

Retiring From Working vs Retiring Your Nursing License

As a licensed professional, deciding what to do with your license when you are no longer working can be difficult. Considering retiring your nursing license is not easy after years of working as a nurse. You have invested time and dedication, and you may reflect on your education and experience gained during your career. The following information summarizes the available options.

Retire from work but not your license with KBN

Maintain an active license with KBN

- Complete the renewal process online and pay the renewal fee between September 15 – October 31st of each year.
 - An active license means you can continue to work or volunteer as a nurse when you want.
 - License will show as active on the website.
- Renewing the license means you must complete CE to do so.
 - CE is a requirement for renewal and must be completed every year between November 1 – October 31. When you renew your license, you are attesting that you have completed your CE or will have completed it by October 31.
 - During the CE audit, we often hear from nurses who renewed their license but did not complete the CE requirements because they are no longer working.
 - Failing to complete CE is a violation of nursing law, regardless of whether the nurse is working. Failing to complete the required CE often results in a nurse having to complete the missing CE, enter into a consent decree, and pay a civil penalty.

Retire your License with KBN

- You must complete the application to retire the license via the KBN Nurse Portal and pay a \$25 fee. This is a one-time fee.
- You **cannot** work or volunteer as a nurse in any capacity
- **No CE is required**
- **You can still use the title** (retired, LPN, or RN). It is an acknowledgment of the achievement of your profession, even though you are not continuing to work in the field.
- After the application has been approved, the following notification will be added to the license validation page: “KBN records indicate this licensee is retired. It is unlawful to practice nursing in KY with a lapsed or retired license.”

Below is a chart reviewing these two options available to nurses who are no longer working.

Choice	Action Required	Is CE required?	May I continue to work as a nurse?	May I use the title RN or LPN?	What Fees are involved?	What will my license status be?
Maintain an Active License	Renew Annually	Yes	Yes	Yes	\$65 a year	Active
Retire an RN or LPN Nursing License	Complete Retirement Application	No	No*	Yes	\$25 fee once at time of application	Retired

*If you retire a license, you will have to reinstate the license should you want to work in the future.

Additional information on licensure and CE requirements can be found on the KBN website at www.kbn.ky.gov.