Kentucky Board of Nursing was closed on September 3, 2010. Our office will also be closed on two other days that are adjacent to state holidays: November 12 – following Veterans Day on November 11, and May 27, 2011 which precedes Memorial Day on May 30. The Board will also be closed on three additional days: October 11, 2010, March 4, 2011 and April 1, 2011. License validation will still be available through the KBN website (<http://kbn.ky.gov>). Should a problem arise with the KBN website during the furlough period, RN and LPN validations may be obtained from NurSys (www.nursys.com), the verification site hosted by NCSBN. We apologize for any inconvenience these closures may cause.

Charlotte F. Beason, Ed.D., RN, NEA





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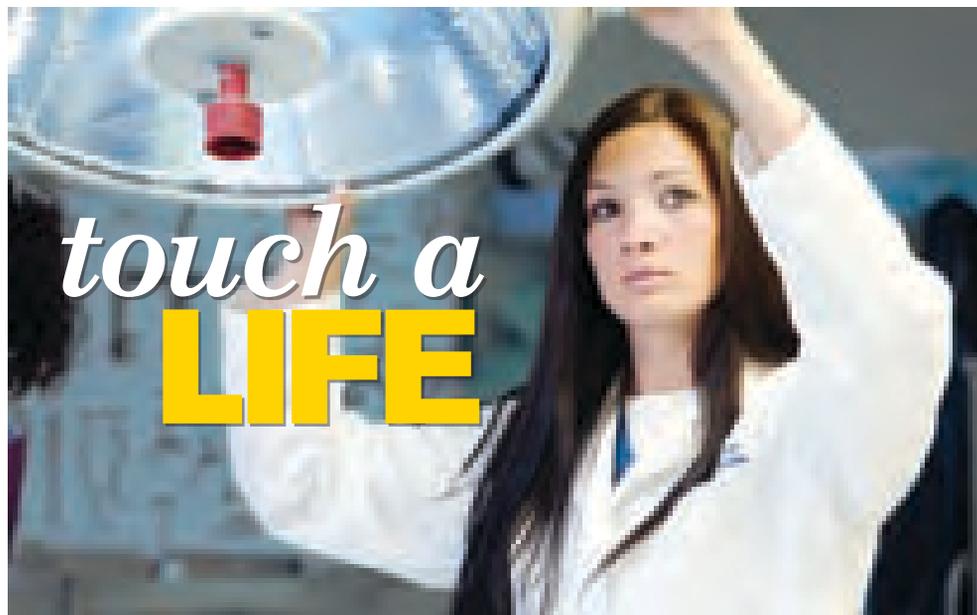
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PRESIDENT'S MESSAGE

I recently attended NCSBN's national meeting along with several others from the KBN. The meeting's theme was "Pioneering the Path for Public Protection." How fitting to be in Portland, Oregon -- an atmosphere and setting where the pioneer spirit truly took hold! I was reminded of the many pioneers in nursing and those serving on boards of nursing that helped shape the standards and regulations for our profession. Today, with compass in hand, that same pioneering spirit can help us discover new opportunities for moving forward, abandon past practices or regulations that no longer meet current needs, and seek evidence-based solutions and nursing initiatives that better safeguard and protect the public.

During the general meeting, two KBN staff members presented their respective committee reports. We can be very proud that each chairs a national NCSBN standing committee. Dr. Patricia Spurr presented the 2010 NCLEX Committee report and made recommendations to the delegate assembly regarding the 2011 Practical Nurse test plan and passing standard. Nathan Goldman, General Counsel for the KBN, presented revisions recommended by the Bylaws committee forum. Both of these committee reports met with approval. Dr. Patricia Birchfield, KBN Board member, and I served as delegates. At the annual awards dinner, our Executive Director, Dr. Charlotte Beason received recognition for her five years of service to the Kentucky Board of Nursing and NCSBN. Congratulations, Charlotte!

The Keynote Speaker for the meeting was Dr. Susan Hassmiller. She serves as Senior Advisor for Nursing at the Robert Wood Johnson Foundation and is the Director of the Foundation's Initiative on the Future of Nursing at the Institute of Medicine. Her inspiring talk affirmed that nurses have a tremendous role and many opportunities for implementing new nurse-led models and initiatives. She encouraged fostering inter-professional collaboration and intra-professional mentoring at all levels, linking nursing research with high quality outcomes, embracing the latest technology, implementing the APRN Consensus Model, supporting new transition models of care, and continuing to diversify the workforce. She reminded us that "Today's nurses," according to the Carnegie Foundation Report, "are undereducated for the demands of practice."

In light of several presentations and networking discussions, the Board of Directors decided to establish a new education committee for 2011. The committee's charge is to:

1. Analyze and present data from Member Boards regarding implementation of education program regulations that result in initial and continued approval compliance actions.
2. Examine differences between Boards of Nursing requirements and accreditation standards for nursing education programs approved by Member Boards.
3. Assess the current and future purpose and focus for Board of Nursing approval of nursing education programs.

In closing, there are many challenges ahead for your Kentucky Board of Nursing. Let me also assure you that we will continue to embrace new initiatives that will be positive for nursing with an equally pioneering spirit, determined to do what is best for the citizens of the Commonwealth.

Carol A. Komara, RN, MSN



Nursing Leadership Program: An Overview of the Kentucky Nursing Laws and the Kentucky Board of Nursing

SPONSORS/HOSTS REQUESTED

The Board is seeking any agency that would be interested in sponsoring/hosting a presentation of its continuing education nursing laws and leadership programs.

The 7.2-contact-hour continuing education program is designed for administrators,

managers and clinical staff, and has the following objectives:

- Review the Kentucky Board of Nursing's role as a regulatory agency; its mission, programs and activities, including current legislation and new requirements.
- Examine the responsibility and accountability of nurses, nursing supervisors and administrators in relation to the Kentucky Nursing Laws, nursing practice, and current practice opinions, including licensed practical nurse intravenous therapy scope of practice, and nurse delegation.
- Discuss the complaint and disciplinary processes including mandatory reporting, investigation and resolution of complaints with actual case scenarios.
- Describe the requirements of nurses on probation and your role as an employer/peer.
- Explain the Kentucky Alternative Recovery Effort (KARE) for Nurses

Program and the incidence of chemical dependency in the nursing profession.

- Discuss the process of obtaining initial licensure by examination.

The goals of the Board in offering the program are multiple, and include in part:

- Participating in interactive and educational discussions with nurses in the Commonwealth about the laws governing their licensure, regulation, education and practice.
- Providing programs which are geographically distributed throughout Kentucky and making the programs as available to nurses as possible.
- Planning for an approximate minimum number of 50 attendees.

Should you wish to host a program, receive additional information or have questions, please contact Sharon Eli Mercer, Nursing Practice Consultant, at 502-429-3307, or 1-800-305-2042, ext. 3307.



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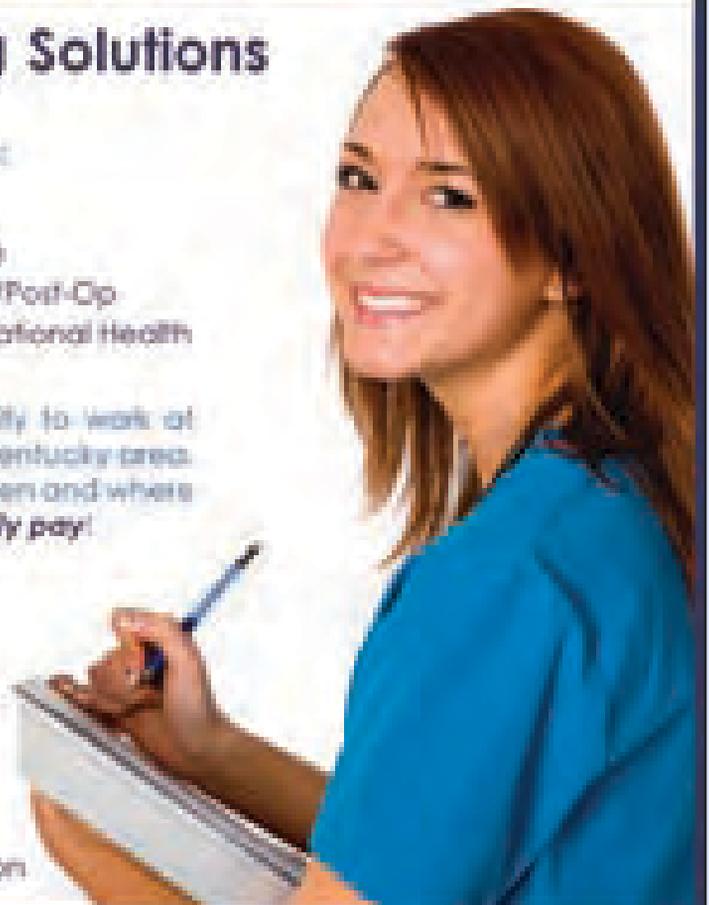
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Attention Dialysis Technicians and Dialysis Training Program Administrators

The Kentucky Board of Nursing has amended the administrative regulation that governs the dialysis technician credentialing and training programs, 201 KAR 20:470, *Dialysis technician credentialing requirements and training program standards*.

These changes to 201 KAR 20:470, *Dialysis technician credentialing requirements and training program standards* will be implemented on January 1, 2011 pending final Legislative Research Commission (LRC) approval.

Below are the substantive changes to this Administrative Regulation:

Section 2. Requirements for Dialysis Technician Credential

4. Provide a criminal record check report from the Kentucky Administrative Office of the Court, CourtNet Disposition System, that is dated within six (6) months of the date of the application.

5. Provide a completed Federal Bureau of Investigation (FBI) Applicant Fingerprint Card and the fee required by the FBI that is within six (6) months of the date of the application. Fingerprint cards may be obtained from the Board office. The applicant must specify that it is for DT Credentialing.

Section 3. Renewal

(3) A dialysis technician shall report to the Board at the time of renewal the name of the national certification program that has issued the technician's certification and provide a copy of the certification certificate to the Board.

Section 4. Reinstatement

(1)(c) Provide a criminal record check report from the Kentucky Administrative Office of the Courts, CourtNet Disposition System that is within six (6) months of the date of application.

(2)(f) Provide a completed Federal Bureau of Investigation (FBI) Applicant Fingerprint Card and the fee required by the FBI that is dated within six (6) months of the date of application.

Section 12. Fees

(3) The credential reinstatement fee shall be one hundred dollars (\$100).

Section 14. Incorporation by Reference

(1)(b) "Application for Dialysis Technician Credential", Kentucky Board of Nursing, 12/09

The above changes will require both the dialysis technician applying for their initial credential and those who are seeking reinstatement, to provide a Criminal Background Report (CourtNet) and a FBI fingerprint card. They must provide the fee required by the FBI at the time the fingerprint card is submitted to KBN. The fee for the reinstatement of a credential has changed to one hundred dollars (\$100). The Application Form has been revised to remove the requirement of a picture and notary.

Any individual who applies for a Dialysis Technician credential must submit the completed application, the Criminal Background Report (CourtNet), the FBI fingerprint card and all fees. If the CourtNet is negative, a Dialysis Technician Applicant (DTA) status will be issued. If the CourtNet is positive, the report will be forwarded to the KBN Consumer Protection Branch for follow-up. DTA status will not be approved until the follow-up is satisfactorily completed. The individual cannot work until the DTA status is issued.

After issuance of the DTA status, the DT Applicant may work in the Applicant status until the FBI fingerprint card report is received by the Kentucky Board of Nursing. If the FBI report is negative, the Dialysis Technician credential (DTC) will be issued. If the FBI report is positive, the report will be forwarded to the KBN Consumer Protection Branch. The Applicant will not be issued a DTC until this follow-up is successfully completed.

The KBN website will validate the Dialysis Technician status as DTA, or an active DTC. When the Dialysis Technician Trainee completes their program, they CANNOT work as a Dialysis Technician until they have been issued a DTA or DTC.

The Administration Regulation may be viewed in its entirety on the LRC's website (<http://www.lrc.state.ky.us/kar/201/020/470reg.htm>).

If you have additional questions or need additional information, please contact Sharon Eli Mercer, Nursing Practice Consultant at 502-429-3307 or Richelle Livers, Program Coordinator at 502-429-7180.

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National Database – Nursys

from the National Council of State Boards of Nursing (NCSBN)

by **Nur Rajwany, MS**, NCSBN, Director Information Technology and **Dawn M. Kappel, MA**, NCSBN, Director Marketing and Communication



Initial Nursys screen

If your organization has a need to ensure safety and save time while increasing efficiency in regard to verification of a nurse license and/or checking discipline status for employment decisions, then look no further than the NCSBN Nursys® (www.nursys.com) computer system. Nursys provides licensure verification and discipline status instantly, allowing for faster informed employment decisions.

Nursys contains personal, licensure, education, verification and discipline information supplied as regular updates by boards of nursing in the U.S. and its territories. All boards of nursing, including non-licensure participating boards of nursing, have access to information within Nursys and are able to enter and edit discipline information. Nursys provides centralized license information to boards of nursing, which in turn, use this data to verify applicant license information, enter and review disciplinary actions and send electronic communications between boards of nursing for information requests.

NCSBN also provides public access to Nursys, free of charge, for the purposes of licensure verification. The following is an example of license lookup. This nurse has a discipline action taken against their license by various states and privilege

to practice discipline by Kentucky.

When a licensed nurse applies for licensure in another state, verification of existing or previous licenses may be required. A nurse can use Nursys to request verification of licensure from a Nursys licensure participating board. For example, the Kentucky State Board of

Nursing licensure participates in Nursys; therefore, licensed nurses in Kentucky can use Nursys for verifying licensure verification to another board of nursing by visiting www.nursys.com. If the nurse needs to request license verification from a non-licensure participating board, the nurse should contact the board of nursing where she/he holds license.

Verification can be requested by completing an online Nursys verification request application (there is a \$30.00 fee for this service). Nursys license verification is made available to the board of nursing immediately upon completion of the online verification process, which expedites the endorsement process for nurses.

Employers can verify and print or download, multiple licenses from all QuickConfirm licensure participating Boards of Nursing.

For a list of QuickConfirm licensure participating Boards of Nursing, visit the Nursys website (<https://www.nursys.com/LQC/QuickConfirmJurisdictions.aspx>).

For more information, email NursysComAdmin@ncsbn.org (www.nursys.com).

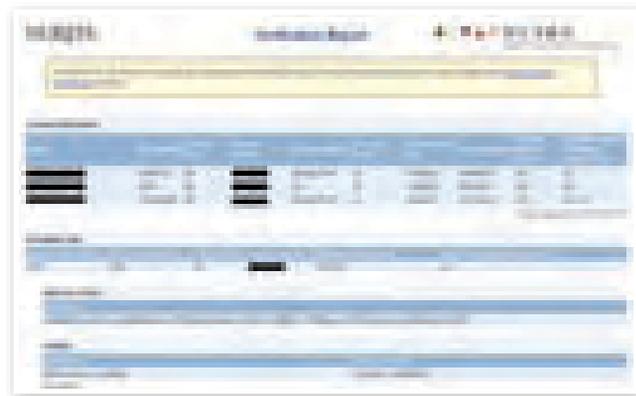
nursys.com/ContactUs.aspx), call 312-525-3780 or visit the Nursys website (www.nursys.com).

Nursys Updates

Emergency Response Organizations

When a state declares a national emergency, numerous individuals lend a hand to the cause, including nurses and other health care professionals. To protect the public, emergency response organizations need to confirm the licensure status of any nurse who offers assistance during an emergency in a quick and efficient manner.

As of Dec. 18, 2009, approved emergency response organizations can now use Nursys.com to verify nurse licensure through bulk verification, which allows emergency response organizations to verify nurse licensure in large quantities, rather than one at a time.



NCSBN Verification Report

This can be done through a standard file format, such as uploading a Microsoft Excel spreadsheet, or through Web Services, a system to system verification process that is completed over the Internet in real time. Since this is an automated process, verifications can be completed in minutes, mobilizing nurses instantly.

NCSBN encourages emergency

continued on page 12 >>



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For more information on employment at UKHC, including the possibility of advancing your education and qualifying for tuition reimbursement, visit our employment website at www.uky.edu/hr/ukjobs. To learn more about advanced educational opportunities at our nationally ranked College of Nursing, visit www.mc.uky.edu/nursing.



response organizations to apply for Nursys.com access before a disaster strikes in order to understand the system and provide proper training to those who will need it the most. However, in the event that a disaster strikes and an emergency response organization needs immediate access, NCSBN has created registration processes for these situations.

Nursys.com Goes Mobile

Emergency response organizations, employers and other members of the

public can access Nursys.com from their mobile devices to verify a nurse's license. NCSBN introduced a mobile version of the QuickConfirm results application of Nursys.com on Dec. 18, 2009. When a computer isn't available, nurse licensure verification can be conducted easily by using a mobile device's Web browser. Please note, only the QuickConfirm application of Nursys.com (employer and public verification) is available on mobile devices.

HIGHLIGHTS OF BOARD ACTIONS
Special Board Meeting September 16, 2010

The Kentucky Board of Nursing held a Special Board Meeting to consider amendments to proposed administrative regulations 201 KAR 20:056; 201 KAR 20:061 and 201 KAR 20:062 and Proposed Decisions.

Administrative Regulations

- 201 KAR 20:056
- Accepted certain comments

held at a Public Hearing at Kentucky Board of Nursing office on August 23, 2010, and will revise the administrative regulation accordingly.

201 KAR 20:061

- Declined the written comments received during the public comment period.
- 201 KAR 20:062

- Accepted certain written comments received during the public comment period and will revise the administrative regulation accordingly.

Disciplinary Action

Approved two (2) Proposed Decisions, as written, and one (1) Proposed Decision with approved change.

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APRN Consensus Model Update

by **Nathan Goldman**, *General Counsel*

An article addressing the most frequently asked questions on the APRN Consensus Model was published in the Summer 2010, Edition 24, of the *KBNursing Connection*. Since that publication, a public



hearing was held in the Board office on August 23, 2010 and comments were received on 201 KAR 20:056 advanced practice registered nurse licensure, program require-

ments and recognition of national certifying organizations. The comments were reviewed by a special Board meeting on September 16, 2010 which resulted in certain changes to the proposed regulations. See "Highlights of Board Actions" listed above this article for more information.

One change in the proposed regulation is to delete any reference to students enrolled prior to October 1, 2010 in specialty programs leading to certification. Rather, the proposed regulation now lists the certification examinations offered by national certifying organizations that shall be deemed to meet the definition of population focus of KRS 314.011 (21). Further, the proposed regulation states that the Board recognizes those individuals who received certification from the national certifying organizations of the American Associa-

tion of Critical Care Nurses Certification Corporation and the Oncology Nursing Certification Corporation by December 2010 and who have continually renewed their Kentucky advanced practice registered nurse license since that date. The proposed regulations related to the APRN Consensus Model are scheduled for review by the Administrative Regulations Review Subcommittee in November 2010, with implementation scheduled for January 10, 2011. Proposed regulations may be viewed at the Legislative Research Committee's website (www.lrc.ky.gov). Contact Nathan Goldman, KBN General Counsel at 502-429-3309 or Nathan.Goldman@ky.gov for questions. An update on the APRN Consensus Model will be published in the December 2010 issue of the *KBNursing Connection*.

Disciplinary Case Review by Ann Tino, RN, BSN, Certified Nurse Investigator, Consumer Protection Branch

Disclaimer: Although disciplinary action taken by KBN is a matter of public record, the identity of any nurse referenced in this article will not be revealed.

The primary mission of the Kentucky Board of Nursing (KBN) is to protect the citizens of the Commonwealth by ensuring that safe and effective nursing care is provided to the public. In the last newsletter, boundary violations were reviewed that involved female nurses and their patients, all of whom were male inmates. Both parties were considered cognizant, willing parties.

This article will depict cases where sexual misconduct was committed by male nurses against female patients or other female staff members. Settings range from regular hospital floors, operating rooms, clinic settings to nursing homes. At the time of some of the violations, the patients who were violated were considered vulnerable: under anesthesia, elderly with an impaired cognitive status, or elderly with an altered cognitive status (appeared to be sleeping). The actions of the nurse ranged from inappropriate verbal, sexual comments to physical, sexual acts. In a rare instance, a patient was raped by the nurse (Nurse C). In some cases the nurses admitted to boundary violations, and in others they denied any wrongdoing. In some instances, the Board was not able to substantiate the allegations but criminal charges were filed against the nurse and the Board was able to take action based on the convictions.

Nurse A was a licensed practical nurse who voluntarily surrendered his Tennessee license in the early 1980s as a result of charges issued against him by the Tennessee Board of Nursing. The charges were related to improper sexual conduct with patients in his care while working at an immediate care center. Nurse A denied that he fondled the genital areas and breasts of patients. Nurse A indicated that he voluntarily surrendered his license in Tennessee because he could not afford to obtain legal counsel to defend himself. The KBN Hearing Panel revoked his license in Kentucky and assessed a civil penalty of two hundred fifty dollars (\$250). Revocation is the loss of the right to practice

nursing and considered the highest level of action that the Board can take against a nurse's license. The decision ordered him to submit to a mental health evaluation and compliance with any recommendations to the Board prior to scheduling a hearing for reinstatement of his license. Nurse A will also have to retake and successfully pass the National Council Licensure Examination. To date, Nurse A has not requested to have his license considered for reinstatement.

Nurse B entered into an agreed order with the Board in lieu of a formal hearing in the mid 1990s. He was terminated from employment as a registered nurse at a hospital in eastern Kentucky because of comments and gestures he made to a female student nurse that were perceived to be extremely personal in nature and inconsistent with professional conduct. He was also accused of making sexually inappropriate comments towards female patients. His personnel file revealed previous counseling for other occurrences of alleged sexual harassment during his tenure with the facility. Nurse B never admitted guilt but did acknowledge the Board had possession of sufficient evidence that such actions were in violation of KRS 314.091(1)(d). This is a general provision of the nursing law that renders it a violation when the nurse acted negligently or willfully in a manner inconsistent with the practice of nursing. Nurse B agreed to have his nursing license placed on limitation/probation for a period of at least two (2) years of employment as a registered nurse. Some of Nurse B's restrictions were: no employment at a nurse's registry, temporary nurse employment agency, or as an in-home nurse; counselor and employer reports; random drug testing; and a civil penalty of six hundred dollars (\$600). Nurse B agreed to develop a bibliography of at least thirty (30) printed reference sources from recent publications of labor, law, nursing, medical and/or business journals. The reference sources were to detail and define what constitutes a hostile work environment/sexual harassment in the workplace. The articles were to be ranked in order of their usefulness to an employee seeking to understand

a hostile work environment/sexual harassment in the workplace and the problems arising from such an environment. He was required to write abstracts on twelve (12) of the most useful sources. In 2002, Nurse B voluntarily surrendered his nursing license.

Nurse C's registered nurse license was immediately temporarily suspended (ITS) in order to protect the public in 1994. Nurse C was observed sexually abusing a female resident at a nursing home in western Kentucky. The following year Nurse C pled guilty to Sodomy, 1st Degree, a Class A Felony, and was sentenced to ten (10) years in prison. After the conviction was entered, Nurse C agreed that his registered nurse license would continue on suspension for a period of at least ten (10) years. After that period of suspension, Nurse C would have to petition the Board for a reinstatement hearing and meet specific terms prior to requesting a hearing. The Board imposed a civil penalty of ten thousand dollars (\$10,000) to be paid prior to the scheduling of a reinstatement hearing. This is the largest civil penalty the Board can impose and is reserved for the most egregious, heinous violations of the nursing law. Nurse C never petitioned the Board for reinstatement of his nursing license and records indicate he passed away in 2008.

In 2006, Nurse D was working at a local hospital as a licensed practical nurse and a female patient complained that Nurse D was verbally inappropriate with her and alleged that he touched her inappropriately. The Board-ordered mental health evaluation found that he was mentally stable but did cross professional boundaries. At this time, a reprimand was issued by the Board which expressed concern regarding the seriousness of his inappropriate nursing actions. He was ordered to pay a civil penalty of one thousand dollars (\$1000) and provide evidence of successful completion of at least thirty (30) contact hours on setting healthy boundaries. To date, Nurse D has met all requirements of the reprimand.

Nurse E was practicing as a registered nurse in an operating room in a hospital

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in southwestern Kentucky. His employment was terminated in 2005 after he made inappropriate comments about a patient who was under anesthesia. He also inappropriately touched the patient's breasts after making the comments. The Board issued a reprimand against Nurse E's license and he was assessed a civil penalty of one thousand dollars (\$1000). He was ordered to provide evidence of successful completion of at least thirty (30) contact hours on legal/ethical issues in nursing and attend the Board sponsored workshop entitled Nursing Leadership: An Overview of Kentucky Nursing Laws and the Kentucky Board of Nursing. To date, Nurse E has met all requirements of the reprimand.

Depending on the specifics of the case and the results of any Board-ordered evaluations (chemical and/or mental), action can range from an immediate temporary suspension to a reprimand to revocation. In between those disciplinary actions, a nurse's license may be placed on limitation/probation for a specified period of

time with specific terms he must comply with to prevent suspension of the license.

The Board must ensure that the offending nurse receives any recommended treatment before he can be allowed to resume or continue practicing. Verification of compliance with any court ordered terms must also be validated. In some cases, the offending nurse is not allowed to return to a specific setting or provide care for a specific population of patients. Once again, each case is looked at individually and no two cases are ever exactly alike. Fortunately, these types of cases are the minority of cases reviewed by the Board.

Remember, you worked hard for your license and you need to protect it. Think before you act. The following contacts are available to you at the Board office: Sharon Eli Mercer, Nursing Practice Consultant, at 502-429-3307 or toll-free at 1-800-305-2042, ext. 3307, for any practice related questions, and the Consumer Protection section of the Board at 502-429-3300 for any questions related to the disciplinary process.

KBN Furlough Notice

by **Charlotte Beason, Ed.D., RN, NEA**,
Executive Director

State executive branch employees are to be furloughed during fiscal year 2011 in order to achieve the savings required by the budget passed by the General Assembly. There will be a total of six (6) furlough days which apply to all employees.

The Kentucky Board of Nursing office will be closed in compliance with the state's mandated furlough on the following days:

- **September 3, 2010**
- **October 11, 2010**
- **November 12, 2010**
- **March 4, 2011**
- **April 1, 2011**
- **May 27, 2011**

License validation will be available on the above dates from the KBN website (<http://kbn.ky.gov>) and the NurSys website (www.nursys.com).



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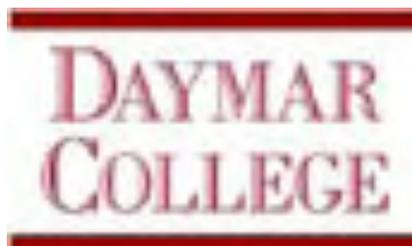
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05-01-1746T

AC-0087

AC-0130

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END OF RENEWAL NOTIFICATION

2010 RENEWAL INFORMATION

BEGINS: September 15 at 12:01 a.m.

ENDS: Midnight October 31, 2010, Eastern Daylight Time

RENEWAL WEB ADDRESS: <http://kbn.ky.gov/license/renewal/renewal2010.htm>

NOTIFICATION OF RENEWAL: When your license has been renewed, you will receive an email notification to the address you listed with KBN. You can also validate the expiration date of your license at www.kbn.ky.gov

FAILURE TO RENEW:

You cannot practice as a nurse in KY after midnight, Sunday, October 31 until your license is reinstated.

To reinstate a license, you must submit:

- A reinstatement application, and pay the \$120 fee
- The continuing competency requirements
- A criminal history report from the Administrative Office of the Courts

IMPORTANT POINTS TO REMEMBER:

- KBN offices close at 4:30 pm (EDT) on Friday, October 29.
- Applications renewed before close of business on Friday, October 29 will show an October 31, 2011 expiration date on the KBN online validation website (www.kbn.ky.gov).
- Applications submitted to KBN after 4:30 pm (EDT) October 29 but before midnight October 31 **WILL NOT BE RENEWED** until the office opens on Monday, November 1, 2010, and the nurse may not practice in a licensed position after midnight October 31 until the license is renewed.
- If you answered “yes” to the discipline, criminal, and/or the ARNP national certification revocation questions, your license will not be renewed until KBN receives and reviews the required documents. If your license has not been renewed before midnight, Eastern Time, October 31, your license will lapse. You may not practice as a nurse in Kentucky if your license has lapsed.
- If the renewal application has **NOT BEEN** submitted **OR** the required documents have not been received by midnight, October 31, 2010, the license will lapse. A lapsed license must be reinstated.
- A reinstatement application will not be processed until a criminal history report from the Administrative Office of the Courts and the continuing competency requirements are received and reviewed. **THIS COULD DELAY REINSTATING A LICENSE BY AT LEAST ONE WEEK.**
- The practice of nursing on a lapsed Kentucky license is a violation of the Kentucky Nursing Laws and subjects the indi-

vidual to disciplinary action.

- **Clicking the “Submit” button at the end of the online renewal process does not renew the license.** It is an attestation that you have or will have met the continuing competency requirement by October 31.

RENEWAL FEES: Print the confirmation page for your record of payment for your license renewal.

RN: \$50
LPN: \$50
APRN: \$40 for each designation
SANE: \$35

FAILURE TO RENEW

If you fail to submit your renewal application by midnight, Eastern Daylight Time, October 31, or you fail to submit all required documents for renewal, you will be required to apply for reinstatement of your license.

Before your license will be reinstated, you must submit:

1. Reinstatement Application:
 - o Online: Reinstatement fee of \$120 is payable by a MasterCard or Visa credit/debit card
 - o Paper: Submit a request for a paper application and a check or money order in the amount of \$40. A paper application will be mailed to you. The \$40 fee is IN ADDITION to the \$120 reinstatement fee.
2. Criminal history report, in all surnames you have ever used,