

RENEWAL INSTRUCTIONS FOR ADVANCED NURSE PRACTITIONER (ANP)

RENEWAL PERIOD December 1, 2016 – November 30, 2018

Authorizations not renewed before November 30, 2016 will lapse on December 1, 2016. Online and paper renewals will be accepted from September 6, 2016 - November 30, 2016.

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. **You must renew your RN license before you can renew your ANP authorization. Your ANP authorization will lapse on 11/30/2016. THERE IS NO GRACE PERIOD.**

LICENSE TERM:

Licenses are issued for a two-year period and expire on November 30 of even-numbered years, regardless of the date of issuance, except licenses 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.

RETIRED NURSE LICENSE STATUS:

If you wish to retire your current unencumbered authorization, 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.**

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 certificate 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 renew the license at a later date only after satisfying the reinstatement requirements.

PAYMENT OF CHILD SUPPORT AND STUDENT LOAN:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary certificate valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 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: *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 44.470. **DO NOT FORWARD ANY VERIFICATION FOR HAVING MET CONTINUING EDUCATION OR COMPETENCY REQUIREMENTS UNLESS YOU HAVE RECEIVED WRITTEN NOTICE TO DO SO.** A random audit of ANP's 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 authorization may not be used to satisfy the continuing education requirements for a future renewal or reinstatement.

12 AAC 44.470. RENEWAL OF ADVANCED NURSE PRACTITIONER AUTHORIZATION.

- 1) holds national certification for each of the roles and population focus areas in which the applicant is seeking renewal;

If the applicant holds prescriptive authority under 12 AAC 44.440, has completed the continuing education required under 12 AAC 44.440(f);

- 1) 12 contact hours of continuing education in advanced pharmacotherapeutics.
- 2) 12 contact hours of continuing education in clinical management of patients.