

## **2023 NURSING LICENSE RENEWAL REQUIREMENTS AND FAQs**

March 2023

**Renew your license online at <https://mypvl.dcca.hawaii.gov>**

(If you have not already done so, you can create a MyPVL account)

**Note: If you don't renew your nurse license by June 30, 2023, you may NOT practice as a nurse in this State.**

If you do not renew your nurse license by June 30, 2023, you have 2 years (until June 30, 2025) to restore your license.

**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 your nurse license.

Please read the **continuing competency requirement booklet** available at <http://cca.hawaii.gov/pvl/boards/nursing/>, under the heading "Continuing Competency Renewal Requirements".

The following are **UPDATES** to the Continuing Competency booklet in regard to the learning activity options for continuing education, nurse residency programs and the National Certifications (Exemptions):

- Continuing education courses **approved** by the **California** or **Florida** Boards of Nursing are **acceptable**;
- Nurse Residency Program: **Healthstream** residency model as a nurse residency program as a learning activity option towards the continuing competency requirement;
- **Certified Case Manager (CCM®)** from the Commission for Case Manager Certification is a **Board recognized national certification**; and
- Nurse Residency Program: **Adventist Health Castle**

## **Criminal Background History Check**

Requirement: If you were licensed prior to July 1, 2017, you are required to be fingerprinted in order to renew your nurse license. A list of individuals is posted on the Board of Nursing's web page at <http://cca.hawaii.gov/pvl/boards/nursing>, under Criminal History Record Check Information. Click on "Criminal History Record Check (CBC) Requirements" and then click on "Current Licensee (CBC) Renewal Requirements."

**For this renewal period, all nurses should be or have been fingerprinted.**

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 **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.

### **WORKFORCE SURVEY**

A friendly reminder to complete the Hawaii State Center for Nursing's workforce survey when renewing your Hawaii nurse license online. The link to the survey is at the beginning and the end of the renewal process so you may take it at anytime. If you have already renewed your license, you may still go back to your MyPVL account to the renewal section and complete the survey.

This workforce survey is very important in determining Hawaii's nursing workforce.

Your cooperation is greatly appreciated. Thank you!

## General Renewal FAQs

- 1. I have a MyPVL account and it is linked to my inactive Hawaii nurse license but I am unable to get to the page to pay and renew on inactive status.**

If you click on the “Renew” button this should take you into the renewal page.

You may be seeing a higher renewal fee but when you go to pay the fee, the amount should adjust to the \$12 inactive fee.

With the new version of MyPVL the active and inactive renewals look the same and are not separate renewals like before.

The questions for inactive also show up, that’s where the language was revised to notate that inactive licensees are not subject to the CE requirements.

- 2. Can I change from inactive to active status when I renew my license online?**

No, if your license is inactive you can renew only renew on inactive status and cannot change your status to active.

If you wish to reactivate your license, you may call our Licensing Branch at (808) 586-3000 or email the Board to request a reactivation application.

- 3. I tried to renew online but the “renew” button did not work or was not “lit”.**

You should check the status of your license to ensure that you are able to renew your license, including the expiration date that should be June 30, 2023. If your license expiration date is June 30, 2021, your license must be restored by June 30, 2023 before you can renew. If your license is not restored by June 30, 2023, you will be required to reapply as a new applicant and meet all current requirements.

- 4. When I go to <https://mypvl.dcca.hawaii.gov/my-licenses/> it says I have ‘ 0 linked licenses’. I then click on ‘Find my license’, either enter my RN/LPN license# or Name and click ‘search’, nothing opens within the site.**

Your email must match the email on your MyPVL account. If you are still having trouble it could be the browser you are using; it is recommended to use the most current version of Google Chrome.

5. **I am trying to renew my RN/LPN license through MyPVL. I can log in. While trying to find my license, I get a message “You have 0 linked licenses”. When I put in my license number, the search does not go anywhere. I do not know how to link the license or search for my license.**

To “link” your license, click the blue “Find my license” button on the top right.

6. **I changed my email address and would like to update MyPVL account, how can I change my email address?**

You can update your email address and password at:

<https://login.ehawaii.gov/lala/account/update.lala>

7. **I’m trying to renew my APRN with prescriptive authority online but I don’t see the box to renew my prescriptive authority.**

The online renewal no longer asks the question regarding if the licensee will be renewing their prescriptive authority.

If you have prescriptive authority, when you renew your APRN license, it will automatically be renewed with the prescriptive authority.

If you do not wish to maintain your prescriptive authority after renewing your APRN license online you may submit a signed statement that you no longer wish to maintain your prescriptive authority and this privilege will be removed.

Please be advised that by renewing your APRN with prescriptive authority online, you are agreeing that you completed the continuing education requirements to renew your prescriptive authority. If you are randomly selected for the continuing education audit and fail to submit proof of compliance with the continuing education requirement, you may be subject to disciplinary action for submitting false information .

8. **I just passed my NCLEX and I received my RN license recently that will expire on June 30, 2023. Do I have to complete a learning activity in order to renew my license?**

Yes, regardless of when the license is issued, the license will expire on June 30<sup>th</sup> of every odd-numbered year and subject to renewal and the renewal requirements.

If you are a recent graduate, there is an exemptions for “recent” graduates. Please refer to the Continuing Competency Booklet on the Board’s web page at [cca.hawaii.gov/pvl/boards/nursing](http://cca.hawaii.gov/pvl/boards/nursing).

9. **I was just licensed as an RN and APRN and noticed that my licenses expire on June 30, 2023, what are the renewal requirements to maintain my RN and APRN licenses?**

Regardless of when the licenses are issued, they will expire on June 30<sup>th</sup> of every odd-numbered year and subject to renewal, payment of the renewal fees and the renewal requirements.

For your RN and APRN continuing competency, you may use your current APRN national certification. If you have prescriptive authority, you must complete a total of 30 hours of CE of which 8 are in pharmacology and 22 hours in your practice specialty. All of the CEs must have been completed between July 1, 2021 and June 30, 2023.

10. **I just submitted proof of continuing education courses when I restored or reactivated my license. Can I use the same courses to renew my license for the 2023 renewal period?**

Yes, if the continuing education courses were completed within the 2 years preceding June 30, 2023.

11. **I started working as an RN in July 2021 and was accepted into a New Grad Residency program. The program started in July 2021 and ended on January 2022. Can you please tell me if my new grad residency program will satisfy the continuing competency requirement for my license renewal this year?**

Yes, the following information is included in the Continuing Competency Booklet posted on the Board's web page at [cca.hawaii.gov/pvl/boards/nursing](http://cca.hawaii.gov/pvl/boards/nursing) under Continuing Competency:

#### LEARNING ACTIVITY OPTIONS

##### Nurse Residency Program

Completion of a board-recognized nurse residency program.

This includes completion of a "New Grad Residency Academy Evidence-Based Project (EBP)" through a nationally accredited nursing program, employer, or professional organization.

"New Grad Residency Academy Evidence-Based Projects (EBP)" are programs which are typically 5 to 6 months in length plus an EBP project requirement in addition to a 1 year residency. At present, the Hawaii Pacific Health organizations offers 10 academies which include:

1. New Grad Residency (1 year)
2. Pediatric/PICU Resource Academy (1 year)
3. PICU/ED Resource Academy (1 year)
4. ED Academy (5 months plus EBP)
5. Perinatal Academy (5 months plus EBP)

6. Critical Care Academy (5 months plus EBP)
7. Perioperative Academy (6 months plus EBP)
8. NICU Academy (5 months plus EBP)
9. PICU Academy (5 months plus EBP)
10. Pediatric Academy (5 months plus EBP)

Nationally accredited nurse residency programs (NRPs) are required to meet curriculum standards framed by the Vizient Model and is identified in the American Association of Colleges of Nurses (AACN) guidelines. A complete list of AACN approved NRP participants since May 2016 is available at: <http://www.aacn.nche.edu/education-resources/NRP-Participants-by-State.pdf>.

As other organizations not included in the AACNs approved list of NRP participants develop new residency programs, we recommend that you check with the organization prior to your participation in said residency program to assure that your learning activity will meet the NRP standards of AACN as well as the Hawaii Board of Nursing continuing competency criteria for nurse licensure. Current NRP curriculum standards can be found at: <http://www.aacn.nche.edu/education-resources/curriculum-standards>.

### **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 your 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>, click on the “Continuing Competency Renewal Requirements”.

**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, 2021, all LPNs and RNs may **start** completing one of the learning activity options in order to renew his/her license by June 30, 2023. You had 2 years to complete a learning activity that 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.

Since the Board meets every month, you must give the Board at least 2 months with any request to extend the continuing competency requirement deadline. Late requests will not be accepted or processed.

**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>, click on the “Continuing Competency Renewal Requirements”.

**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.

**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 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.

**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 only 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 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 and 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 listed as an approved CE Provider 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 a random audit to determine compliance with one of the learning activity options.

After the renewal period (June 30, 2023), the Board will be sending out letters to those individuals who were randomly selected and also post a list on the Board’s web page. 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).

Failure to timely respond to the Board’s request because you were on a travel assignment or because you moved, is not an excuse for not responding or responding after the deadline. Again, check the Board’s web page, a month or so after June 30, 2023 for a list of those individual’s selected for the random audit

- 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?**

On your renewal application, 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, but answer “yes”, you are submitting false information to the Board..

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 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](http://cca.hawaii.gov/pvl/boards/nursing).

**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 "Continuing Competency Renewal Requirements".

**22. I am anticipating renewal of my RN license this June and would like to know what form of CEU proof do you require for those who are currently taking nursing graduate course? Do you accept school provider number or unofficial transcripts?**

The following information is included in the Continuing Competency Booklet posted on the Board's web page at [cca.hawaii.gov/pvl/boards/nursing](http://cca.hawaii.gov/pvl/boards/nursing) under Continuing Competency:

**LEARNING ACTIVITY OPTIONS**

**Two Semester Credits of Post-licensure Academic Education Related to Nursing Practice**

Completion of a minimum of two semester credits of post-licensure academic education related to nursing practice from an accredited nursing program within the renewal biennium (i.e. July 1, 2019 – June 30, 2021), will satisfy as one of the learning activity options.

Examples:

- LPN to RN
- RN to BSN
- BSN to MSN/DNP
- RN to PhD in Nursing

## **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: **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 should 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. **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, do I have to get fingerprinted for each application or license?**  
**No**, once you get fingerprinted for your Hawaii nurse license, you do not have to be re-fingerprinted.
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/boards/nursing](http://cca.hawaii.gov/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)". Subsequently, the list of nurses for the 2021 and 2023 renewal periods were also posted on the Board's web page.

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) or any subsequent convictions. 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 information and/or 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, 2021, if you are currently licensed and will be renewing that license by June 30, 2023.

- 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 submit evidence of compliance with the continuing competency requirement.