

## APRN Renewal Instructions

**THE 2023 KENTUCKY NURSE LICENSE RENEWAL PERIOD IS SEPTEMBER 15 THROUGH MIDNIGHT OCTOBER 31, 2023 (EDT). YOU ARE ENCOURAGED TO RENEW EARLY IN THE RENEWAL PERIOD!**

Beginning midnight, EDT, September 15, 2023, you may access the online renewal application through your KBN Nurse Portal account to renew your Kentucky APRN license. If KBN records indicate that your national certification has lapsed, you will not be able to renew your APRN license; you will be required to apply for licensure by reinstatement.

**NOTE:** If you have not created a KBN Nurse Portal Account, you will not be able to access the renewal application until you do so. For more information on how to create an account, please access: [Nurse Portal Instructions](#).

If you have already created an account, you will log into your [Nurse Portal](#) account and there will be a link 'Apply for Renewal' located next to your license number on the dashboard. Once you select the link it will open the 2023 renewal application.

Workforce questions are included in the renewal application due to action taken by the Board and approved by the General Assembly in 2022. These questions are included to create a reliable workforce projection model for policymaking by the Board and legislators. The workforce information will be used for statistical purposes only, and personal information is not subject to Kentucky open records laws.

You will not be able to complete the renewal application process unless you respond to all of the workforce questions. **Please note that clicking the Submit button on the online application form does not immediately renew your license.** Renewal processing and approval times are dependent on the information provided by the applicant.

You will receive a confirmation message in your nurse portal once your renewal has been processed. You may validate the license within the KBN Nurse Portal, as well as through the License Verification Portal: <https://kybn.boardsofnursing.org/licenselookup>

If your license has not been renewed before midnight, EDT, October 31, your license will lapse. Working on a lapsed license is prohibited by Kentucky Nursing Law.

If you answered "yes" to the discipline, criminal, and/or the APRN national certification revocation questions, your license will not be renewed until KBN receives and reviews the required documents. If this applies to you it is highly recommended that you renew early in the renewal period.

Licensees are required to maintain a current mailing and email address with KBN per KRS 314.107.

**Continuing education contact hours must be earned during the earning period of November 1, 2022 – October 31, 2023. However, you do not have to complete the contact hours before submitting the renewal and paying the renewal fee for your license.**

Licensees who wish to renew two designations will have the opportunity to do so on the renewal application. The fee is \$55 per APRN designation that is renewed. In order to continue working pursuant to a designation, it must be renewed.

**Practicing as an APRN in Kentucky without current national certification, a current multi-state RN license and a current Kentucky APRN license is a violation of Kentucky Nursing Law and subjects the individual to disciplinary action. KBN has no grace period for a lapse in national certification.**

**Please do not reply to this email. This mailbox is not monitored for replies.**

[Kentucky Board of Nursing](#)

KBN Nurse Portal Direct Link: <https://kybn.boardsofnursing.org/kybn>

**Kentucky Board of Nursing**  
312 Whittington Parkway, Suite 300  
Louisville, KY 40222  
(502) 429-3300 [kbn.ky.gov](http://kbn.ky.gov)

### **APRN Only Multiple Designations – Renewal**

Before submitting your application be advised that **ALL FEES ARE NON-REFUNDABLE.**

- The annual renewal period is September 15<sup>th</sup> – October 31<sup>st</sup> (Midnight EST)
  - There is no grace period for renewal of a Kentucky nursing license.
- A license that is not renewed before Midnight, Eastern Time, on October 31 will lapse and the individual cannot practice as a nurse until the license is renewed/reinstated.
  - If you failed to renew your license during the renewal period, you must meet all of the reinstatement requirements.

Please review the following application requirements and additional information:

- **Complete the application and submit the fee of \$55**
  - Application requirements must be met by October 31<sup>st</sup> (Midnight EST).
  - The fee is \$55 per designation
    - Submitting your renewal application does not automatically renew your license.
- **Meet the Continuing Education Requirements**
  - You must meet the required [continuing competency requirements](#).
  - CE must be earned by October 31<sup>st</sup> (Midnight EST) of the current renewal period.

#### Reporting Criminal Convictions

If you have any criminal convictions, they will need to be reported on your application. The exception to this is traffic misdemeanors, other than DUIs. For information about what qualifies as a criminal conviction please review the [Mandatory Reporting of Criminal Convictions](#).

#### Reporting Action in another Jurisdiction

An applicant shall provide a certified copy of any disciplinary action taken on any professional or business license in another jurisdiction and a letter of explanation with each application.

### **FAQ**

#### What if I am an active member of the military?

- Visit our page regarding being in the [military](#) for more information.

#### What documentation do I need to submit if I report a conviction, disciplinary action or investigation on my nursing license, or admittance to an alternative to discipline monitoring program?

- If you are reporting any of the above, you are strongly encouraged to apply for renewal of your license early to allow adequate time for review and processing so that your license does not expire.
- You must submit the following documentation on or before close of business on October 29th or your license may not be renewed. If your license is not renewed due to your failure to submit the required documentation, you will have to reinstate your license and you will not be able to work as a nurse using your Kentucky license until the reinstatement process is complete. Any instance of

working on a lapsed nursing license, even if a reinstatement application has been filed, is a violation of KRS Chapter 314 and may subject you to disciplinary action.

Misdemeanor and/or Felony conviction(s):

- A letter of explanation that describes, in your own words, the decisions, circumstances, and events that led to each conviction.
- An official, certified or attested copy of the court record showing the disposition (outcome: guilty plea, guilty, diversion, etc.) for each conviction. You should contact the clerk's office where each conviction was disposed and request a certified or attested copy of the court record/case history.
- An official, certified or attested, copy of the citation or complaint that initiated each conviction and certified or attested copy of each indictment, if applicable. You should contact the clerk's office where each conviction was disposed and request a certified or attested copy of the citation/complaint and indictment, if applicable.
- Verification of the status of your compliance with the court-ordered terms for each conviction. If you were required to pay a fine, you should submit proof of paying the fine or having made a payment toward the amount owed. If you were required to attend a class, treatment, etc., you should submit proof of having completed the required class, treatment, etc., or proof of having scheduled the required class, treatment, etc. If you are currently on probation, parole, or diversion, verification of your compliance with probation/parole/diversion, whether supervised or unsupervised, verification of your compliance from the Probation and Parole office is required.

Disciplinary Action(s):

- A letter of explanation that describes, in your own words, the decisions, circumstances, and events that led to each disciplinary action.
- An official, certified or attested copy of each disciplinary action. The document(s) should be attested or certified by the regulatory agency responsible for the issuance of the discipline.
- Verification of the status of your compliance with the terms of each disciplinary action. For each disciplinary action where you have successfully completed the requirements, you should submit an official, certified or attested, copy of the notification that you received indicating that you completed the requirements of the disciplinary action. For each disciplinary action where you have not yet completed the requirements and/or the discipline is still actively affecting your license/application in that state/jurisdiction, you should submit an official, certified or attested, statement from the regulatory agency that issued the discipline or that is monitoring your compliance with the terms of the discipline regarding the status of your compliance. Alternately, each regulatory agency that issued the disciplinary action or that is monitoring your compliance with the disciplinary action may submit a statement regarding your compliance directly to Board staff by email to [KBNDisciplineAlert@ky.gov](mailto:KBNDisciplineAlert@ky.gov). If there were no requirements in the disciplinary action, you should contact the regulatory agency that issued the discipline and request verification that you have no requirements for the disciplinary action.

Active/Pending Investigation(s) on your nursing, professional, and/or occupational license/certificate/multistate privilege to practice:

- A letter of explanation that describes, in your own words, the decisions, circumstances, and events that led to each investigation.

- An official, certified or attested copy of the complaint that initiated each active investigation or the documentation provided to you that notified you of the investigation on your nursing, professional, and/or occupational license, certificate, or multistate privilege to practice. The documentation should be certified or attested by the investigating agency and include the allegations being investigated.

#### Admission to Alternative to Discipline Monitoring Program(s):

- A letter of explanation that describes, in your own words, the decisions, circumstances, and events that led to each admittance to an alternative to discipline program.
- An official copy of each alternative to discipline monitoring agreement, showing the terms of your monitoring. The documentation should be certified or attested by the regulatory agency that issued the monitoring agreement.
- Verification of the status of your compliance with the terms of each monitoring agreement. You should contact your case manager/contact with each monitoring program and request an official, certified or attested, statement verifying your compliance with your agreement. Alternately, your case manager/contact with each monitoring program may submit a statement regarding your compliance directly to Board staff by email to [KBNDisciplineAlert@ky.gov](mailto:KBNDisciplineAlert@ky.gov).

#### What if I am in monitoring in Kentucky?

- If you are currently in monitoring with the Kentucky Board of Nursing and have questions regarding your eligibility for renewal, please contact your Case Manager.

#### Do my CEs need to be completed before I can renew my license?

- Continuing education contact hours must be earned during the period of November 1, 2022 – October 31, 2023. You do not have to complete the contact hours before submitting the renewal application and paying the renewal fee. Hours must be completed before October 31, 2023.
- Nurses do not need to submit proof of earning their CE at the time of renewal. When you submit your application, you are attesting that you have completed or will complete the continuing competency requirement by midnight on October 31, 2023.
- The KBN has partnered with CE Broker so that nurses can upload CE documents into their CE Broker account to provide proof of completion of their CE requirements and to keep track of continuing education. With the exception of nurses selected for the CE Audit, the use of CE Broker is optional but encouraged. The Basic CE Broker package is free for the nurse.
- Additional information can be obtained about [Continuing Education](#) requirements on the KBN website.

#### What if I need to submit a name change request?

- For information visit our [name change page](#).
- The name change request may be submitted before or after the renewal period. The nurse does not need to wait for the name change to be processed to complete the renewal; however, the renewal application should be completed using the name that is currently on file with the KBN.

#### What if I made a mistake in submitting my renewal application?

- The renewal application fee is non-refundable. It is the nurse's responsibility to ensure that they are properly submitting the application prior to submitting the renewal application and paying the renewal fee.
- If you need to make an update to an answer on your renewal, please contact the KBN in writing of the update.

Who do I contact for questions about renewals?

- Contact the following KBN branches for additional information:
  - Questions about the renewal process – Credentials Branch
  - Questions about reporting convictions, investigations, or discipline – Investigation Branch
  - Questions if you are currently in monitoring – Compliance Branch
  - Questions about reporting admission to an alternative to discipline monitoring program – Compliance Branch

For contact information, visit the [Contact KBN page](#) .