

## **IMPORTANT RENEWAL INFORMATION**

### **South Carolina Board of Nursing Licensees. - 2018 RENEWALS BEGIN FEBRUARY 6th**

You are required to renew your license as an APRN, RN or LPN in South Carolina before April 30, 2018, in order to continue practicing nursing in this state. It is your responsibility to keep up with your license expiration date and to renew. Licensees are required to renew whether or not they receive a courtesy notice. **We encourage all licensees to renew online.**

To confirm your license expiration date, please utilize licensee lookup to confirm your date.  
**Licensee LookUp at: <https://verify.llronline.com/LicLookup/Nurse/Nurse.aspx?div=17>**

Individuals who are required to report disciplinary action, criminal convictions or pending criminal charges **since the last renewal** will need to submit additional documentation and will be required to provide the documents to complete the renewal process.

If you do not have a current email address on file with the Board of Nursing to reset your password or receive your **USER ID**, please email **NurseRenewal@llr.sc.gov** with your name, license number and the last 5-digits of your SSN and request an email address update.

We strongly encourage you to use your permanent personal email address rather than a work email address so that you don't have to update your email each time you change employers.

**USER ID** information will be included in the header of your renewal notice. **Password information will NOT be provided.** You will need to have an up to date email address to reset your password or to recover your **USER ID** online.

If you do not know your User ID or Password, click on the link(s): **I Forgot / Do Not Know My User ID** OR **I Forgot My Password** at the Login page of the Online renewal.

This is a time of extremely high volume for our staff. In order to efficiently serve our licensees and avoid disruption during this period, **any walk-in applicants will NOT be able to have their renewals processed while they wait.**

**Remember that licenses which expire on April 30, 2018 and are not renewed before May 1, 2018 will be LAPSED by statute. After the April 30th expiration date, refer to the late fee schedule.**

- **Please do not wait until the last minute to attempt to renew your license online.** You cannot get assistance after hours should there be a technical issue.
- **Please do not send in money, a check or money order with the Renewal Notice as it will be returned to you without being processed.**
- **Paper renewal applications** will not be available to print from the website until **April 2, 2018.**

- **Please read questions very carefully when completing the online renewal application** and answer appropriately. An inadvertent “yes” answer could have you kicked out of the application and require that you contact our office to have your online application reset.
- **Please complete your own renewal.** You as the licensee have to affirm and represent to SCBON accurate information regarding your CE, disciplinary or criminal history. Do not rely on others as you can be disciplined for misrepresentation or canceled for failure to complete your renewal.
- **Please confirm your renewal by going to licensee lookup within 48 hours after completing your online renewal.** Many licensees begin the online renewal application and do not submit payment which stops the online renewal process. Any incomplete online renewals will be deleted on April 30, 2018.

### **Advance Practice Registered Nurse (APRN) Renewal Information**

Competency for an APRN license is an **updated National Certification**. An APRN can look up the expiration date of their certification by going to **License Lookup** on the web site at: <https://verify.llronline.com/LicLookup/Nurse/Nurse.aspx?div=17> to see if their certification is current.

It is necessary for you to renew your prescriptive authority with your APRN license.

Competency for an **APRN with prescriptive authority (RX) is an updated National Certification** in addition to **20 hours of Pharmacotherapeutics with 2 of the 20 hours focused on controlled substances**. The APRN must keep these CE's in their personal file and if **audited must produce them for the Board within 72 hours. DO NOT SEND THE CE's TO THE BOARD UNLESS YOU ARE REQUESTED TO DO SO.**

Check the website for:

#### **Board Approved Listing for Pharmacotherapeutics Education:**

[http://llronline.com/POL/Nursing/PDF/Board\\_Approved\\_Listing\\_for\\_Pharmacotherapeutics\\_Education.pdf](http://llronline.com/POL/Nursing/PDF/Board_Approved_Listing_for_Pharmacotherapeutics_Education.pdf)

#### **Approved Advanced Practice Certification Organizations:**

<http://llronline.com/POL/Nursing/PDF/Board%20Approved%20Advanced%20Practice%20Certification%20Organizations.pdf>

## Frequently Asked Questions (FAQ's)

**Q: Do I have to renew this year?**

If you have an expiration date of **4/30/2018**, you are due for biennial renewal. Your renewal will be good for **two years or until 4/30/2020**.

**Q: When can I renew my license?**

The online renewal link will open on **February 6th, 2018**. Renewal notices will be mailed out on **February 2, 2018** with online renewal login information, however it is the responsibility of the licensee to renew whether or not they receive notice.

**Q: How do I renew my license?**

You can login through online services and pay via credit card or electronic check. The renewal link will be posted on the SC Board of Nursing main webpage.

**Q: How much are the biennial renewal fees?**

**Renewals Fees:**

**RN and LPN Renewals/Reinstatements/Reactivations**

RN and LPN Renewals	\$75	
RN and LPN Reinstatements	\$60	=Late Fee \$135

RN and LPN Reinstatement of a <b>Discipline License</b>	\$150	
RN and LPN <b>Unlicensed Practice License</b>	\$250	

**APRN Fees**

APRN Renewal	\$105	
APRN Reinstatement	\$90	=Late Fee \$195

RN and LPN Reinstatement of a <b>Discipline License</b>	\$205	
RN and LPN <b>Unlicensed Practice License</b>	\$500	

**APRN. RX Fees**

APRN Renewal	\$105	= Total \$145
Renewal of APRN License with <b>Prescriptive Authority</b>	\$40	
APRN Reinstatement	\$90	= Late Fee \$235

APRN License Reinstatement of a <b>Discipline License with Prescriptive Authority</b>	\$245	
RN and LPN <b>Unlicensed Practice License</b>	\$500	

**Q: What are the penalties for late renewal?**

Licenses expire on April 30, 2018 and will be **LAPSED** and therefore you cannot practice.

**Q: Do I need to take Continuing Education Hours (CEUs)?**

Renewal of an active license biennially requires documented evidence of at least ONE of the requirements below during the licensure period (April 30, 2016 – April 30, 2018):

1. Completion of **thirty (30) contact hours** from a continuing education provider recognized by the board; **OR**
2. Maintenance of certification or re-certification by a national certifying body recognized by the board; **OR**
3. Completion of an academic program of study in nursing or a related field recognized by the board; **OR**
4. Verification of competency and the number of hours practiced as evidenced by employer certification on a form approved by the Board.

**Certificate of attendance must include:**

1. Name of licensee
2. Title of educational activity and date of activity
3. Approving provider/ organization name, course number and address
4. Number of contact hours awarded

**Q: Are licensees required to register with CE Broker?**

Licensees are highly encouraged to submit their Competency Verification in the FREE CE Broker account, but are not required to at this time. The SC Board of Nursing is moving to make it mandatory for all licensees to report their competency in CE Broker. CE Broker is a repository that will accept all forms of competency approved by the Board. Additionally, when audited the Board will utilize CE Broker for verification. Visit CE Broker at [www.cebroker.com](http://www.cebroker.com) OR call their customer service support line at 877-434-6323 for more information and/or to set up a new account!

**Q: I received my SC license in 2017 with an expiration date of 4/30/2018, why should I submit additional evidence of competency?**

Nurses who are seeking renewal and have been recently licensed within one (1) year prior to the (4/30/2018) renewal are not required to again provide demonstration of competency. Licensees renew as directed by the courtesy notification provided by the Board. The competency used to originally obtain your license will be used for this one-time renewal.

Licensees falling outside of the one-year mark, will need to provide demonstration of compliance with the competency requirement if audited by the Board.

**Q: I just moved to another compact state and received a multistate license. Am I required to renew my license in South Carolina too?**

**No. A nurse who moved to another compact state and changed their primary state of residence should only renew in their home state.**

**Q: RN's and LPN's - I have an Active license, but didn't complete my CEU's is there another way to provide the required competency information so that I can still renew?**

Yes. There are three (3) additional ways to provide evidence of competency, please refer to the choices below:

1. Maintenance of certification or re-certification by a national certifying body recognized by the board; **OR**
2. Completion of an academic program of study in nursing or a related field recognized by the board;  
**OR**
3. Verification of competency and the number of hours practiced as evidenced by employer certification on a form approved by the Board.

**Certificate of attendance must include:**

1. Name of licensee
2. Title of educational activity and date of activity
3. Approving provider/ organization name, course number and address
4. Number of contact hours awarded

**Q: Is Company XYZ accepted for the continuing education option?**

The Board does not approve individual continuing education courses. The Board accepts courses that have been pre-approved. For a list of approved SC continuing education providers, visit our website link: <http://lironline.com/POL/Nursing/pdf/CompetencyCriteria.pdf>

**Q: I don't have a computer. Can you mail me a Paper Renewal form?**

On **April 2, 2018**, paper renewal forms will be available on our website under the “**Applications and Forms**” link at: <http://lironline.com/POL/Nursing/index.asp?file=pub.htm>

If you don't have access to a computer, you may want to consider visiting your local library to print out a form from our website. You can also visit our office, **after April 2, 2018** and pick-up a paper renewal form.

**We ask that you only mail in a paper renewal form, with your fee, if necessary. Paper applications require fourteen (14) or more business days to update as opposed to the 72 hour turn-around time for online renewals.**

**Q: Can I walk in to your office and get my paper renewal expedited before April 2nd?**

Unfortunately we cannot accommodate walk-in or expedited renewal processing. This is an extremely high volume period for our staff and we have to process applications in the order they are received to avoid disruptions and human error. **We highly encourage online renewals as most of the process is automated and allows for faster processing.**

**Q: I got locked out/kicked out of the online renewal, what do I do?**

If you are unable to log in due to **repeated failed password** attempts, please close all browser windows and try coming back to the website or clearing browser cookies after 20 minutes. It is a temporary lockout to prevent password hacking attempts.

**Q: I need to RESET my password, what should I do?**

1. Visit our website, click the Online Services link and chose “**Change username / password**” and follow the prompts: <http://llronline.com/POL/Nursing/index.asp?file=pub.htm#> OR
2. To reset your password only, you may instead send an email to the SC Board of Nursing at: [NurseRenewal@llr.sc.gov](mailto:NurseRenewal@llr.sc.gov) and request staff to RESET your password. Either way, you will receive an email from the Board with a link to change your password. With the new password you can log in and renew your license.

**Q: How can my employer verify that I have renewed my nursing license?**

Have your employer to visit the Licensee Lookup link on our website at minimally 72 hours after you have renewed at: <https://verify.llronline.com/LicLookup/Nurse/Nurse.aspx?div=17>

**Q: I need some information about "Inactive Status".**

If you are considering placing your South Carolina nursing license in an inactive status before it expires on April 30, 2018, please keep the following in mind.

1. You cannot practice nursing in the State of South Carolina on an inactive license. This includes volunteer nursing.
2. When you place your license on inactive status, your Multi-state (Compact) status is also inactive.
3. You can change your mind at any time and reactivate your license, but you will need to meet the continued competency requirements at that time. The requirements to reactivate are based on the amount of time your license is inactive.
4. If you do not practice for five years or more, the requirement for reactivating your license is retaking the licensure examination or taking a refresher course.

**You may want to consider keeping your nursing license active.** Remember, to keep your license in an *active* status in South Carolina, you only have to complete ONE of the following continued competency requirements during the licensure period:

1. Completion of **thirty (30) contact hours** from a continuing education provider recognized by the board; **OR**
2. Maintenance of certification or re-certification by a national certifying body recognized by the board; **OR**
3. Completion of an academic program of study in nursing or a related field recognized by the board;  
**OR**
4. Verification of competency and the number of hours practiced as evidenced by employer certification on a form approved by the Board.

**Certificate of attendance must include:**

1. Name of licensee
2. Title of educational activity and date of activity
3. Approving provider/ organization name, course number and address
4. Number of contact hours awarded

**All information, applications and forms can be found on our web page at:**

**<http://llronline.com/POL/Nursing/>**