



The Mission of the Louisiana State Board of Nursing is to safeguard the life and health of the citizens of Louisiana by assuring persons practicing as Registered Nurses and Advanced Practice Registered Nurses are competent and safe.

Continuing Education Requirements for 2017 Registered Nurse License Renewals
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Registered Nurse (RN) license renewal season begins in early October, 2016.

Now's the time to review the nursing continuing education (CE) you've obtained this year to ensure you have sufficient contact hours accredited by the American Nurses Credentialing Center (ANCC) or a specific U.S. State Board of Nursing (BON) that meets Louisiana State Board of Nursing (LSBN) CE requirements.

What is my CE requirement to qualify to renew my Louisiana RN license for 2017?

All Louisiana licensed RNs, except those issued a 1st time Louisiana license in the 2016 calendar year, **must** be in compliance with LSBN rules regarding annual nursing CE requirements that are accredited by either the ANCC or a specific State BON prior to renewing his/her RN license online.

A random CE audit is conducted each year in which 3 percent of all active licensees are selected to demonstrate compliance with the nursing CE requirement. Failure to respond or successfully pass the CE audit can result in the inactivation of the nurse's license and/or disciplinary action. Maintaining LSBN accepted nursing CE documentation for at least five (5) years is the responsibility of the individual nurse.

How many nursing CE contact hours do I need each year to renew my Louisiana RN license?

Nursing Practice Level for Year	ANCC/State BON accredited CEs Needed
Practiced nursing 1600 hours (or more) within the calendar year. The 1600 hours is equivalent to 10 consecutive months of nursing employment at 40 hours per week	Minimum of 5 contact hours of ANCC or State BON accredited nursing continuing education required annually for license renewal
Practiced nursing at least 160 hours, but less than 1600 hours. 160 hours is the equivalent of 4 weeks at 40 hours per week	Minimum of 10 contact hours of ANCC or State BON accredited nursing continuing education required annually for license renewal
Practiced nursing less than 160 hours during the calendar year. This level includes nurses who are retired from active practice, had unverified nursing employment, self-employed, and/or had not worked during the year – but still wish to renew their nursing license for next year.	Minimum of 15 contact hours of ANCC or State BON accredited nursing continuing education required annually for license renewal. NOTE - Nurses with 15 or more ANCC/BON accredited nursing contact hours do not need to provide proof of nursing practice hours verified by their employer if later selected for the CE audit.





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What documentation do I need to obtain and verify before I renew my RN license?

A certificate of completion for each nursing CE topic/course that includes all of the following information:

- a. name of the CE provider/source
- b. title of CE topic/training indicating it was nursing related
- c. your name
- d. number of contact hours awarded for completing the topic/training
- e. date the contact hours were awarded in 2016
- f. clear printed statement that the nursing CE was accredited by either the **ANCC** - or – by a specific **U.S. State BON**.

Click [here](#) to view sample CE certificates.

Does training obtained through my place of employment count?

Sometimes training obtained through your nursing employer may qualify, but do not assume. Look at each CE certificate of completion carefully for the information required to meet LSBN nursing CE requirements as explained previously.

An employer has the right to require certain training as a condition of employment, but only nursing CE that shows accreditation by the **ANCC** or a **State BON** on the certificate may be counted toward the contact hours needed each year to renew your Louisiana RN license. If you need to obtain additional ANCC/State BON accredited CE this year, you may find resources on LSBN's website by clicking [here](#).

Are there other ways to meet the annual CE requirement for license renewal?

Yes – there are two (2) other methods by which you could qualify to renew your RN license:

1. If you attended school this year for a **post-secondary nursing degree** and were awarded academic credit in 2016 for coursework specific to nursing practice. To qualify for this option, the nurse must obtain an official paper transcript obtained directly from the school *prior* to renewing and be able to supply it to LSBN upon request if notified later that you've been selected to be audited. Student summary print-outs, electronic and/or 3rd party transcripts are not acceptable verification. One (1) academic semester hour in a nursing course documented on an official paper transcript is equivalent to fifteen (15) contact hours of ANCC/BON accredited nursing continuing education for annual license renewal.

2. If you hold a certification in a nursing specialty from one of the national organizations recognized by LSBN for CEs **and** the certification was current for the full 2016 calendar year, you may utilize the certification toward your CE requirement for license renewal. If notified that you've been selected to be audited, you would submit the letter (or card) from the national organization that includes your name, certification number, nursing specialty, date certification was issued/renewed and expiration date. A list of the national nursing certifying organizations accepted is available at the LSBN website under **Education / Continuing Education / National Nursing Certification Recognized by LSBN for CEs** or click [here](#). Only the nursing certifications on this LSBN list may be utilized for license renewal in lieu of **ANCC** or **State BON** accredited contact hours.

I was previously selected for the CE audit. Can I be selected again?

Yes. Since all nurses must meet their annual mandatory CE requirements per LSBN rules prior to renewing, any nurse who has renewed his/her Louisiana license is eligible to be selected later by random audit. There is no limit to the number of times an individual can be audited for his/her CEs.

My email and/or mailing address changed since 2016 licensure/relicensure. Can I update this information online?

Once the 2017 renewal season officially opens in October, you will be able to update contact information during the online RN Renewal Application. If you have new contact information *prior* to the start of annual renewal, click [here](#) for the '**Address/Contact Change Form**'. Please complete the form and fax to LSBN for staff to update your contact information. Processing time is approximately 10 business days from receipt.

