

2019 NURSING LICENSE RENEWAL REQUIREMENTS AND FAQs
FEBRUARY 2019

NURSING RENEWALS GO “LIVE” ON APRIL 22, 2019!
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NEW RENEWAL LICENSURE REQUIREMENTS:
CONTINUING COMPETENCY
CRIMINAL BACKGROUND CHECKS

Continuing Competency Requirement

Requirement: Unless you qualify for one of the exemptions or have received prior approval for an extension by the Hawaii State Board of Nursing, **ALL** Hawaii nurse licensees must complete at least one learning activity option prior to renewing the license.

Please read the continuing competency requirement booklet available at <http://cca.hawaii.gov/pvl/boards/nursing/>, under the heading “Renewal and Restoration...” click on “Continuing Competency Requirements...”.

The following are **UPDATES** to the Continuing Competency booklet in regards to the learning activity option for continuing education and the National Certifications (Exemptions):

- Continuing education courses **approved** by the **California** or **Florida** Boards of Nursing are **acceptable**;
- **Certified Case Manager (CCM®)** from the Commission for Case Manager Certification is a **Board recognized national certification**

See Continuing Competency on Page 3 for more information.

Criminal Background History Check

Requirement: If you were licensed prior to July 1, 2017, you may be required to be fingerprinted in order to renew your nurse license for 2019. Posted on the Board of Nursing’s web page at <http://cca.hawaii.gov/pvl/boards/nursing/>, scroll down to “Renewal and Restoration...” and click on “Criminal History Record Check Requirement”, is a list of nurses randomly selected for the 2019 renewal to be fingerprinted. If your name is NOT on the list, you may be selected for the 2021 or 2023 renewal. **If your name appears on the list**, you are required to be fingerprinted prior to renewing your Hawaii nurse license for the June 30, 2019 renewal.

If your name appears on the list, you are required to be fingerprinted prior to renewing your Hawaii nurse license for the June 30, 2019 renewal.

Please visit Fieldprint Inc., at: <http://fieldprinthawaii.com>, to make an appointment, or to inquire about other available site locations on the Continental United States, or call (877) 614-4361.

The Fieldprint code that you must enter is **FPHIBrdNursing** (not case sensitive) and "Department/division" should be **FPHIBrdNursing** (not case sensitive), **Hawaii Board of Nursing or HI Board of Nursing**. If you fail to input the Fieldprint code or indicate an agency other than **FPHIBrdNursing** (not case sensitive), **Hawaii Board of Nursing or HI Board of Nursing**, we will NOT be able to obtain your results and you will be required to submit to the fingerprinting process again at your own expense.

You should get fingerprinted **as soon as possible** in order for us to timely process your renewal application. You will be notified if we are unable to retrieve your fingerprint results upon processing of your renewal application.

See Criminal Background Check FAQs on Page 8 for more information.

Note: **If you don't renew your nurse license by June 30, 2019, you may NOT practice as a nurse in this State.**

You have 2 years (until June 30, 2021) to restore your license.

You may call our Licensing Branch at (808) 586-3000 or email the Board's office at nursing@dcca.hawaii.gov for the restoration application. Be sure to include your license name, address, license number and phone number.

When you submit the restoration application, you must include proof of completion of one of the learning activity options for continuing competency AND the date that you went to get fingerprinted for licensure purposes.

Continuing Competency FAQs

1. What is continuing competency?

“Continuing competency” means the long-term educational and professional process by which an individual undertakes and documents with verifiable evidence a personal learning plan that encompasses a periodic self-assessment of personal strengths and weaknesses as present in the individual’s practice as a nurse as well as a commitment to furthering the individual’s professional knowledge relating to the nursing field.

2. Who is required to complete the continuing competency requirements?

All LPNs and RNs, unless you fall under one of the exemptions, will be required to complete one of the learning activity options in order to renew their nurse license.

3. Who is exempt from completing the continuing competency requirements?

See “Exemptions from the Continuing Competency Requirements:” on pages 8 -16 in the Continuing Competency Booklet available on the Board’s web page at <http://cca.hawaii.gov/pvl/boards/nursing>, scroll down to “Renewal and Restoration...”, click on the “Continuing Competency Requirement”.

4. When do I have to start taking one of the learning activities? In other words, when does this take effect?

Starting on July 1, 2017, all LPNs and RNs may **start** completing one of the learning activity options in order to renew his/her license by June 30, 2019. You will have 2 years to complete the learning activity you choose and it must be completed before renewing license.

5. What if I need an extension to complete the continuing competency requirement?

The Board may extend the deadline for compliance with the continuing competency requirements (completion of a learning activity option) on a case-by-case basis. Prior to the expiration of the license, a nurse licensee may submit a written request for an extension and any documentation to substantiate the reason(s) for the extension based on the following:

- a) Illness, as certified by a physician or osteopathic physician licensed under chapter 453 or advanced practice registered nurse licensed under chapter 457 in the jurisdiction in which the licensee was treated; or

- b) Military service under extended active duty with the armed forces of the United States.

6. What are the learning activity options I am able to choose from?

See “Learning Activity Options” previously discussed in the Continuing Competency Booklet available on the Board’s web page at <http://cca.hawaii.gov/pvl/boards/nursing>, scroll down to “Renewal and Restoration...”, click on the “Continuing Competency Requirement”.

7. Can I take more than one type of learning activity option? Can I combine the learning activity options as long as it totals 30 hours?

No, you can only complete one type of learning activity option per biennium. You cannot combine hours or activities of more than one type of learning activity option.

8. Can courses such as BLS, ACLS, PALS, NALS or instructor certifications in the aforementioned learning activities be applied toward my continuing competency education credits?

No. These types of certifications are a requirement for some practice areas and do not necessarily lead to the enhancement of your practice or improve workforce development.

9. Are there other specific activities or topics that are NOT eligible for continuing competency credit?

Yes. Activities **not** eligible for credit include but are not limited to:

- Clinical practice related to the policies/procedures of the facility where you are providing nursing care.
- Orientation specific to employment i.e. computer course, documentation, human resource policies.
- Orienting an employee or student.
- Being oriented to a position.
- Attendance at business and/or professional meeting unless the activity enhances nursing knowledge, judgment, and skills.
- Duplicate activities reviewed within a reporting period (i.e. annual competencies and retraining).
- Courses which focus upon self-improvement such as changes in attitude, self-therapy, self-awareness, weight loss, and yoga.
- Economic courses for personal financial gain (e.g., investments, retirement, preparing resumes, and techniques for job interviews, etc.).
- Courses designed for lay people.
- Liberal arts courses in music, art, philosophy, and others when unrelated to patient/client care.

- Courses which focus on personal appearance in nursing.
- Certification courses or programs *not* accredited by those noted on page 19 under “Learning Activity Options – Continuing Education” “b” – “e” of the described learning activities and/or which are not specific to the role of nursing:

For more information, please refer to the Continuing Competency Booklet on the Board’s web page at cca.hawaii.gov/pvl/boards/nursing, scroll down to “Renewal and Restoration”, click on the “Continuing Competency Requirement”

Professional Health Information Technology activities (HIT-Pro) which are aimed at the development of Health Information Management (HIM) skills and knowledge and are accredited by the NCCA but are NOT nursing specific.

Therefore, these types of certifications are not eligible for automatic exemption for continuing competency credit.

However, if the non-nursing certification is accredited by a nationally recognized accrediting body such as those identified on page 19 under “Learning Activity Options – Continuing Education” “b” – “e” (i.e. ICE, NCCA, or Joint Accreditation for Interprofessional Continuing Education™ etc.), then the individual course work leading up to the certification can be applied toward credit-for credit CE or converted into contact hours as defined on page 4 under definition of “Contact hour” (Definition of “Contact hour” in HAR §16-89-2) of the learning activity options to be applied toward state competency requirements.

10. If I have an LPN and RN license, do I have to complete 2 learning activities, one for each license?

At its November 5, 2015 meeting the Board of Nursing determined that if an individual maintains more than one nurse license, [i.e. LPN and RN], then the individual may complete one learning activity to renew both licenses.

11. If I have a current national certification that is not on the list of Board approved certifications on pages 8 – 16 in the Continuing Competency Booklet, how can get my national certification on the Board approved list?

You may submit documentation for the national certification that includes, but is not limited to information about the national certifying organization, information about the certification.

Also, ensure that the national certification meets the definition(s) of “Certification”, “Competency” and “Continuing competency” on page 4 of the Continuing Competency booklet.

- 12. What if I already requested that the Board consider my national certification and they determined that it did NOT meet the definitions for “Competency” and “Continuing competency”, will the continuing education courses I’ve completed to maintain this national certification count towards the continuing education learning activity option?**

It may, as long as the provider of the continuing education courses you completed is an approved CE Provider listed on pages 19 – 21 of the Continuing Competency booklet.

- 13. Once I complete my learning activity option what do I need to submit to the Board?**

Upon completion of one of the learning activity options, you must maintain your own records for documentation. The Board may conduct an audit to determine compliance with one of the learning activity options.

After the renewal period (June 30, 2019), the Board will be sending out letters to those individuals who were randomly selected. If you are selected, you will be required to submit documentation verifying completion of one of the learning activity options within 60 days of notification by the Board. Failure to do so may result in disciplinary action being taken against your nurse license(s).

- 14. What if I’m not selected, do I have to keep my records to show compliance?** Yes, you must maintain your documentation for at least 4 years or 2 previous bienniums. The Board may request your records anytime during this period.

- 15. What if I don’t complete one of the learning activity options and did not request an extension, can I still renew my nurse license?**

When you renew your nurse license in June 2019, you will be asked if you completed the continuing competency requirements in order to renew your nurse license. If you did not complete one of the learning activity options, you may not be able to renew your nurse license or you may have to renew as “inactive”.

Submitting a false statement (attesting that you completed the continuing competency requirements when you did not) when you renew is grounds for disciplinary action against your nurse license.

16. Can I still practice nursing with an “inactive” license until I complete the continuing competency requirements?

No, you may not practice nursing with an “inactive” license. You will have to reactivate your license by submitting a reactivation application, applicable fees and documents verifying your completion of one of the learning activity options.

17. Is my employer obligated to pay or give me time off to complete the continuing competency requirements?

No, this was not addressed in the original bill. The reason for continuing competency is to ensure that in today’s health care environment, knowledge of the latest developments in the profession is a crucial means by which nursing duties are safely and effectively fulfilled. New health care systems are emerging and redoubling the challenges of Boards to assure consumers that licensed nurses shall remain competent for the duration of their practice. This is a benefit for the individual nurse as well as the nurse’s employer.

18. If I am interested in taking a course that is not offered by one of the formally accepted certification programs listed under the “Learning Activity Options,” how can I be sure that the learning activity will be eligible as a learning activity that will meet the state requirements?

Many health care professionals receive educational opportunities by mail, find brochures through different networks, find offers in various journals or magazines. Be sure to check the “Accreditation Statement” to find which accreditation body has provided the credit designation.

19. How can I become a CE provider or approver?

Visit the ANCC website and learn how you or your organization can become a provider of CE or approver of CE by downloading the provider manual at:

<http://www.nursecredentialing.org/2015-ProviderManual> or the approver manual at: <http://www.nursecredentialing.org/2015-ApproverManual>

You can find an ANCC accredited provider in your state by checking the ANCC website at:

<http://www.nursecredentialing.org/Accreditation/AccreditedOrganizations>

At present (*as of February 2019*), Hawaii Pacific Health Continuing Education Department is the only ANCC accredited organization in Hawaii.

20. Are resources for free or low-cost educational opportunities available?

Yes. There are numerous resources for continuing education credits which may be free or low-cost. Please refer to the Continuing Competency Booklet on the Board's web page at cca.hawaii.gov/pvl/boards/nursing, scroll down to "Renewal and Restoration", click on the "Continuing Competency Requirement"

21. What documentation is required if I am precepting employees or students?

The Hawaii State Center for Nursing has created a form that was approved by the Board.

These forms are posted on the Board's web page under the "Renewal and Restoration..."Continuing Competency Requirement".

Criminal Background Check FAQs

1. Why do I have to get fingerprinted if I'm already licensed?

Act 97, Session Laws of Hawaii, enacted on June 21, 2016, required all nurses, new license, **renewal**, reinstatement, reactivation and restoration applicants to be fingerprinted for the purpose of a criminal history records check in order to protect the public safety.

All **new** license applicants are required to be fingerprinted within 30 days of submitting an application for license.

Nurses licensed prior to July 1, 2017 are required to be fingerprinted during one of the renewal periods, 2019, 2021 and 2023.

2. What if I was fingerprinted for employment purposes?

Unfortunately, when you were fingerprinted for your employment, we are unable to access those results.

Fingerprinting for nurse licensure/renewal/reactivation/restoration **requires** that when you make your appointment with Fieldprint that you must use the code: **fphibrdnursing and** for department/division: **fphibrdnursing or Hawaii Board of Nursing**, so that we can retrieve those results.

3. What if I failed to correctly identify the Hawaii Board of Nursing or fphibrdnursing when I made my reservation with Fieldprint?

If you did not use the fphibrdnursing code or indicated another entity under "Department/division", and we are not able to retrieve your fingerprint results, you will be notified and will be required to go back to get fingerprinted at your own expense.

If you already made your reservation and it is over 24 hours from your appointment, you can check with Fieldprint if you can “cancel” your reservation without penalty and re-book your fingerprinting using the correct information, but please check with Fieldprint.

4. How can I be certain that the Board can retrieve my fingerprint results?

You will be notified if we are unable to retrieve the results of your fingerprinting. If you followed the instructions and used the Fieldprint code **fphibrdnursing**, we will be able to retrieve your results.

5. What is the cost of getting fingerprinted?

Depending on where you get fingerprinted, the cost starts at \$52.50.

6. Is this a one-time thing or do I need to get fingerprinted every renewal period?

This is a one-time process.

7. What if I have more than one nurse license, i.e. LPN & RN, RN & APRN, can I get fingerprinted once?

Yes, once you get fingerprinted, it will count towards all your nurse license(s).

8. What if I hold a current LPN license, applied for an RN license after July 1, 2017 (or RN and applied for APRN or APRN and applied for prescriptive authority) and was required to get fingerprinted and my name is on the list for my LPN (RN or APRN) license...do I have to get fingerprinted again?

No, since you were fingerprinted after July 1, 2017 for licensure, even though your name is on the list, you do NOT have to get fingerprinted again.

9. Why was I not previously notified that I had to get fingerprinted?

A notice was released and posted on May 4, 2017 on the Board of Nursing's web page at cca.hawaii.gov/pvl/boards/nursing, under “Important Announcements”, titled “CRIMINAL HISTORY RECORD CHECK REQUIREMENT EFFECTIVE JULY 1, 2017 FOR ALL NURSE LICENSE APPLICANTS (LPN, RN, APRN AND PRESCRIPTIVE AUTHORITY) BY EXAM, ENDORSEMENT OR IF RENEWING, RESTORING, REACTIVATING OR REINSTATING A NURSE LICENSE”.

The list of nurses who are required to get fingerprinted for a criminal history check for the 2019 renewal was released on January 22, 2019 in an announcement on the Board's web page, titled “IMPORTANT INFORMATION TO RENEW YOUR HAWAII NURSE LICENSE (POSTED 1/22/2019)”.

Also, since the results of the fingerprints are also from the FBI, who have restrictions as to who, when and for what purpose(s) fingerprints can be obtained, we were unable to provide advanced notification. Only if you intend on renewing your nurse license should you get fingerprinted.

10. Do I have to get fingerprinted 30 days from the time I submit my renewal application?

No, the 30 days apply to NEW applicants for nurse license by exam or endorsement.

11. What will happen if something appears on my background check?

We will check to see if you had previously disclosed or reported the prior conviction(s). If the information in your file concurs with the information on your background check, then you need not do anything further.

If the results of your fingerprinting indicate a prior conviction and review of the information in your file indicates that you failed to report/disclose the information, then you will be notified and the matter may be referred for further investigation. As in all investigations, your license is not affected until a final disposition of the investigation.

12. Will my nurse license be renewed if something appears on my background check?

Yes, but you may be notified to submit additional documentation.

13. Is there a specific time period when I can get fingerprinted to renew my nurse license?

No, you may proceed with getting fingerprinted before June 30, 2019, if you are currently licensed and will be renewing that license by June 30, 2019.

There are more than 8,000 nurses that need to be fingerprinted in order to renew for the 2019 renewals. If your name is on the list on the Board's web page, you should go and get fingerprinted as soon as possible

The list posted on the Board of Nursing's web page at cca.hawaii.gov/pvl/boards/nursing, scroll down to "Renewal and Restoration..." and click on "Criminal History Record Check Requirement", is a list of nurses randomly selected for the 2019 renewal to be fingerprinted.

14. Why do I have to provide my social security number to be fingerprinted?

Your social security number is an identifier in case your fingerprints are "rejected". Your social security number is used to validate any records found by a name check.

15. If I will be renewing my “inactive” license, and my name appears on the list, do I have to get fingerprinted?

No, however, when you apply to reactivate your nurse license, you will be required to get fingerprinted and comply with the continuing competency requirement.