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APRN – NOTIFICATION TO DISCONTINUE THE CAPA-NS AFTER FOUR YEARS INSTRUCTIONS

In order to discontinue the CAPA-NS after four years, you will do so through your Kentucky Board of Nursing (KBN) Nurse Portal account.

Please note, the Kentucky Board of Nursing Nurse Portal works best on Windows desktop PC or laptop in Chrome or Microsoft Edge. **Mobile devices are not supported** (for example: phones, iPads, tablets).

- Log in to your KBN Nurse Portal account.
 - <https://kybn.boardsofnursing.org/kybn>
- Go to the bottom of the Nurse Portal Dashboard to 'Other Applications.'
 - Select Apply.



- Select the APRN - Notification to Discontinue the CAPA-NS After Four Years application.
 - Review Instructions.
 - Select Next.
- Application Type
 - Verify this the application you are wanting to submit.
 - Select Save and Continue.
- General Information
 - Verify your Name and Contact Information
 - If you need to make an update to your name, you will go to the Nurse Portal Dashboard.
 - Go to the bottom of the dashboard to Other Applications and select Apply.
 - Select the ALL LICENSES (EXCEPT SRNA) – Request a Name Change application.
 - If you need to make a change to your address, you will go to the Nurse Portal Dashboard.
 - Select Manage Profile.
 - Select Demographics Update.
 - Follow the steps to select Primary State of Residence and update address.
 - If information is correct, select Save and Continue.
- Preview and Submit Application
 - Review information entered.
 - Read the attestation statement at the bottom of the page.
 - Be sure to select the box to attest to the attestation statement.
 - Select Submit.