

RENEWAL INSTRUCTIONS FOR LICENSED PRACTICAL NURSE (LPN)

RENEWAL PERIOD OCTOBER 1, 2018 – SEPTEMBER 30, 2020

Licenses not renewed before September 30, 2018 will lapse on October 1, 2018. Online and paper renewals will be accepted from August 8, 2018 - September 30, 2018.

APPLICATION PROCESSING:

The average time to process an application is 3-4 weeks from the date it is received in this office, complete with all correct forms and supporting documents and appropriate fees paid. If the application is incomplete, the applicant will be notified of the incomplete and/or incorrect documents and fees. If the application is not complete, a status letter will be sent to you. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review. **Your LPN license will lapse on 9/30/2018. THERE IS NO GRACE PERIOD.**

RETIRED NURSE LICENSE STATUS:

If you wish to retire your current unencumbered license, please complete the **RETIRED NURSE LICENSE STATUS** Form # 08-4693 application. You may download the application at the Board of Nursing website (www.nursing.alaska.gov). **The retired nursing license is intended for retirement only status and you may not practice or volunteer.**

LICENSE TERM:

Licenses are issued for a two-year period and expire on September 30 of even-numbered years, regardless of the date of issuance, except certificates issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 60 days before license expiration to the last known address of record.

“YES” ANSWERS:

If you answer “yes” to any professional fitness question(s), you will not be able to use online renewal; you will need to mail in your paper renewal and supporting documents for review. “Yes” answers may not automatically result in license denial. If you answer “Yes” to any of the questions, you must explain dates and circumstances on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (court records, judgments, charging documents, etc.). If you answered, “Yes” to questions 4, 5, or 6, in addition to your personal statement, you must submit a statement from the appropriate health care provider indicating your ability to safely practice as a LPN. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

ADDRESS/NAME CHANGE:

In accordance with 12 AAC 02.900, it is the licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website *ProfessionalLicense.Alaska.Gov*. The address of record with the Division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name. If you have had a legal name change since your last license was issued, you must complete a Change of Name form and enclose a certified true copy of the marriage certificate, court document, or other legal document verifying the change of name.

SOCIAL SECURITY NUMBERS:

In accordance with AS 08.01.100, the department is not authorized to renew a certificate unless the applicant's social security number has been provided to the department. If you do not have a social security number, you may download the Request for Exception from Social Security Number Requirement form at *ProfessionalLicense.Alaska.Gov* or contact the Division. If you previously qualified for a waiver to this requirement, you must still requalify to renew.

EXPIRED LICENSES:

There is no “inactive” license status. If you choose not to renew your license before it expires, you may reinstate the license at a later date only after satisfying the reinstatement requirements.

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support you may be issued a nonrenewable temporary certificate valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

PUBLIC INFORMATION:

Please be aware that all information on the renewal form will be available to the public, unless required to be kept confidential by state or federal law.

BUSINESS LICENSE:

Business licenses are processed separately. For more information about business licenses, call (907)465- 2550, or go to the Business licensing Section at: www.BusinessLicense.Alaska.Gov

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the Board of Nursing website www.Nursing.Alaska.Gov

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the program you want to be updated on to:

REGULATIONS SPECIALIST
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806

CONTINUING EDUCATION REQUIREMENTS:

There are continuing competency requirements for each renewal period. Please read 12 AAC 44.600-.660. DO NOT FORWARD ANY VERIFICATIONS FOR HAVING MET CONTINUING EDUCATION OR COMPETENCY REQUIREMENTS UNLESS YOU HAVE RECEIVED WRITTEN NOTICE TO DO SO. A random audit of nurses will occur each renewal. If your name is selected in the audit, you will be notified and required to submit documentation. Acceptance of said documentation is at the discretion of the board.

Reminder: Please note that in accordance with 12 AAC 02.965 continuing education credits earned to reinstate or renew an expired license may not be used to satisfy the continuing education requirements for a future renewal or reinstatement.

CONTINUING COMPETENCY REQUIREMENTS

Two of the following three basic continued competency requirements must be completed before the next renewal period or expiration date of your license: 30 contact hours of continuing education; 320 hours of nursing employment; 30 hours of professional volunteer activities.

12 AAC 44.640. ALTERNATIVE METHODS FOR CONTINUING COMPETENCY REQUIREMENTS. A nurse may meet continuing competency requirements without meeting the requirements of 12 AAC 44.610 - 12 AAC 44.630 by documenting that after the last renewal date, the nurse has

- (1) completed a nursing refresher course approved by the board; or
- (2) attained a degree or certificate in nursing, or made progress toward one, beyond the education requirements for the nurse's original license by successfully completing at least two required courses; or
- (3) successfully completed the National Council Licensing Examination.

12 AAC 44.650. REQUIREMENTS FOR NEW LICENSEES. (a) A licensee who receives his or her original license in the first year of the renewal period must comply with the continuing competency requirements of 12 AAC 44.600 - 12 AAC 44.640 before the first license renewal.

(b) A licensee who receives his or her original license in the second year of the renewal period must comply with the continuing competency requirements of 12 AAC 44.600 - 12 AAC 44.640 before the second license renewal.