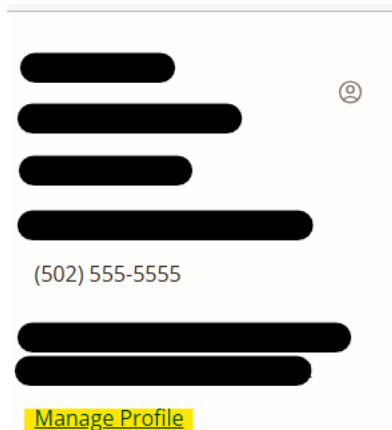


To enter CE in your Nurse Portal account, follow these steps (screenshots attached):

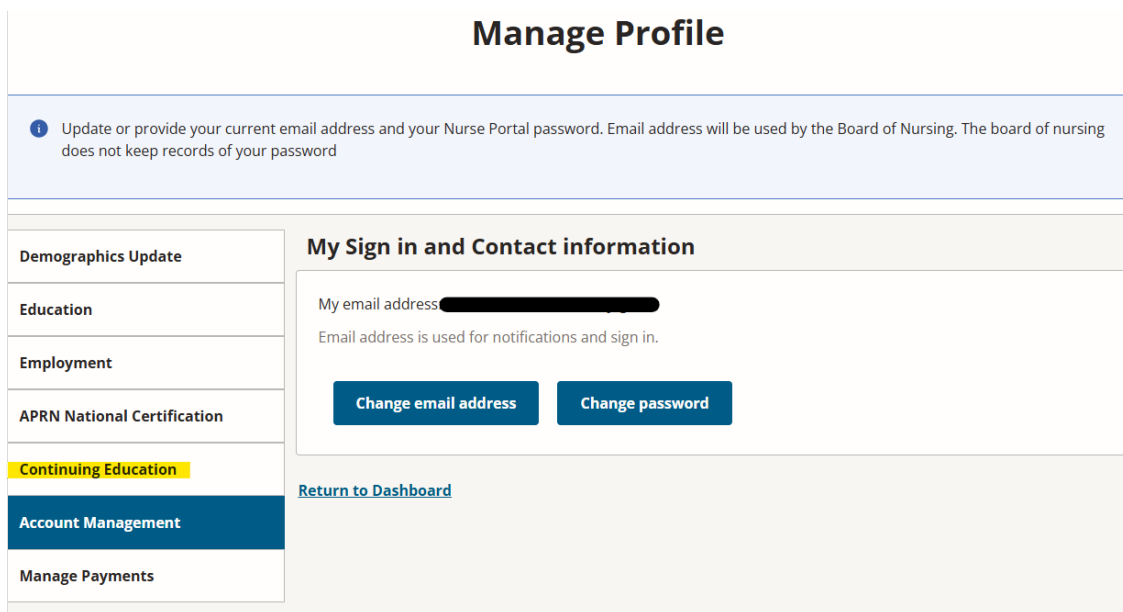
- Log in to your KBN Nurse Portal Account
 - <https://kybn.boardsofnursing.org/kybn/>
- Select 'Manage Profile'.
 - Select 'Continuing Education'.
- Select '+Add Continuing Education'.
 - Select 'License Type'.
 - Enter 'CE Provider', if entering CE Course.
 - **Leave blank if reporting 'Other Type of CE'.**
 - Enter 'Course Title' or 'Other Type of CE'.
 - If entering 'Other Type of CE' type in one of the options listed in the blue box above.
 - Enter 'Completion Date'.
 - Enter 'CE Hours Earned', if entering CE Course.
 - **Leave blank if reporting 'Other Type of CE'.**
 - Select 'Upload' to select the CE certificate or proof of other CE type earned.
 - Select '+Add File'.
 - Select document.
 - Select 'Save'.
 - Select 'Save' for the CE to be submitted.
- To add another CE, select '+Add Continuing Education'.
 - Follow steps above (**NOTE:** *Each CE must be entered individually.*)

KBN Nurse Portal Account - Entering Continuing Education in Manage Profile Instructions

- Log in to your KBN Nurse Portal Account
 - <https://kybn.boardsofnursing.org/kybn/>
- Select 'Manage Profile'.





- Select 'Continuing Education'.



- Select '+Add Continuing Education'.

Manage Profile

 License/Credential/Certification holders may submit Continuing Education (CE) using the '+Add Continuing Education' link. Each CE item will need to be entered individually.



To add an additional CE, you will select '+Add Continuing Education' to enter the next CE.

For more information on CE requirements, visit: <https://kbn.ky.gov/continuing-education/Pages/Continuing-Education-Requirements.aspx>

NOTE:

- If you are applying for reinstatement of a license or credential, do not upload your CE here. Please send a message in your nurse portal message center to the topic 'Reinstatement'.

Demographics Update
Education
Employment
APRN National Certification
Continuing Education

Continuing Education

[+Add Continuing Education](#)

[Return to Dashboard](#)

Continuing Education

Continuing Education

[Remove](#)

If you are submitting CE for LPN/RN, APRN, and/or APRN Medicinal Cannabis Authorization, please enter the fields below and upload your CE certificate.

If you are using a different CE type, please enter one of the following in the field 'Course Title / Other CE Type' and upload the document:

- LPN/RN Preceptorship Form
- LPN/RN Employment Evaluation Form
- LPN/RN College transcript showing completion of a nursing related course
- LPN/RN Publication of Nursing Article
- LPN/RN Research Project
- LPN/RN Speaker at a CE Course
- LPN/RN National Nursing Certification

- Select 'License Type'.
- Enter 'CE Provider', if entering CE Course.
 - **Leave blank if reporting 'Other Type of CE'.**
- Enter 'Course Title' or 'Other Type of CE'.
 - If entering 'Other Type of CE' type in one of the options listed in the blue box above.
- Enter 'Completion Date'.
- Enter 'CE Hours Earned', if entering CE Course.
 - **Leave blank if reporting 'Other Type of CE'.**
- Select 'Upload' to select the CE certificate or proof of other CE type earned.
 - Select '+Add File'.
 - Select document.
 - Select 'Save'.

Upload Supporting Documentation

+ Add File

You are allowed to upload only .pdf,.png,.jpg,.jpeg files.

Close

Save

- Select 'Save' for the CE to be submitted.

CE Details

License Type (required) *

Please Select

CE Provider

Course Title / Other CE Type (required) *

CE Obtained

Completion Date (required) *

mm/dd/yyyy

CE Hours Earned

Supporting Document (required) *

Upload

+Add Continuing Education

Save

Save and Return

- To add another CE, select '+Add Continuing Education'.
 - Follow steps above.