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APRN – EXEMPTION FROM THE CAPA-CS REQUIREMENT (AFTER FOUR YEARS) INSTRUCTIONS

In order to apply for Exemption from the CAPA-CS Requirement (After Four Years), you will submit the application through your Kentucky Board of Nursing (KBN) Nurse Portal account.

- **NOTE:** If you have prescribed controlled substances for at least four years including time outside of the state of Kentucky, that counts towards the four-year requirement. You will need to upload a copy of your DEA Registration from that reflects that time period.

Please note, the Kentucky Board of Nursing Nurse Portal works best on Windows desktop PC or laptop in Chrome or Microsoft Edge. **Mobile devices are not supported** (for example: phones, iPads, tablets).

- Log in to your KBN Nurse Portal account.
 - <https://kybn.boardsofnursing.org/kybn>
- Go to the bottom of your Nurse Portal Dashboard to Other Applications
 - Select Apply.

A screenshot of the 'Other Applications' section in the Nurse Portal dashboard. It shows a table with columns for 'Application', 'Status', 'Submission Date', and 'Application Id'. The table is currently empty, with the text 'No applications found' displayed. Below the table, there is a note: 'Non Licensure related Applications Provided by the Board of Nursing'. A yellow 'Apply' button is visible in the top right corner of the section.

Application	Status	Submission Date	Application Id
No applications found			

Non Licensure related Applications Provided by the Board of Nursing

- Select 'APRN-Exemption from the CAPA-CS Requirement (After Four Years)' application.
 - Review instructions.
 - Select Next.
- Application Type
 - Verify this the application you are wanting to submit.
 - Select Save and Continue.
- General Information
 - Verify your Name and Contact Information
 - If you need to make an update to your name, you will go to the Nurse Portal Dashboard.
 - Go to the bottom of the dashboard to Other Applications and select Apply.
 - Select the ALL LICENSES TYPES (EXCEPT SRNA) – Request a Name Change application.
 - If you need to make a change to your address, you will go to the Nurse Portal Dashboard.
 - Select Manage Profile.
 - Select Demographics Update.
 - Follow the steps to select Primary State of Residence and update address.
 - If information is correct, select Save and Continue.

- Preview and Submit Application
 - Review information entered.
 - Read the attestation statement at the bottom of the page.
 - Be sure to select the box to attest to the attestation statement.
 - Select button to 'Make Payment'.

- After application is completed, reviewed, and approved, all CAPA-CS' on file will be rescinded.
 - There will be a notification placed on the License Verification Portal stating:
 - **Has independent prescriptive authority for controlled substances per KRS 314.042.**