www.kbn.ky.gov

APRN Only Renewal Instructions

The 2025 Kentucky License Renewal period is September 15 through midnight October 31, 2025 (EDT). You are encouraged to renew early in the renewal period!

Beginning midnight, EDT, September 15, 2025, you may access the online renewal application through your KBN Nurse Portal (https://kybn.boardsofnursing.org/kybn) account.

Follow these steps to submit your renewal application:

- Log in to your Nurse Portal account.
  - Under 'Your Licenses with Kentucky' there will be a link 'Apply for Renewal' located next to your license number.
    - The link will be available until October 31, 2025.
      - Once you select the link it will open the 2025 renewal application.
- **NOTE:**
  - If you forgot your password to your nurse portal account, you may reset the password by:
    - Selecting 'Forgot your password?' on the Nurse Portal log in screen.
      - Enter your email address.
        - Select 'Submit'.
          - A link will be emailed to you to reset your password.
  - It is recommended to use a personal email address rather than a work or school email.
    - If you need to make an update, you may do so in your nurse portal by following these steps:
      - Select 'Manage Profile'.
        - Select 'Change email address'.

License renewal instructions and information can be found in the renewal section of the KBN Website at https://kbn.ky.gov/Licensure/Pages/Renewal.aspx.

You will receive a confirmation message in your nurse portal once your renewal has been processed. You may validate the license within the KBN Nurse Portal, as well as through the License Verification Portal: https://kybn.boardsofnursing.org/licenselookup

If your license has not been renewed before midnight, EDT, October 31, your license will lapse. Working on a lapsed license is a violation of Kentucky Nursing Law.

If you answered "yes" to the discipline or criminal history questions, your license will not be renewed until KBN receives and reviews the required documents.

Licensees are required to maintain a current mailing and email address with KBN per KRS 314.107.

Continuing education contact hours must be earned during the period of November 1, 2024 – October 31, 2025. However, you do not have to complete the contact hours before submitting the renewal and paying the renewal fee for your license.

If you have any questions, you may send a message in your nurse portal account to the topic 'APRN'.

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APRN Only– Renewal

Before submitting your application be advised that **ALL FEES ARE NON-REFUNDABLE**.

- The annual renewal period is September 15th – October 31st (Midnight EDT)
  - There is no grace period for renewal of a Kentucky nursing license.
- A license that is not renewed before Midnight, Eastern Time, on October 31 will lapse and the individual cannot practice as a nurse until the license is renewed/reinstated.
  - If you failed to renew your license during the renewal period, you must meet all of the reinstatement requirements.

Please review the following application requirements and additional information:

- **Complete the application and submit the fee.**
  - Application requirements must be met by October 31st (Midnight EDT).
  - The fee is $55 per designation (CNP, CNS, CRNA, CNM)
    - Submitting your renewal application does not automatically renew your license.
- **Meet the Continuing Education Requirements**
  - You must meet the required continuing competency requirements.
    - CE must be earned by October 31st (Midnight EDT) of the current renewal period.
- **NOTE:** Please review your national certification on file with KBN. If your national certification is set to expire before 10/31/2025, make sure to update and upload the required documentation. Failure to do so will lapse a renewed APRN license.
  - Go to 'Manage Profile' located at the upper left side of your nurse portal dashboard.
    - Select 'APRN National Certification'.
      - Verify
        - Update information on file and upload the current national certification document.

Reporting Criminal Convictions

If you have any criminal convictions, they will need to be reported on your application. The exception to this is traffic misdemeanors, other than DUIs. For information about what qualifies as a criminal conviction please review the Mandatory Reporting of Criminal Convictions.

Reporting Action in another Jurisdiction

An applicant shall provide a certified copy of any disciplinary action taken on any professional or business license in another jurisdiction and a letter of explanation with each application.

FAQ

What if I am an active member of the military?

- Visit our page regarding being in the military for more information.

What documentation do I need to submit if I report a conviction, disciplinary action or pending investigation on my professional license/credential, or admittance to an alternative to discipline monitoring program?

- You are strongly encouraged to apply for renewal of your license early to allow adequate time for review and processing, if you are reporting any of the above occurrences, so that your license does not lapse.
- You must submit the documentation as listed below by close of business on or before October 29th to prevent expiration of your license. If your license is not renewed due to your failure to submit the required documentation, you will have to reinstate your license. You will not be able to work as a nurse using your Kentucky license until the reinstatement process has been completed. The reinstatement process may take 2-3 months, if you allow your license to lapse. Any instance of working on a lapsed nursing license, even if a reinstatement application has been filed, is a violation of KRS Chapter 314 and may subject you to disciplinary action.

  Misdemeanor and/or Felony conviction(s), including Driving Under the Influence (DUI) convictions:

  - A letter of explanation that describes, in your own words, the decisions, circumstances, and events that led to each conviction.
  - An official, certified or attested copy of the court record showing the final disposition for each conviction. You should contact the clerk's office where each conviction was disposed and request a certified or attested copy of the court record/case history. Per KRS Chapter 314.011(21). a conviction is defined as an unvacated adjudication of guilt; pleading no contest or nolo contendere or entering an Alford Plea; or entering a guilty plea pursuant to a pretrial diversion order, regardless of whether the penalty is rebated, suspended, or probated.
  - An official, certified or attested, copy of the citation or complaint that initiated each conviction and certified or attested copy of each indictment, if applicable. You should contact the clerk's office where each conviction was disposed and request a certified or attested copy of the citation/complaint and indictment, if applicable.
  - Verification of the status of your compliance with the court-ordered terms for each conviction. If you were required to pay a fine, you should submit proof of paying the fine or having made a payment toward the amount owed. If you were required to attend a class, treatment, etc., you should submit proof of having completed the required class, treatment, etc., or proof of having scheduled the required class, treatment, etc. If you are currently on probation, parole, or diversion, verification of your compliance with probation/parole/diversion, whether supervised or unsupervised, verification of your compliance from the Probation and Parole office is required.

  Disciplinary Action(s):

  - A letter of explanation that describes, in your own words, the decisions, circumstances, and events that led to each disciplinary action.
  - A certified copy of each disciplinary order. The document(s) should be certified by the regulatory agency responsible for the issuance of the discipline.
  - Verification of the status of your compliance with the terms of each disciplinary action. For each disciplinary action where you have successfully completed the requirements, you should submit a certified copy of the notification that you received indicating that you completed the requirements of the disciplinary action. If the terms and conditions of the disciplinary order have not yet completed, you should submit an official certified statement from the regulatory agency that issued the

discipline or that is monitoring your compliance with the terms of the discipline regarding the status of your compliance. Alternately, each regulatory agency that issued the disciplinary action or that is monitoring your compliance with the disciplinary action may submit a statement regarding your compliance directly to Board staff by email to KBNDisciplineAlert@ky.gov. If there were no requirements in the disciplinary order, you should contact the regulatory agency that issued the discipline and request verification that you have no requirements for the disciplinary action.

Active/Pending Investigation(s) on your nursing, professional, and/or occupational license/certificate/multistate privilege to practice:

- A letter of explanation that describes, in your own words, the decisions, circumstances, and events that led to each investigation.
- A copy of the complaint that initiated the investigation or the documentation provided to you that notified you of the investigation on your nursing, professional, and/or occupational license, certificate, or multistate privilege to practice. The documentation should be certified or attested by the investigating agency and include the allegations being investigated.

Admission to an Alternative to Discipline or Monitoring Program(s):

- A letter of explanation that describes, in your own words, the decisions, circumstances, and events that led to the admission of the program.
- An official copy of the monitoring agreement, showing the terms of your monitoring. The documentation should be certified or attested by the agency that issued the monitoring agreement.
- Verification of compliance with the monitoring agreement terms. You should contact your case manager or agency contact person of the monitoring program to request a statement verifying your program compliance. Alternately, your case manager or agency contact person may submit a statement regarding your compliance directly to Board staff by email to KBNDisciplineAlert@ky.gov.

What if I am in monitoring in Kentucky?

- If you are currently in monitoring with the Kentucky Board of Nursing and have questions regarding your eligibility for renewal, please contact your Compliance Nurse Investigator.

Do my CEs need to be completed before I can renew my license?

- Continuing education contact hours must be earned during the period of November 1, 2024 – October 31, 2025. You do not have to complete the contact hours before submitting the renewal application and paying the renewal fee. Hours must be completed before October 31, 2025.
- Nurses do not need to submit proof of earning their CE at the time of renewal. When you submit your application, you are attesting that you have completed or will complete the continuing competency requirement by midnight on October 31, 2025.
- Additional information can be obtained about Continuing Education requirements on the KBN website.

What if I need to submit a name change request?

- For information visit our name change page.
- The name change request may be submitted before or after the renewal period. The nurse does not need to wait for the name change to be processed to complete the renewal; however, the renewal

application should be completed using the name that is currently on file with the KBN.

What if I made a mistake in submitting my renewal application?

- The renewal application fee is non-refundable. It is the nurse's responsibility to ensure that they are properly submitting the application prior to submitting the renewal application and paying the renewal fee.
- If you need to make an update to an answer on your renewal, please contact the KBN in your nurse portal message center using the topic 'Credentials'.

Who do I contact for questions about renewals?

- Contact the following KBN branches for additional information:
  - Questions about the renewal process – Credentials Branch
  - Questions about continuing education – Education Branch
  - Questions about reporting conviction(s), investigation(s), admission to an alternative to discipline program, or disciplinary action(s) – Investigation Branch
  - Questions if you are currently in monitoring (KARE or discipline)– Compliance Branch

  For contact information, visit the Contact KBN page.