

4723-7-09

**Licensure renewal.**

[Comment: Information regarding the availability and effective date of the materials incorporated by reference in this rule can be found in paragraph (G) of rule 4723-1-03 of the Administrative Code.]

- (A) Licenses shall be renewed as required by section 4723.24 of the Revised Code. ~~The board may request that licensees Licensure renewal applications, located at <http://www.nursing.ohio.gov/forms.htm> (registered nursing renewal application revised 2015 and licensed practical nursing renewal application revised March 2014), may require the licensee to provide nursing practice, education, and demographic information relevant to the public interest as part of the renewal process.~~ Data provided by licensees shall be used only in aggregate form for the purposes of research and public information. The entire licensure renewal application, including requested data, shall be completed to satisfy the requirements of the renewal procedure.
- (B) The board shall provide access to an on-line "LPN Renewal Application," and "RN Renewal Application" ~~renewal application or provide a paper application, both located at <http://www.nursing.ohio.gov/forms.htm> (registered nursing renewal application revised 2015 and licensed practical nursing renewal application revised March 2014), for renewal to every holder of a current, valid license, except when the board is aware that the individual may be ineligible for license renewal for any reason, including those reasons set forth in section 4723.24 of the Revised Code or section 4723.092 of the Revised Code. Failure of the licensee to receive an application for renewal from the board does not excuse the licensee from the requirements of section 4723.24 of the Revised Code and this chapter.~~
- (C) If a completed renewal application is not ~~postmarked, renewed~~submitted on-line, ~~or otherwise received by September fifteenth the board before July first of odd numbered years for registered nurses, or September fifteenth July first of even numbered years for licensed practical nurses, in order to renew the applicant shall pay a late processing fee of fifty dollars according to division (A)(13) of section 4723.08 of the Revised Code. The late processing fee is in addition to the renewal fee required by division (A)(9) of section 4723.08 of the Revised Code. Failure to pay the late processing fee and license renewal fee prior to ~~November~~September first of the applicable renewal year will cause the license to lapse, according to division (A) of section 4723.24 of the Revised Code.~~
- (D) A licensee, with a current, valid license, who does not intend to practice nursing in Ohio may request the license be placed on inactive status at any time by submitting to the board a written statement or electronic request asking ~~requesting~~ that the license be placed on inactive status.
- (E) A registered nurse who does not renew a license to practice nursing on or before

~~October~~ ~~August~~ thirty-first of odd numbered years and who has not requested inactive status according to paragraph (D) of this rule, shall have a lapsed license.

- (F) A licensed practical nurse who does not renew a license to practice nursing on or before ~~October~~ ~~August~~ thirty-first of even numbered years and who has not requested inactive status according to paragraph (D) of this rule, shall have a lapsed license.
- (G) A licensee who continues to practice nursing in Ohio with an inactive or lapsed license shall be subject to disciplinary action under section 4723.28 of the Revised Code.
- (H) To reactivate an inactive license or reinstate a lapsed license, the licensee must submit:
- (1) A completed "LPN Reactivation and Reinstatement Application", for licensed practical nurses, or "RN Reactivation and Reinstatement Application," for registered nurses, ~~license renewal, reinstatement or reactivation application, located at <http://www.nursing.ohio.gov/forms.htm> (registered nursing renewal, reinstatement or reactivation application revised 2015 and licensed practical nurse renewal, reinstatement or reactivation application revised 2015);~~ including and all required documentation information;
  - (2) Verification of completion of continuing education in accordance with Chapter 4723-14 of the Administrative Code;
  - (3) Payment of the applicable fees required by section 4723.08 of the Revised Code; and
  - (4) If the license has been inactive for at least five years from the date of the application for reactivation or has been lapsed for at least five years from the date of the application for reinstatement, submit a request to the bureau of criminal identification and investigation for a criminal records check and check of federal bureau of investigation records according to section 4723.091 of the Revised Code.
- (I) A licensee who placed a license on inactive status according to paragraph (D) of this rule ~~on or~~ after ~~September fifteenth~~ ~~July first~~ of the year in which the license is to be renewed, and who then notifies the board on or before ~~October~~ ~~August~~ thirty-first of the same renewal year of the intent to reactivate the license, must still pay the late processing fee required by division (A)(13) of section 4723.08 of the Revised Code and paragraph (C) of this rule.

- (J) When a license to practice nursing as a registered nurse is first issued by the board on or after ~~July~~March first of an odd numbered year, that license shall be current through ~~October~~August thirty-first of the next odd numbered year.
- (K) When a license to practice nursing as a practical nurse is first issued by the board on or after ~~July~~March first of an even numbered year, that license shall be current through ~~October~~August thirty-first of the next even numbered year.
- ~~(L) When a certificate of authority is issued by the board in accordance with Chapter 4723-8 of the Administrative Code on or after March first of an odd numbered year, that certificate shall be current through August thirty-first of the next odd numbered year.~~
- ~~(M)~~(L) A licensee who is a service member or veteran, as defined in rule 4723-2-01 of the Administrative Code, or who is the spouse or surviving spouse of a service member or veteran, may be eligible for a waiver of the late application fee and the reinstatement fee according to rule 4723-2-03 of the Administrative Code.
- ~~(N)~~(M) A licensee who is engaged in active military duty may be eligible for an extension of time to complete continuing education as provided in rule 4723-2-04 of the Administrative Code.
- ~~(O)~~(N) A licensee holding a current, valid volunteer's certificate issued by the board according to section 4723.26 of the Revised Code may renew the certificate by completing and submitting to the board a "Volunteer's Certificate Renewal Application" ~~volunteer's certificate renewal application, located at~~ <http://www.nursing.ohio.gov/forms.htm> (2015), which includes verification of completion of continuing education in accordance with Chapter 4723-14 of the Administrative Code and rule 4723-7-10 of the Administrative Code. No fee is required to renew a volunteer's certificate.

Effective: 04/01/2017

Five Year Review (FYR) Dates: 12/19/2016 and 12/19/2021

CERTIFIED ELECTRONICALLY

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Certification

03/20/2017

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Date

Promulgated Under: 119.03  
Statutory Authority: 4723.07  
Rule Amplifies: 4723.06, 4723.24, 4723.26  
Prior Effective Dates: 1/1/71, 8/1/83, 4/1/91, 4/1/93, 8/8/94, 2/1/96, 4/1/97,  
4/1/98, 2/1/01, 2/1/02, 2/1/03, 2/1/07, 2/1/08, 2/1/09,  
2/1/10, 2/1/12, 2/1/14, 2/1/15, 2/1/16,