

## **Board of Nursing Continued Competency Licensure Renewal Requirements Frequently Asked Questions**

- Q - Nurse A's license expires August 30, 2015. The renewal notices go out the beginning of July and she decides to renew in July. Will she have to meet the competency requirements or will it only be required after August 1, 2015?
- A - The continued competency requirements are effective beginning with August 2015 renewals which means for licenses with August 2015 expiration date. So if they have an August 2015 expiration date and renew in July 2015 they **will be required** to comply with the continued competency requirements.
- Q – Do I have to submit documentation of continued competency with my renewal?
- A – No, however you should maintain your documents. (18 VAC 90-19-170)
- Q – If the Board requests evidence, how long will I have to send to the Board?
- A – 30 days from the date requested. [18VAC90-19-170 (A)]
- Q – Will the Board prescribe or provide a method for documenting?
- A – No, other than described in 18 VAC 90-19-170. You may maintain your records in any format.
- Q – May I submit a CE course for the Board to approve before taking it?
- A – The Board has no mechanism for review and approval of CE courses. Please ensure the course is approved by one of the entities listed in 18 VAC 90-19-160 (B).
- Q – Am I required to engage in continued competency activities **prior** to August 2015?
- A – 18 VAC 90-19-160 (B) requires anyone renewing **with expiration date beginning** August 2015 to have met the requirements for renewal and to attest to that in order to renew your license. Therefore you would have to have completed continued competency activities during the 2 years **preceding** your renewal date if it occurs after August 2015. Example: Expiration date for RN license is November 20, 2015, continued competency activities would have to have occurred prior to August 2015, between November 30, 2013 and November 30, 2015.
- Q – If I renew in 2015, but prior to August, do the requirements apply?
- A – Use this as an example: If expiration date is May 2014, you are not required to have continued competency activities prior to May 2014. However, when renewal is submitted in May 2016, you will need to attest to these activities between May 2014 and May 2016, 2 years prior to the renewal date.

- Q – What happens if I do not meet the requirements?
- A – Progressive disciplinary action may occur if you do not respond to Board communications and do not engage in activities to meet the requirements.
  
- Q – If I currently engage in these continued competency activities in my employment or volunteer setting can they be used to meet this requirement?
- A – Yes. If you are involved in activities that meet the requirements.
  
- Q – Are faculty hours or non “hands on” clinical hours counted as active practice?
- A – Yes. See definition of active practice in 18 VAC 90-19-10.
  
- Q – Must the education hours provided by a hospital or health care provider association be approved by an accrediting body such as ANCC, ANA?
- A – No. The regulations deem these entities as approving bodies. [18 VAC 90-19-160 (B)]
  
- Q – What resources will be in place for consultation during the renewal period?
- A – Board of Nursing website [www.dhp.virginia.gov/nursing](http://www.dhp.virginia.gov/nursing) announcements and regulation sections. Board staff are not authorized to further interpret laws and regulations.
  
- Q – Are online, webinar education offerings acceptable?
- A – Yes, as long as otherwise meets the requirements in 18 VAC 90-19-160 (A) and (B). The regulations do not specify the educational modality or method of delivery.
  
- Q – Would nurses be able to roll-over CE credits if they complete more than is required in a two-year period?
- A – No. The credits have to be obtained during the current renewal cycle.
  
- Q – What are examples of credit that would **not** be acceptable?
- A – Basic life support; CPR; courses that are not nursing related such as emergency evacuation procedures, art therapy classes, general Spanish course (note – if course was “Spanish for Health Care Providers” it would be accepted).
  
- Q – If I am using option #1 in the regulations (national certification), do I have to maintain national certification for the entire renewal period?
- A – Yes. (18 VAC 90-19-160 A)
  
- Q – If national certification is the option someone takes and they are certified for 4 or more years, can that be applied to two renewal cycles?
- A – Yes.

- Q – If I maintain national certification as a clinical nurse specialist or licensed nurse practitioner, will this meet the requirements for my RN license?
- A – Yes.
  
- Q – If I hold a LPN and RN license or a NP and RN license will I have to perform separate activities for each license?
- A – No. [18 VAC 90-19-160(C)]
  
- Q – If I hold a license with another Board in the Department of Health Professions that requires continued competency activities for renewal in addition to my RN or LPN license, may I use the continued competency hours/activities for my nursing license renewal?
- A – Yes, however you may only use the hours/activities that are nursing related.
  
- Q – If I am not practicing or retired and want to keep an active license, can I renew my RN or LPN license?
- A – Yes, as long as you meet one of the options for continued competency. [18 VAC 90-19-160 (A)]
  
- Q – If I have an inactive RN or LPN license, do I have to meet the requirements?
- A – No. The continued competency requirements are for active licenses only.
  
- Q – Can I combine parts of more than one option to meet the requirements?
- A – No. You must complete one of the options fully in order to meet the requirements.

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