



Ohio Administrative Code

Rule 4723-7-09 License renewal for licensed practical nurses and registered nurses.

Effective: January 1, 2018

[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 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," 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.

(C) If a completed renewal application is not submitted on-line by September fifteenth of odd numbered years for registered nurses, or September fifteenth 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)(10) of section 4723.08 of the Revised Code. The late processing fee is in addition to the renewal fee required by division (A)(7) of section 4723.08 of the Revised Code. Failure to pay the late processing fee and license renewal fee prior to November 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 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 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 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, including all required documentation;

(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 after September fifteenth of the year in which the license is to be renewed, and who then notifies the board on or before October 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)(10) 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 first of an odd numbered year, that license shall be current through October 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 first of an even numbered year, that license shall be current through October thirty-first of the next even numbered year.

(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.

(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.

(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," 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.