KENTUCKY BOARD OF NURSING

www.kbn.ky.gov

FREQUENTLY ASKED QUESTIONS REGARDING RENEWAL - 2025

Q. I forgot my nurse portal account password. How do I reset it?
A. If you have 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.

Q. My email address has changed. How do I update the nurse portal?
A. If you remember the password set for the nurse portal, you may log in with the old email address. Once logged in, go to 'Manage Profile', select 'Account Management', and choose 'Change email address'. If you do not remember your password, you will need to contact the KBN Credentials staff to update your email address on file. At that time, you will be able to reset your password.

NOTE: It is recommended to use a personal email address and not your work/school email address.

Q. Where is the renewal link on the nurse portal?
A. Once the nurse logs into their nurse portal account, they will see their license information under 'Your Licenses with Kentucky' on the nurse portal dashboard. Next to the license and expiration date, a hyperlink will appear that says, "Apply for Renewal." Once selected, the link will open the renewal application.

Q. Why is there someone else's license number and same name attached to my account?
A. If you see a license under your account that you do not recognize, it may be a previous expired provisional license/new grad permit or temporary license. This information was not previously displayed. However, it now shows in the new nurse portal system.

Q. How do I update my name?
A. LPN, RN, APRN, LCPM, SANE, DT: Log into your KBN Nurse Portal account, go to the bottom of the nurse portal dashboard to 'Other Applications'. Select 'Apply' and choose the 'ALL LICENSE TYPES (EXCEPT CMA/SRNA) – Request a Name Change'. Follow instructions, upload required legal document and submit with fee of $25.

Q. Can I change my name on the renewal application?
A. Name changes cannot be completed within the renewal application.

The name change request can be submitted before or after the renewal application with the fee of $25.

Q. How do I update my address/primary state of residence?
A. Here is how each license/credential type will update address:

- LPN and RNs may update their address during the renewal application process.

- APRNs and SANEs need to go to 'Manage Profile' located in the upper left corner of the nurse portal. Select 'Demographics Update' and update primary state of residence and address.
- If someone is a Dialysis Tech and does not hold any other license/credential with KBN, they will need to submit their address change by going to the bottom of the nurse portal dashboard to 'Other Applications' and selecting the application 'Address Change – Dialysis Technician'.

Q. What documents do you accept for proof of residence for Primary State of Residence (PSOR)?
A. We will accept a current copy of one of the following:

- Valid Driver's License
- State-Issued ID Card
- REAL-ID
- Voter's Registration
- Vehicle Registration

Q. What is the best way to use the Nurse Portal account?
A. It works best on a Windows desktop or laptop using Chrome or Edge.

Q. Is there an option for paper renewals?
A. No, there are no paper renewals. ALL renewals must be submitted through the nurse portal account.

Q. Since I no longer receive a license card, how do I know when my license expires?
A. Validate the expiration through your KBN Nurse Portal account, as well as License/Credential/Certification validation can be completed through the License Verification Portal:
https://kybn.boardsofnursing.org/licenselookup

Q. Where can I get information on what types of licenses/credentials/certifications are displayed in the License Verification Portal?
A. Visit our Validation page for more details:
https://kbn.ky.gov/Licensure/Pages/Verification.aspx

Q. What if I do not know the "Year of Initial U.S. Licensure?" for the Workforce question?
A. If your original license was in Kentucky, the date may be found on the Nurse Portal Dashboard under 'Your Licenses with Kentucky'. If your original licensure was outside of Kentucky, you may find that information on www.nursys.com.

Q. After completing the online renewal application, is my license renewed as soon as I click "Finish" after submitting the fee?
A. If the nurse did not answer YES requesting NOT to pay for the military questions, as well as they answered NO to all eligibility questions, the license should auto renew.

Otherwise, the renewal will go through the appropriate review process before the application is renewed.

Q. How will I know my license/credential/certification renewed?
A. The licensee or credential/certification holder will be able to see the renewed date on their nurse portal dashboard, as well as they will receive a confirmation message in the message center confirming the renewal has been processed.

Q. How do I get a receipt for paying my renewal fee?
A. After submitting the renewal application and fee, the license/credential holder has an opportunity to send an email receipt at the time of payment. If they choose not to send a receipt at that time, the license/credential holder may log into their Nurse Portal Account, go to Submitted License Applications, and locate the renewal application. They will then select Application Copy. The end of the document includes the payment information.

Q. The receipt I see only shows the renewal fee and not the service fee that was added at the time of payment. How do I obtain a copy of that receipt?
A. If they need the full detailed copy of the receipt with the service fee, please have them reach out through the message center to the topic 'Fees/Fines'.

Q. How long does it take for payments to process?
A. Payment processing usually takes 3-5 business day to complete.

Q. I just received my license this year, do I have to renew?
A. LPN, RN, and APRN licenses, as well as SANE credentials issued on or after May 1, 2025, will be valid until 10/31/2026. If it was issued prior to May 1, they will need to renew this year. To check the expiration, they may go to their nurse portal dashboard, or the license verification portal on the KBN website.

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, you must upload the following documents as a part of your renewal:

- Certified court records and a letter of explanation if you answer "yes" to the criminal history question.
- Board certified orders and letters of explanation if you answer "yes" to the disciplinary history question.
- 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.
- Other documentation as requested by KBN staff.

This documentation must be received before your license may be renewed.

Q. I did not renew by midnight EDT, October 31. How do I renew my license?
A. You cannot. If you miss the renewal deadline of midnight EDT, October 31, you will have to apply to reinstate your license/credential. More information on reinstatement is located at:

- LPN: https://kbn.ky.gov/licensed-practical-nurse/Pages/lpn-reinstatement.aspx
- RN: https://kbn.ky.gov/Registered-Nurse/Pages/rn-reinstatement.aspx
- APRN: https://kbn.ky.gov/advanced-practice-registered-nurse/Pages/Reinstatement.aspx
- SANE: https://kbn.ky.gov/sexual-assault-nurse-examiner/Pages/Apply.aspx

- DT: https://kbn.ky.gov/dialysis-technician/Pages/Reinstatment.aspx

You cannot practice as a LPN/RN/APRN/SANE, or DT in Kentucky until your license/credential has been reinstated.

Practicing as a licensee or credential holder in Kentucky without a current license/credential is a violation of Kentucky Nursing Law and subjects the individual to disciplinary action.

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" or 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/credential may be reinstated at any time using the appropriate link below:

- LPN: https://kbn.ky.gov/licensed-practical-nurse/Pages/lpn-reinstatement.aspx
- RN: https://kbn.ky.gov/Registered-Nurse/Pages/rn-reinstatement.aspx
- APRN: https://kbn.ky.gov/advanced-practice-registered-nurse/Pages/Reinstatement.aspx
- SANE: https://kbn.ky.gov/sexual-assault-nurse-examiner/Pages/Apply.aspx
- DT: https://kbn.ky.gov/dialysis-technician/Pages/Reinstatment.aspx

Q. How do I retire a license?
A. If you wish to retire an LPN or RN license, you will log into your Nurse Portal account and go to the bottom of the dashboard to Other Applications, then select Apply. You will then select the application, 'LPN/RN – Retire a License'. There is a one-time fee of $25. The license will be deactivated and show as lapsed once the application is processed, but it will have a statement added to the License Verification Portal that states 'KBN records indicate this licensee is retired. It is unlawful to practice nursing in KY with a lapsed or retired license.'
The APRN, CMA, DT, SRNA license/credential/certification cannot be retired.

Q. How do I voluntarily relinquish my license?
A. If you wish to voluntarily relinquish your license you will log into your Nurse Portal account and choose the button titled 'Inactivate Your License' located above your license information on the dashboard. This will present the Inactivate Application (Voluntary Relinquishment). Once the application is processed, the license will be updated to a lapsed status. It is unlawful to practice nursing in KY with a lapsed license.
The CMA, DT, SRNA credential/certification cannot be relinquished.

Q. I will be moving to another compact state. Can I renew my Kentucky nursing license?
A. If you will be changing your primary state of residence (PSOR) to another compact state, your multistate Kentucky license may be renewed. The multistate compact status will be valid for 60 days from the date you update your PSOR with Kentucky. During that time, you should contact your PSOR's Board of Nursing and apply for the multistate license in their state.

Once the multistate license has been issued in that state, your Kentucky license will be converted to single state. If not completed within 60 days, your compact status will be converted to single state. A single state Kentucky license is only valid for practice in Kentucky.

If you have obtained the multistate license in your new PSOR, you do not need to renew the Kentucky multistate/single state license. You may practice in Kentucky on your multistate privilege to practice.

More information on the Nurse Licensure Compact is available at: https://www.nursecompact.com/

ADDITIONAL APRN RENEWAL FAQ

Q. I want to renew my Kentucky RN and APRN licenses. Can I renew both at the same time?
A. Yes. After logging into the KBN Nurse Portal, you may select to renew both RN and APRN Combined 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. Select the designation(s) you want to renew. You must maintain current national certification in each designation that you are choosing to renew. If your certification lapses and you do not provide evidence of current certification to KBN prior to its expiration date, KBN will deactivate your APRN license, and you will be required to reinstate the APRN license.

Q. I received my first Kentucky APRN license this year. Do I have to renew it?
A. APRN licenses issued on or after May 1, 2025, will not expire until 10/31/2026. If it was issued prior to May 1, you will need to renew this year. To check the expiration, you may go to your nurse portal dashboard, or the license verification portal on the KBN website.

Q. I want to renew my RN license only. How do I do that?
A. On the Nurse Portal Dashboard, you will select 'Apply for Renewal' located under 'Your Licenses with Kentucky' next to your RN license. A pop-up screen will ask if you want to renew the RN/APRN Combined, or you may select to renew RN only by deselecting the APRN option.

Q. I have a multistate 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. To practice as an APRN in Kentucky, you must renew your APRN license in the nurse portal. You must keep your multistate RN license active in the primary state of residence and maintain current national certification during the period of time that you practice as an APRN in Kentucky. If your multistate compact RN license expires, you cannot practice as an APRN in Kentucky. Also, if your certification lapses and you do not provide evidence of current certification prior to its expiration date, KBN will deactivate your APRN license, and you will be required to reinstate.

Q. What if my national certification is about to expire?
A. Current national certification from a Board approved 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. If your national certification expires during the licensure period and you have not uploaded proof of current certification to KBN prior to its expiration date, your APRN license will be deactivated, and you will be required to reinstate.

ADDITIONAL SANE RENEWAL INFORMATION

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 nurse portal dashboard, select the 'Apply for Renewal' link located next to your SANE credential.

Q. I have an RN license in another compact state. Can I still renew my Kentucky SANE credential?
A. You may renew your SANE credential as long as the RN multistate license is current in your primary state of residence. You must provide your RN multistate information within the renewal. You must also 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.

ACTIVE DUTY SERVICEMEMBER/SPOUSE OF ACTIVE DUTY SERVICEMEMBER INFORMATION

Q. I am an active duty servicemember or the spouse of an active duty servicemember of the United States Armed Forces. How do I renew?
A. Log into your nurse portal account and select 'Apply for Renewal' located under 'Your Licenses with Kentucky' next to your license number. You will be presented a question asking if you are an active duty servicemember or spouse of an active duty servicemember of the United States Armed Forces. You will choose one of the following options:

- Yes – Active duty servicemember or spouse of an active duty servicemember – Requesting NOT to pay.
    - If you choose this option, you will be required to upload a copy of your or your spouse's active duty military orders and you will not be charged the renewal fee.
    - After KBN reviews the application and documents, your license may be renewed.
- Yes – Active duty servicemember or spouse of an active duty servicemember – Requesting to pay.

Q. I am an active duty servicemember or the spouse of an active duty servicemember of the United States Armed Forces who is deployed overseas? What do I need to do to keep my license active for the term of deployment?
A. You will be asked if you are deployed overseas. If you choose YES, you will be required to upload a copy of your deployment orders. Your license expiration date will be updated to cover your entire deployment. You will not have to renew while you are deployed until you are reassigned to the USA. You will have 90 days after your return to request the update to your license expiration. 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 any fees, and you will be exempt from meeting the continuing competency requirement.

Q. I am in the National Guard doing my mandated training. Does the military exemption apply to me?
A. No. Only active duty servicemembers or spouses of an active duty servicemember, not active reserve personnel meet the exemption.

Q. I am a federal employee. Does the military exemption apply to me?
A. No. Only active duty servicemembers or spouses of an active duty servicemember meet the exemption, not federal employees employed at a federal facility.

For additional information on military nurses use the following link:
https://kbn.ky.gov/Registered-Nurse/Pages/Military.aspx