

**Illinois Department of Financial and Professional Regulation
Registered Nurse/Advanced Practice Registered Nurse
Advanced Practice Registered Nurse – Full Practice Authority
License Renewal Instructions**

NOTE: If you do not have an Advanced Practice Registered Nurse License, please refer to the attached Continuing Education Fact Sheet for Registered Professional Nurses.

Failure to follow instructions will result in your license renewal being delayed. Practice after the expiration of your license shall constitute unlicensed practice, which could result in civil/criminal penalties and discipline of your license.

**REGISTERED PROFESSIONAL NURSE LICENSE
RENEWAL INSTRUCTIONS**

PART A: LICENSE RENEWAL QUESTIONS - You must answer ALL questions in Part A. **Failure to answer ALL questions in Part A will result in your renewal being returned to you for proper completion.**

PART B:

INACTIVE STATUS - No fee is required to place your Registered Nurse license on inactive status prior to the expiration of your license. **Licensees whose license is on an inactive status shall not practice in Illinois.** *To restore your license from Inactive or Non-Renewed Status, contact the Department's Licensure Maintenance Unit at [1-800-560-6420](tel:1-800-560-6420).*

PART C: CHILD SUPPORT STATEMENT: Illinois law requires you to respond to the Child Support question in Part B. Licensees required to pay child support must certify on the renewal form to not being more than 30 days delinquent in complying with a child support order. If you are not subject to a child support order, answer "No."

PART D: SIGNATURE SECTION: You must sign the application in the space provided and indicate your Social Security Number. **Failure to sign your renewal and provide your Social Security Number, if you have one, will result in your renewal being returned to you for proper completion.** (See **NOTICES** for Social Security Number Disclosure)

LICENSE FEES: The License Fee Summary on your renewal provides a listing of your current Professional Nurse, Advanced Practice Nurse and Controlled Substance licenses. The list includes the License Number, the PIN number required for Credit Card Renewals and the fees prior to and after the expiration date of your license.

NAME CHANGES: To change your name you must submit a copy of one of the following: marriage certificate divorce decree, court order, etc. **If you have changed your name you CANNOT renew by Credit Card.**

**ADVANCED PRACTICE REGISTERED FULL PRACTICE
AUTHORITY NURSE LICENSE RENEWAL INSTRUCTIONS**

You MUST renew your Registered Professional Nurse License in order to maintain your Advanced Practice Nurse License.

CONTINUING EDUCATION REQUIREMENTS - Please read the enclosed CE Fact Sheet regarding Continuing Education requirements. If you are required to meet the CE Requirements, you must answer the question on each Advanced Practice Nurse renewal regarding compliance.

Completion of the required 80 hours of continuing education for renewal of your APRN-FPA license fulfills the continuing education requirement for renewal of your RN license.

If you are submitting this renewal after the expiration date, you are required to submit photocopies of your continuing education attendance slips as proof of compliance.

INACTIVE STATUS - No fee is required to place your Advanced Practice Nurse license on inactive status prior to the expiration of your license. **Licensees whose license is on an inactive status shall not practice in Illinois.** *To restore your license from Inactive or Non-Renewed Status, contact the Department's Licensure Maintenance Unit at [1-800-560-6420](tel:1-800-560-6420).*

**APRN-FPA CONTROLLED SUBSTANCE LICENSE
RENEWAL INSTRUCTIONS**

If you have been delegated prescriptive authority by your collaborating physician, a valid Illinois Controlled Substance license is required. Therefore, you must renew your controlled substance license if you wish to continue prescribing controlled substances. The address of your Controlled Substance License **MUST BE IN ILLINOIS.**

Please note that APRN-FPAs that have Schedule II included in their Controlled Substances Registration are required to annually complete 3 hours of continuing education in pharmacology.

If you **DO NOT** wish to renew your APRN-FPA Controlled Substance Licenses, please check the appropriate statement.

ADVANCED PRACTICE REGISTERED NURSE LICENSE RENEWAL INSTRUCTIONS

You **MUST** renew your Registered Professional Nurse License in order to maintain your Advanced Practice Nurse License.

CONTINUING EDUCATION REQUIREMENTS - Please read the enclosed CE Fact Sheet regarding Continuing Education requirements. If you are required to meet the CE Requirements, you must answer the question on each Advanced Practice Nurse renewal regarding compliance.

Completion of the required 80 hours of continuing education for renewal of your APRN license fulfills the continuing education requirement for renewal of your RN license.

If you are submitting this renewal after the expiration date, you are required to submit photocopies of your continuing education attendance slips as proof of compliance.

INACTIVE STATUS - No fee is required to place your Advanced Practice Nurse license on inactive status prior to the expiration of your license. **Licensees whose license is on an inactive status shall not practice in Illinois.** To restore your license from Inactive or Non-Renewed Status, contact the Department's Licensure Maintenance Unit at [1-800-560-6420](tel:1-800-560-6420).

APRN CONTROLLED SUBSTANCE LICENSE RENEWAL INSTRUCTIONS

If you have been delegated prescriptive authority by your collaborating physician, a valid Illinois Controlled Substance license is required. Therefore, you must renew your controlled substance license if you wish to continue prescribing controlled substances. The address of your Controlled Substance License **MUST BE IN ILLINOIS.**

Please note that APRNs that have Schedule II included in their Controlled Substances Registration are required to annually complete 3 hours of continuing education in pharmacology.

If you **DO NOT** wish to renew your APRN Controlled Substance Licenses, please check the appropriate statement.

PAYMENT OPTIONS

You may renew your license by using **ONE** of the following methods:

MAILED APPLICATIONS: Mail **ALL** renewal forms with the correct fee in the envelope provided. Only checks and money orders made payable to the Department of Professional Regulation will be accepted. **DO NOT SEND CASH. Placement of a STOP PAYMENT on a check results in a \$50 fine.**

Write your license number on the front of your check or money order.

Be sure the Department's address is in the window of the return envelope.

Renewals submitted by mail typically require 2-4 weeks for processing.

PLEASE DO NOT MAIL THIS APPLICATION IF YOU RENEW BY CREDIT CARD!

CREDIT CARD RENEWALS: Renewing your license(s) by credit card is fast, easy and convenient. You may renew 24-hours a day, seven days a week with no waiting.

Internet: Log on to www.idfpr.com Click on "Renewals" and follow the instructions on-line.

You **MAY NOT** renew with a credit card if you are renewing over 30 days past your license expiration date, changing your name or submitting documentation with your renewal.

Licenses renewed by credit card are processed and mailed within one week.

NOTICES

ELDER ABUSE REPORTING: Pursuant to Public Act 91-0244, effective January 1, 2000, if you have reason to believe that an adult 60 years of age or older who resides in a domestic living situation who, because of dysfunction is unable to seek assistance for himself or herself has, within the previous 12 months been subject to abuse, neglect or financial exploitation, the mandated reporter shall, within 24 hours after developing such belief, report this suspicion to the Department on Aging at 1-800-252-8966.

CHILD ABUSE REPORTING: Public Act 91-0244 also requires that if you have reasonable cause to believe a child known to you in your professional capacity may be an abused or neglected child you are required to report such possible neglect or abuse to the Department of Children and Family Services at 1-800-25abuse.

CONTINUING EDUCATION FACT SHEET FOR THE LICENSE RENEWAL OF REGISTERED PROFESSIONAL NURSES

- Do not submit proof of CE unless specifically requested by the Department.
- You need not comply with CE for the first renewal of your license.
- You may access a complete copy of the Nurse Practice Act and Administrative Rules (including Continuing Education requirements) on our Web site at: www.idfpr.com.

Continuing Education (CE) Hour Requirements

A licensee is required to complete 20 HOURS CE during each pre-renewal period. A pre-renewal period is the 24 months preceding May 31st in the year of the renewal.

The following time equivalencies shall apply:

1 contact hour	= 60 minutes
1 academic semester hour	= 15 contact hours
1 academic quarter hour	= 12.5 contact hours
1 CME	= 1 contact hour
1 AMA	= 1 contact hour
1 CNE	= 1 contact hour

CE hours used to satisfy the CE requirements of another jurisdiction may be applied to fulfill the CE requirements of the State of Illinois.

RNs licensed in Illinois but residing and practicing in other states shall comply with the CE requirements set forth in Section 1300.130 of the Administrative Rules for the Nurse Practice Act.

Approved Continuing Education

CE credit may be earned as follows:

1. CE hours shall be earned by verified attendance (e.g. certificate of attendance or certificate of completion) at or participation in a program or course (program) that is offered or sponsored by an approved continuing education sponsor.
2. Independent study that is approved for CE credits as set forth in Section 1300.130 (c) of the Administrative Rules may be used, i.e., home study programs, articles from journals, and other health discipline independent study modules.
3. Academic credits may be used to fulfill CE requirements if the course content is consistent with guidelines as set forth in section 1300.130 (c) (3). College/university courses that are "audited" may not be used for CE credit. Degree "core" or general education credits such as English, literature, history, math, music and physical education may not be used.
4. Presenter/lecturer presentations made to other health professionals on topics related to the certification area may be used for CE credit. Each different individual, non-repetitive 60-minute lecture may be used for 5 CE hours. Full-time educators may not use presentations/lectures that are part of their job expectations, but may use guest lectures and other presentations made outside the duties of their job.

5. CE hours may be earned for authorizing papers, publications, dissertations, book chapters or research projects. These must be applicable to registered professional nursing. The research project must be completed during the pre-renewal period. Authoring a paper or publication article may be used for 10 CE hours. Authoring a book chapter, dissertation or research project may be used for 20 CE hours.
6. Up to 5 CE hours may be earned for completion of skills certification courses. A maximum of 2 hours in cardiopulmonary resuscitation certified by the American Red Cross, American Heart Association, or other qualified organization may be accepted, while a maximum of 3 hours may be accepted for the certification or recertification in Basic Life Support for Healthcare Providers (BLS), Advanced Cardiac Life Support (ACLS), or Pediatric Advanced Life Support (PALS) or their equivalent.
7. 1 CE hour of sexual harassment prevention training is required within the 20 hours of the CE requirements.
8. A renewal applicant shall not be required to comply with CE requirements the first renewal period.

Approved CE Sponsors and Programs

Sponsor, as used in this Section, shall mean one of the following:

1. Approved providers of recognized certification bodies as outlined in Section 1300.400 of the Administrative Rules for the Nurse Practice Act.
2. Any conference that provides approved Continuing Medical Education (CME) as authorized by the Illinois Medical Practice Act.
3. ANCC accredited or approved providers.
4. The Illinois Society for Advanced Practice Nursing (ISAPN).
5. American College of Nurse Practitioners.
6. American Academy of Nurse Practitioners.
7. Nurse Practitioner Association for Continuing Education (NPACE).
8. American Association of Nurse Anesthetists.
9. National Association of Clinical Nurse Specialists (NACNS).
10. American College of Nurse Midwives.
11. Illinois Nurse Association or its affiliates.
12. Providers approved by another state's board of nursing.
13. Any other professional association, established prior to 2007 and approved by the Division upon recommendation of the Board, that provides CE in a form and manner consistent with this Section 1300.130 of the Administrative Rules.
14. Nursing education programs approved under Section 1300.230 or 1300.340 wishing to offer CE courses or programs.
15. Employers licensed under the Hospital Licensing Act (210 ILCS 85) or the Ambulatory Surgical Treatment Center Act (210 ILCS 5).

16. Any other school, college or university, State agency, or any other person, firm, or association which has been approved and authorized by the Department to coordinate and present continuing education courses and programs in a form and manner consistent with Section 1300.130 of the Administrative Rules.

Continuing Education Earned in Other Jurisdictions

1. If a licensee has earned or will be earning CE hours in another jurisdiction, not given by an approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an individual program approval request form, along with a \$25 processing fee, prior to participation in the program or within 90 days prior to expiration of the license. The Board shall review and recommend approval or disapproval of the program. Applicants may seek individual program approval prior to the participation in the program. All program approval requests shall be submitted prior to the expiration date of the license.
2. If a licensee fails to submit an out of state CE approval form within the required time, late approval may be obtained by submitting the application with the \$25 processing fee plus a \$50 per hour late fee not to exceed \$300. The Board shall review and recommend approval or disapproval of the program.

Certification of Compliance with CE Requirements

1. Each renewal applicant shall certify on the renewal application, to full compliance with the CE requirements.
2. The Department may require additional evidence demonstrating compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance.

Procedures for Requesting a Waiver of the Continuing Education (CE) Requirement

A request for a waiver of the Continuing Education requirement must be based upon extreme hardship as described below:

- A) Full-time service in the armed forces of the U.S. during a substantial part of the pre-renewal period;
- B) An incapacitating illness documented by a statement from a currently licensed health care provider;
- C) A physical inability to travel to the sites of approved programs documented by a currently licensed health care provider; *or*
- D) Any other similar extenuating circumstances.

Requests for a waiver of the Continuing Education requirement must be submitted **prior** to the expiration date of your current license. To request a CE waiver, you must submit the following to the Department:

- Completed renewal application along with the \$60 renewal fee (**fees are nonrefundable**): *and*
- A statement setting forth the facts upon which the request for a waiver is based; *and*
- A copy of military papers showing active duty, if the request is based upon full-time service in the armed forces of the U.S.; *or*
- A signed statement from your attending health care provider verifying the illness, length of treatment and diagnosis, if the request is based upon an incapacitating illness or a physical inability to travel to the sites of approved programs.

How the Department Processes Your Continuing Education Waiver Request if You Have Not Completed Your Continuing Education (CE) Requirements

The Department of Financial and Professional Regulation makes every effort to process your renewal in a timely fashion. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

If the Department determines your application, waiver request, and other documentation are in proper order, a new license will be mailed to you.

THE ISSUANCE OF YOUR LICENSE AT THIS TIME SHOULD NOT BE CONSIDERED AS AN INDICATION THAT YOUR WAIVER REQUEST HAS BEEN APPROVED.

The Board will review your waiver request and then make a recommendation to the Director.

If your request for waiver is approved, you will be notified in writing.

If your request for waiver is denied, you will receive written notification of the denial and your license will be placed into a non-disciplinary non-renewed status.

NOTE: If you are requesting a waiver of the Continuing Education requirement, you are not eligible to renew on the Internet.

CONTINUING EDUCATION FACT SHEET FOR THE LICENSE RENEWAL OF ADVANCED PRACTICE REGISTERED NURSES & ADVANCED PRACTICE REGISTERED NURSES with FULL PRACTICE AUTHORITY

- Do not submit proof of CE unless specifically requested by the Department.
- You need not comply with CE for the first renewal of your license.
- You may access a complete copy of the Nurse Practice Act and Administrative Rules (including Continuing Education requirements) on our Web site at: www.idfpr.com.

Continuing Education (CE) Hour Requirements

A licensee is required to complete 80 HOURS CE during each pre-renewal period. A pre-renewal period is the 24 months preceding May 31st in the year of the renewal.

The following time equivalencies shall apply:

1 contact hour	= 60 minutes
1 academic semester hour	= 15 contact hours
1 academic quarter hour	= 12.5 contact hours
1 CME	= 1 contact hour
1 AMA	= 1 contact hour
1 CNE	= 1 contact hour

CE hours used to satisfy the CE requirements of another jurisdiction may be applied to fulfill the CE requirements of the State of Illinois.

APRN's and APRN-FPA licensed in Illinois but residing and practicing in other states shall comply with the CE requirements set forth in Section 1300.130 of the Administrative Rules for the Nurse Practice Act.

The 80 hours of continuing education required shall be completed as follows:

A minimum of 50 hours of the continuing education shall be obtained in continuing education programs that shall include no less than 20 hours of pharmacotherapeutics, including 10 hours of opioid prescribing or substance abuse education.

A maximum of 30 hours of credit may be obtained by presentations in the APRN's and APRN-FPA clinical specialty, evidence-based practice, or quality improvement projects, publications, research projects, or preceptor hours.

Please note that APRN/APRN-FPA that have Schedule II included in their Controlled Substances Registration are required to annually complete 3 hours of continuing education in pharmacology.

Approved Continuing Education

CE credit may be earned as follows:

1. CE hours shall be earned by verified attendance (e.g. certificate of attendance or certificate of completion) at or participation in a program or course (program) that is offered or sponsored by an approved continuing education sponsor.
2. Independent study that is approved for CE credits as set forth in Section 1300.130 (c) of the Administrative Rules may be used, i.e., home study programs, articles from journals, and other health discipline independent study modules.
3. Academic credits may be used to fulfill CE requirements if

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the course content is consistent with guidelines as set forth in section 1300.130 (c) (3). College/university courses that are "audited" may not be used for CE credit. Degree "core" or general education credits such as English, literature, history, math, music and physical education may not be used.

4. Presenter/lecturer presentations made to other health professionals on topics related to the certification area may be used for CE credit. Each different individual, non-repetitive 60-minute lecture may be used for 5 CE hours. Full-time educators may not use presentations/lectures that are part of their job expectations, but may use guest lectures and other presentations made outside the duties of their job.
5. CE hours may be earned for authoring papers, publications, dissertations, book chapters or research projects. These must be applicable to registered professional nursing. The research project must be completed during the pre-renewal period. Authoring a paper or publication article may be used for 10 CE hours. Authoring a book chapter, dissertation or research project may be used for 20 CE hours.
6. Up to 5 CE hours may be earned for completion of skills certification courses. A maximum of 2 hours in cardiopulmonary resuscitation certified by the American Red Cross, American Heart Association, or other qualified organization may be accepted, while a maximum of 3 hours may be accepted for the certification or recertification in Basic Life Support for Healthcare Providers (BLS), Advanced Cardiac Life Support (ACLS), or Pediatric Advanced Life Support (PALS) or their equivalent.
7. A renewal applicant shall not be required to comply with CE requirements the first renewal period.
8. CE hours may be earned through preceptorship of an APN student. Preceptors must provide clinical supervision and education to the APN student. Documentation must be provided from the school of nursing in which the student is enrolled. Precepting one student for an academic semester or quarter may be used for 10 CE hours. Not more than 20 CE hours in each renewal period may come from precepting.
9. 1 CE hour of sexual harassment prevention training is required within the 80 hours of the CE requirements.
10. Successful completion, during the prerenewal period, of a recertification exam in the APN's area of specialty as recognized in Section 1300.10 of the Administrative Rules for the Nurse Practice Act may be used for 50 CE hours.

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2. Any conference that provides approved Continuing Medical Education (CME) as authorized by the Illinois Medical Practice Act.
3. ANCC accredited or approved providers.
4. The Illinois Society for Advanced Practice Nursing (ISAPN).
5. American College of Nurse Practitioners.
6. American Academy of Nurse Practitioners.
7. Nurse Practitioner Association for Continuing Education (NPACE).
8. American Association of Nurse Anesthetists.
9. National Association of Clinical Nurse Specialists (NACNS).
10. American College of Nurse Midwives.
11. Illinois Nurse Association or its affiliates.
12. Providers approved by another state's board of nursing. 13. Any other professional association, established prior to 2007 and approved by the Division upon recommendation of the Board, that provides CE in a form and manner consistent with this Section 1300.130 of the Administrative Rules.
14. Nursing education programs approved under Section 1300.230 or 1300.340 wishing to offer CE courses or programs.
15. Employers licensed under the Hospital Licensing Act (210 ILCS 85) or the Ambulatory Surgical Treatment Center Act (210 ILCS 5).
16. Any other school, college or university, State agency, or any other person, firm, or association which has been approved and authorized by the Department to coordinate and present continuing education courses and programs in a form and manner consistent with Section 1300.130 of the Administrative Rules.

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- A) Full-time service in the armed forces of the U.S. during a substantial part of the pre-renewal period;
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- C) A physical inability to travel to the sites of approved programs documented by a currently licensed health care provider; *or*
- D) Any other similar extenuating circumstances.

Requests for a waiver of the Continuing Education requirement must be submitted **prior** to the expiration date of your current license. To request a CE waiver, you must submit the following to the Department:

- Completed renewal application along with the renewal fee (**fees are nonrefundable**): *and*
- A statement setting forth the facts upon which the request for a waiver is based; *and*
- A copy of military papers showing active duty, if the request is based upon full-time service in the armed forces of the U.S.; *or*
- A signed statement from your attending health care provider verifying the illness, length of treatment and diagnosis, if the request is based upon an incapacitating illness or a physical inability to travel to the sites of approved programs.

Continuing Education Earned in Other Jurisdictions

1. If a licensee has earned or will be earning CE hours in another jurisdiction, not given by an approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an individual program approval request form, along with a \$25 processing fee, prior to participation in the program or within 90 days prior to expiration of the license. The Board shall review and recommend approval or disapproval of the program. Applicants may seek individual program approval prior to the participation in the program. All program approval requests shall be submitted prior to the expiration date of the license.
2. If a licensee fails to submit an out of state CE approval form within the required time, late approval may be obtained by submitting the application with the \$25 processing fee plus a \$50 per hour late fee not to exceed \$300. The Board shall review and recommend approval or disapproval of the program.

How the Department Processes Your Continuing Education Waiver Request if You Have Not Completed Your Continuing Education (CE) Requirements

The Department of Financial and Professional Regulation makes every effort to process your renewal in a timely fashion. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

If the Department determines your application, waiver request, and other documentation are in proper order, a new license will be mailed to you.

THE ISSUANCE OF YOUR LICENSE AT THIS TIME SHOULD NOT BE CONSIDERED AS AN INDICATION THAT YOUR WAIVER REQUEST HAS BEEN APPROVED.

The Board will review your waiver request and then make a recommendation to the Director.

If your request for waiver is approved, you will be notified in writing.

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1. Each renewal applicant shall certify on the renewal application, to full compliance with the CE requirements.
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