



www.kbn.ky.gov

FREQUENTLY ASKED QUESTIONS REGARDING RENEWAL – 2023

Q. How do I create my nurse portal account?

A. [Nurse Portal Instructions](#).

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 on the 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 in to your KBN Nurse Portal account, go to the bottom of the dashboard to Other Applications. Select Apply and choose the 'ALL LICENSE TYPES (EXCEPT 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. LPN, RN, APRN, SANE: Log in to your Nurse Portal Account and go to the Manage Profile located in the upper left corner of the nurse portal. There, you will select Demographics Update. You will select your primary state of residence and upload proof of residence, as well as update the address.

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
- Latest W2 (2022)
- Latest Tax Return (2022)

Q. What if I already established my primary state of residence in the nurse portal and uploaded my proof of residence?

A. The LPN, RN, and APRN/RN Combined Renewal will present the declaration of primary state of residence (PSOR) statements. They will choose the statement that matches their current PSOR. If they have made their PSOR selection and uploaded the required proof of residence prior to renewal, they will NOT be required to upload again at this time.

Q. Is it required to upload proof of PSOR on renewal if I had not made my selection in the nurse portal prior to renewal?

A. Yes, it is required to upload one of the documents mentioned above for proof of residence. If you do not upload, you will be sent a message in your message center requesting proof of residence.

Q. What is the best way to use the Nurse Portal account?

A. The KBN Nurse Portal account is not supported by mobile devices, such as phones, iPads/tablets. It works best on the desktop/laptop using Chrome or Edge.

Q. Is there a paper renewal this year?

A. No, there is no paper renewals. ALL renewals must be submitted through their 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 their KBN Nurse Portal account, as well as License/Credential/Certification validation can be completed through the License Verification Portal:

<https://kybn.boardsfnursing.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. 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. A nurse 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. 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, 2023, will be valid until 10/31/2024. If it was issued prior to May 1, you 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. How do I retire a license?

A. If you wish to retire your 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, 'ALL LICENSE TYPES (EXCEPT SRNA) – Retire a License'. There is a one-time fee of \$25. The license will be deactivated and show as lapsed, 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 license cannot be retired.

Q. I will be moving to another compact state. Can I renew my Kentucky nursing license?

A. If your primary residence is another compact state, you will only be able to renew a single state Kentucky license. If you have obtained the Multistate license in your new primary state of residence, you would not need to renew the Kentucky. 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/>

APRN RENEWALS**Q. I want to renew my Kentucky RN and APRN licenses. Do I have to 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 received my first Kentucky APRN license this year. Do I have to renew it?

A. APRN licenses issued on or after May 1, 2023, will not expire until 10/31/2024. If it was issued prior to May 1, you 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.

SANE RENEWAL**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.

ACTIVE DUTY SERVICEMEMBER/SPOUSE OF ACTIVE DUTY SERVICEMEMBER**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 in to your nurse portal account and select 'Apply for Renewal' located 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 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.