

STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION

HAWAII BOARD OF NURSING

**LICENSE RENEWAL &
CONTINUING COMPETENCY
GUIDANCE AND INFORMATION**

Biennium: July 1, 2025 – June 30, 2027

For LPNs, RNs, and APRNs

License Renewal Deadline: June 30, 2027

Renew Online: <https://mypvl.dcca.hawaii.gov>
Board of Nursing: nursing@dcca.hawaii.gov | 1-844-808-3222
Board Website: <http://cca.hawaii.gov/pvl/boards/nursing>

Updated April 2026

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QUICK REFERENCE

Use this section for an overview. Full details follow in each chapter.

LICENSE TYPE	CONTINUING COMPETENCY REQUIREMENT	EXEMPTIONS
LPN	Complete ONE learning activity option (see Chapter 4)	National certification; graduated within the past 12-months
RN	Complete ONE learning activity option (see Chapter 4)	National certification; graduated within the past 12-months
APRN (no prescriptive authority)	Current national certification in practice role satisfies requirement	Holding current national certification is itself the exemption
APRN with Prescriptive Authority	Current national cert PLUS 30 CE hours (8 pharmacology + 22 practice specialty)	Exempt, *NOTE prescriptive authority holders must complete pharmacology CE

REQUIREMENT	DETAIL
Biennium period	July 1, 2025 – June 30, 2027
Learning activity window	Activities must be completed between July 1, 2025 and June 30, 2027
Renewal deadline	June 30, 2027 — renew at https://mypvl.dcca.hawaii.gov
Fingerprinting (CBC)	One-time requirement; if not yet done, complete before renewal
Record retention	Licensees are advised to retain documentation of their completed learning activities for at least 4 years (2 bienniums)
Deadline to submit proof of continuing competency	60 days from receipt of the notice to submit documentation
Combination of activities	NOT permitted — choose exactly ONE option

⚠ If you do not renew by June 30, 2027, your license will be forfeited. You will then have until June 30, 2029 to restore it — after that it is terminated entirely. You may NOT practice nursing under a forfeited or expired license.

CHAPTER 1: PURPOSE AND BACKGROUND

1.1 Why Continuing Competency Is Required

Act 127, Session Laws of Hawaii 2015 (signed June 19, 2015 by Governor Ige) established mandatory continuing competency requirements for the renewal of all Hawaii nurse licenses. The Legislature found 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 constantly emerging, and licensure boards must assure consumers that licensed nurses remain competent for the duration of their practice. The most efficient means to ensure patient safety is to require nurses to complete continuing competency requirements prior to each renewal.

1.2 Legal Authority

Hawaii Revised Statutes (HRS) Chapter 457 and Hawaii Administrative Rules (HAR) Chapter 16-89 govern nurse licensure in the State of Hawaii. Relevant statutes include:

- HRS §457-9.3 — Establishes the continuing competency requirement and lists approved learning activity options.
- HRS §457-12 — Authorizes the Board to deny, revoke, limit, suspend, or fine a licensee for submitting false information, including false attestation of compliance with continuing competency requirements.
- Act 97, Session Laws of Hawaii 2016 — Requires criminal background checks (fingerprinting) for all nurse license applicants and renewals.

1.3 Board Contact Information

CONTACT	INFORMATION
Mailing Address	P.O. Box 3469, Honolulu, Hawaii 96801
Phone	1-844-808-3222
Email	nursing@dcca.hawaii.gov
Website	http://cca.hawaii.gov/pvl/boards/nursing
Online Renewal Portal	https://mypvl.dcca.hawaii.gov

CHAPTER 2: DEFINITIONS

The following terms are used throughout this booklet. Understanding these definitions is essential for determining your obligations.

TERM	DEFINITION
Accredited Nursing Program	Certification by the appropriate board of nursing that the nursing program meets established nursing education standards. (HAR §16-89-2)
Approved Provider	A local, state, or national agency, institution, or organization responsible for the development, implementation, evaluation, financing, record-keeping, and maintenance of a continuing education offering, as recognized by the Board. (HAR §16-89-2)
Certification	A form of specialized credentialing, under sponsorship of a recognized national certifying body, that has verified an applicant's advanced knowledge, skills, and abilities in defined areas of nurse practice specialties. (HAR §16-89-2)
Competency	The ability of a nurse to integrate knowledge, skills, judgment, and personal attributes to practice safely and ethically in the professional nursing position and in accordance with the scope of nationally recognized nursing practices. (HRS §457-2)
Contact Hour	A minimum of 60 minutes of actual organized instruction. Conversions: 1 quarter credit = 12.5 contact hours; 1 semester credit = 15 contact hours; 1 CEU = 10 contact hours; 1 CME credit = 60 minutes. (HAR §16-89-2)
Continuing Competency	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 well as a commitment to furthering professional nursing knowledge. (HRS §457-2)
NCSBN	The National Council of State Boards of Nursing, Inc. (NCSBN). (HAR §16-89-2)
Recognized National Certifying Body	Nurse credentialing agencies accredited by the NCCA or ABNS and recognized by the Board, including but not limited to ANCC, PNCB, NCC, American College of Nurse Midwives, American Academy of Nurse Practitioners, and Council on Certification of the AANA. (HAR §16-89-2)
Refresher Course	A course consisting of at least 60 hours of didactic instruction plus 60 hours of clinical practice, from an approved provider, designed for nurses returning to practice after more than 5 years of absence. (HAR §16-89-132(b)(3))
Semester Credit	A minimum of 15 hours of classroom instruction or 30 hours of laboratory/clinical instruction; or equivalent quarter hours (minimum 10 classroom or 20 lab/clinical). (HAR §16-89-2)

CHAPTER 3: WHO MUST COMPLY — AND WHO IS EXEMPT

3.1 Who Must Complete Continuing Competency Requirements

Unless you fall under one of the exemptions below, ALL of the following must complete one (1) learning activity option before renewing their Hawaii nurse license for the July 1, 2025 – June 30, 2027 biennium:

- Licensed Practical Nurses (LPNs)
- Registered Nurses (RNs)
- Advanced Practice Registered Nurses (APRNs) without a current national certification
- APRNs with Prescriptive Authority (additional CE requirements apply — see Section 3.3)

3.2 Exemptions

The following nurses are EXEMPT from completing a learning activity option (but must still renew the license and pay fees by June 30, 2027):

EXEMPTION CATEGORY	REQUIREMENT TO QUALIFY	ACTION REQUIRED AT RENEWAL
APRN with Current National Certification	You hold an active APRN license in Hawaii AND maintain a current national certification approved by the Board in your practice role.	Renew online; attest to exemption; retain current certification
RN or LPN with Current National Certification	You maintain a current national certification from a Board-recognized certifying body in your practice role (see Chapter 5 for the full list).	Renew online; attest to exemption; retain current certification
Recent Graduate (graduated within 12 months of first renewal date)	You graduated or completed pre-licensure requirements from a Board-accredited nursing program within 12 months prior to your first renewal date.	Renew online. Full exemption applies.
Recent Graduate (graduated 12–24 months before first renewal date)	You graduated or completed pre-licensure requirements between 12 and 24 months before your first renewal date.	Renew online, attest to completion of continuing competency requirement; retain documentation of one of the following: <ul style="list-style-type: none"> • 15 contact hours of CE • 1 semester credit of post-licensure nursing education • Board-recognized nurse residency program • Other approved learning activity

IMPORTANT: Even if you are exempt, you are still required to renew your license by June 30, 2027 and pay the applicable renewal fee. Exemption applies only to the learning activity requirement — not to the renewal obligation itself.

3.3 Special Rules for APRNs with Prescriptive Authority

⚠ APRNs with prescriptive authority are exempt from continuing competency requirements, BUT still must complete CE specifically for prescriptive authority renewal.

If you hold an APRN license with prescriptive authority, you must complete ALL of the following before renewing:

- Current national certification in your practice specialty (this satisfies the APRN continuing competency exemption), AND
- A total of 30 contact hours of continuing education, of which:
 - At least 8 hours must be in pharmacology
 - At least 22 hours must be in your practice specialty

All 30 CE hours must have been completed between July 1, 2025 and June 30, 2027.

Note: When you renew your APRN license online, prescriptive authority is automatically renewed with it. By completing the online renewal, you are attesting that you have met the CE requirements for prescriptive authority. If you are randomly audited and cannot provide proof, you may be subject to disciplinary action.

If you choose NOT to maintain your prescriptive authority, you must submit a signed written statement to the Board after renewing online.

3.4 Requesting an Extension

The Board may grant an extension of the continuing competency deadline on a case-by-case basis. Extensions are only granted for:

- Illness: certified by a physician, osteopathic physician, or APRN licensed in the jurisdiction where you were treated.
- Military service: extended active duty with the U.S. armed forces.

Extension requests MUST be submitted in writing before your license expires. Because the Board meets monthly, submit your request at least 2 months before the June 30, 2027 deadline. Late requests will not be accepted. If your extension request is denied, you must complete a learning activity option before renewing.

CHAPTER 4: LEARNING ACTIVITY OPTIONS

GROUND RULES - READ FIRST:

- You must complete exactly ONE learning activity option per biennium.
- You may NOT combine activities or hours from different options.
- Activities must be completed between July 1, 2025 and June 30, 2027. • Activities completed before July 1, 2025 do NOT count for this biennium.

#	OPTION NAME	MINIMUM REQUIREMENT
1	Continuing Education (CE)	30 contact hours from approved providers
3	Board-Approved Refresher Course	60 hours didactic + 60 hours clinical
4	Post-Licensure Academic Education	Minimum 2 semester credits from an accredited nursing program
5	Preceptor Activity	120 hours as a preceptor in a one-to-one organized preceptorship program
6	Nursing Research / Evidence-Based Practice (EBP) Project	Completed IRB-approved research study or Board pre-approved EBP project as principal/co-principal investigator
7	Peer-Reviewed Publication	Author or co-author a published nursing or health-related article, book, or book chapter
8	Nursing Education Presentation	Minimum 5 contact hours of organized instruction qualifying as CE
9	Nurse Residency Program	Completion of a Board-recognized nurse residency program
10	Similar / Other Activity	Board pre-approval required before starting
10	Similar / Other Activity	Board pre-approval required before starting

OPTION 1 — Continuing Education (CE)

Hours Required

You must complete at least 30 contact hours of continuing education courses during the biennium (July 1, 2025 – June 30, 2027).

Approved CE Providers

CE must come from one or more of the following approved sources:

- Nationally accredited nursing schools recognized by the Commission on Collegiate Nursing Education (CCNE) or Accreditation Commission for Education in Nursing (ACEN).
- National certifying bodies or organizations accredited by:
 - American Academy of Nurse Practitioners Certification Board (AANPCB)
 - American Board for Specialty Nursing Certification (ABSNC)
 - American Nurses Credentialing Center (ANCC)
 - Institute for Credentialing Excellence (ICE)

- National Commission for Certifying Agencies (NCCA)
- National Council of State Boards of Nursing (NCSBN)
- Local and national nursing or professional associations recognized by the Board, including:
 - Accreditation Council for Continuing Medical Education (ACCME)
 - American Nurses Association (ANA)
 - Accreditation Council for Pharmacy Education (ACPE)
 - Joint Accreditation for Interprofessional Continuing Education (IPCE)
- CE courses approved by the California Board of Nursing are acceptable.
- CE courses approved by the Florida Board of Nursing are acceptable.

Note: CE approved by other State Boards of Nursing are NOT automatically acceptable unless the Board finds the standards comparable.

Eligible CE Topics (examples)

CE courses must be directly related to nursing practice or health care. Eligible topics include but are not limited to:

- Adult education / adult learning principles
- Biology, anatomy, physiology, or behavioral science
- Culturally competent care
- Disaster preparedness
- Ethics or legal aspects of nursing
- Evidence-based nursing practice
- Health care compliance
- Health care trends, issues, or policies
- Health informatics
- Health/physical assessment
- Medical terminology for health care providers
- Nursing education or research
- Nursing management/administration
- Pathophysiology
- CLS, ACLS, PALS, and NALS

Activities NOT Eligible for CE Credit

⚠ The following do NOT count toward your CE hours, regardless of who offers them:

- Clinical practice related to facility policies/procedures
- Employment-specific orientation (computer training, documentation systems, HR policies)
- Orienting an employee or student (unless structured as a formal preceptor program — see Option 5)
- Being oriented to a new position
- Attendance at business/professional meetings unless the content enhances nursing knowledge
- Duplicate activities within the same reporting period (e.g., annual competency retraining)
- Self-improvement courses (attitude, self-therapy, weight loss, yoga)
- Personal financial courses (investments, retirement planning, resume writing, job interview techniques)

- Courses designed for lay people, not health care professionals
- Liberal arts courses (music, art, philosophy) unrelated to patient care
- Courses focused on personal appearance in nursing
- BLS courses
- Non-nursing-specific certification courses (e.g., RHIA, RHIT, CCA from AHIMA — even if NCCA-accredited, these are not nursing-specific)

Documentation Requirements

You must submit a completion certificate for each CE course that includes ALL of the following:

- Name of the course
- Provider name
- Date completed
- Number of CE hours awarded

No credit will be given if any of these four elements are missing from the certificate.

OPTION 2 — Board-Approved Refresher Course

This option is designed for nurses returning to practice after more than 5 years of absence. A qualifying refresher course must consist of:

- At least 60 hours of didactic instruction, AND
- At least 60 hours of clinical practice

The course must be offered by an approved provider (such as a CCNE- or ACEN-accredited nursing school). Contact the Board before enrolling to confirm the specific program qualifies.

Documentation Requirements

You must submit a completion certificate for each course that includes ALL of the following:

- Name of the course
- Provider name
- Date completed
- Letter from the board indicating the course's approval

No credit will be given if any of these four elements are missing.

OPTION 3 — Two Semester Credits of Post-Licensure Academic Education

Completing a minimum of 2 semester credits of post-licensure academic education related to nursing practice from a Board-approved nursing program.

*NOTE: any qualifying post-license education credits may be counted towards the Continuing Competency requirements regardless of whether or not they are taken as a part of a degree-leading program.

Examples of qualifying academic pathways:

- LPN to RN program
- RN to BSN program
- BSN to MSN or DNP program
- RN to PhD in Nursing program

Documentation Requirements

An official transcript sent directly from the school to the Board is acceptable.

OPTION 4 — 120 Hours as a Preceptor

If you serve as a preceptor for at least 120 hours during the biennium, this satisfies the learning activity requirement. Requirements:

- You must precept at least one nursing student OR at least one employee transitioning into a new clinical practice area.
- The preceptorship must be conducted in a one-to-one relationship.
- It must be part of an organized preceptorship program.
- Hours spent precepting more than one student/employee during the biennium may be combined to reach 120-hours.

⚠ The following do NOT count as preceptor hours: employment orientation activities (computer training, documentation, HR policies), being oriented to a position yourself.

Documentation Requirements

Documentation must include hours completed and the objectives of the preceptorship program, verified by the institution supervising the student/employee.

The Hawaii State Center for Nursing has created a Board-approved Preceptor Form. Use this form for documentation. It is available on the Board's website under "Continuing Competency Renewal Requirements".

OPTION 5 — Nursing Research Study or Evidence-Based Practice (EBP) Project

You may satisfy the continuing competency requirement by completing a nursing research study or EBP project during this biennium, in the role of principal or co-principal investigator (research) or lead/co-lead (EBP).

- Research Study: Must be IRB-approved.
- EBP Project: Must be pre-approved by the Board BEFORE you begin. Please submit your request and documentation to the Board at least 3 months prior to the biennium's end for review.

⚠ If you are unable to complete the project within the biennium, you must complete a different learning activity option before your license expires.

Documentation Requirements

- Correspondence from the Board indicating that your project has been approved
- A structured abstract (under 350 words) following the required format (see below)
- An executive summary (2-3 pages) following the required format

Required abstract sections for a Research Study: Introduction/Background, Conceptual Framework, Literature Review, Objectives, Methods/Design, Intervention, Setting/Sample, Data Collection, Results, Data Analyses, Findings, Discussion, Implications, Limitations.

Required abstract sections for an EBP Project: Introduction/Background, Conceptual Framework, Literature Review, Innovation/Objectives, Methods/Design, Practice Change Description, Setting/Sample, Data Collection, Results, Data Analyses Findings, Discussion, Implications, Limitations.

OPTION 6 — Authoring a Peer-Reviewed Published Article, Book, or Book Chapter

If you authored or co-authored a peer-reviewed, published nursing or health-related article, book, or book chapter that was published between July 1, 2025 and June 30, 2027, this satisfies the learning activity requirement.

- The work must be PUBLISHED (not just submitted or accepted) within the biennium.
- Research conducted for the publication does NOT count on its own — the work must be in print.

Documentation Requirements

Submit the full citation of the published work, including the Digital Object Identifier (DOI).

OPTION 7 — Developing and Conduct Continuing Nursing Education

You may satisfy the requirement by developing and presenting a nursing education presentation (or series of presentations) totaling at least 5 contact hours of actual organized instruction that qualifies as continuing education.

Requirements:

- You must be the SOLE presenter.
- The presentation must be a first-time presentation (repeating or modifying the same material does not count).
- Presentations must be delivered in a structured teaching/learning framework to nurses, other health care providers, or the public — at conferences, grand rounds, in-services, seminars, internet/e-learning, teleconferences, or patient/family education.
- Presentations required as part of your job, or sessions in which you served as a panelist or panel moderator, do NOT qualify.

Documentation Requirements

- Copy of the presentation outline or abstract
- Letter accepting your abstract or letter inviting you to speak
- Evidence that you actually presented (e.g., thank-you letter on official letterhead, link to the presentation's online recording, etc.)

OPTION 8 — Nurse Residency Program

Completion of a Board-recognized nurse residency program during the biennium satisfies the continuing competency requirement. Board-recognized programs include:

- Any nurse residency program that is part of the Hawai'i Nurse Transition to Practice Program maintained by the Hawai'i State Center for Nursing
- Any nurse residency program based on the AACN/Vizient model or HealthStream curriculum

- Any nurse residency program that is accredited by the American Nurses Credentialing Center (AACN), the Commission on Collegiate Nursing Education (CCNE), the Consortium for Advanced Practice Providers, or other accrediting body approved by the board.
- Any other nurse residency program approved by the board no later than 3 months prior to the end of the biennium.

Documentation Requirements

You must submit documentation from your nurse residency program that includes ALL of the following:

- Name of the nurse residency program
- Name of the sponsoring institution or organization
- Date of completion
- Confirmation that the program is Board-approved or nationally accredited

No credit will be given if any of these elements are missing.

OPTION 9 — Similar / Other Learning Activity (Board Pre-Approval Required)

If you wish to complete a learning activity not described in Options 1-9, you must obtain Board pre-approval BEFORE starting. Submit information about the provider, instructor, course content, and learning objectives. Incomplete submissions will delay the review process.

Examples of other activities previously approved by the Board: Hawaii Pacific Health's Adult ECMO Nurse Competency, and Health Care Compliance coursework. Consult the Board's website for any current updates.

CHAPTER 5: BOARD-RECOGNIZED NATIONAL CERTIFICATIONS

If you hold a current national certification from one of the organizations listed below, you may use it as an exemption from the learning activity options. The certification must be current at the time of renewal.

⚠ Disclaimer: The Board makes every effort to maintain an accurate list; however, certifying agencies may retire certifications or allow accreditation to lapse at any time. It is your responsibility to verify that your certification currently meets Board requirements. Check the Board's website for the most current list: <http://cca.hawaii.gov/pvl/boards/nursing>

CERTIFYING ORGANIZATION	RECOGNIZED CERTIFICATIONS
AACN (American Association of Critical-Care Nurses)	CCRN® (Adult, Pediatric, Neonatal), CCRN-ETM, PCCN®, CMC®, CSC®, ACCNS-AG®, ACCNS-P®, ACCNS-N®, ACNPC-AG®
AADE (American Association of Diabetes Educators) / NCBDE	BC-ADM (Board Certified-Advanced Diabetes Management), CDE (Certified Diabetes Educator)
AAHFN (American Association of Heart Failure Nurses)	CHFNP (Certified Heart Failure Nurse), CHFNP-K
AANPCB (American Academy of Nurse Practitioners Certification Board)	ANP, FNP, A-GNP (Adult-Gero Primary Nurse Practitioner)
ABCGN (American Board for Certification of Gastroenterology Nurses)	CGRN
ABMCN (American Board of Managed Care Nursing)	CMCN (Certification in Managed Care Nursing)
ABNN (American Board of Neuroscience Nursing)	CNRN®, SCRNP®
ABOHN (American Board for Occupational Health Nurses)	COHN, COHN-S, CM
ABPANC (American Board of Perianesthesia Nursing Certification)	CPAN®, CAPA®
AHNCC (American Holistic Nurses Credentialing Center)	HNB-BC, AHN-BC, APHN-BC, NC-BC, HN-BC
ALNCCB (American Legal Nurse Consultant Certification Board)	LNCC®
ANCC (American Nurses Credentialing Center)	ANP-BC, FNP-BC, PNP-BC, ACNP-BC, GNP-BC, PMHNP-BC (Adult & Family), AGPCNP-BC, AGACNP-BC, PMHCNS-BC, ACNS-BC, PCNS-BC, RN-BC (Nursing Case Mgmt, Ambulatory Care, Pain Mgmt, Med-Surg, Pediatric, Gerontological, Psychiatric MH, Cardiac/Vascular, Informatics, Nursing Professional Development), NE-BC, NEA-BC
American Organization of Nurse Leaders (AONL)	CENP (Certified in Executive Nursing Practice), CNML (Certified Nurse Manager and Leader)

CERTIFYING ORGANIZATION	RECOGNIZED CERTIFICATIONS
BCEN (Board of Certification for Emergency Nursing)	CEN®, CFRN®, CPEN®
CBIC (Certification Board of Infection Control and Epidemiology)	CIC (Certified in Infection Control)
CBUNA (Certification Board for Urologic Nurses and Associates)	CUNP, CURN, CUA
CCI (Competency & Credentialing Institute)	CNOR®, CRNFA®, CNS-CP®
Commission for Case Manager Certification	CCM® (Certified Case Manager) — Board-recognized national certification
Commission on Nurse Certification	CNL (Clinical Nurse Leader)
Dermatology Nursing Certification Board	DNC, DCNP
ENA (Emergency Nurses Association)	CTRN® (Certified Transport Registered Nurse), TCRN™ (Trauma Certified Registered Nurse)
HIV/AIDS Nursing Certification Board	ACRN, AACRN
HPCC (Hospice and Palliative Credentialing Center)	CHPN®, ACHPN®, CHPPN®, CHPLN®, CHPCA®
INCC (Infusion Nurses Certification Corporation)	CRNI®
International Association of Forensic Nurses	SANE-A, SANE-P, AFN-BC
MSNCB (Medical Surgical Nursing Certification Board)	CMSRN®, CCCTM®
National Asthma Education Certification Board	AE-C (Certified Asthma Educator)
National Association for Healthcare Quality	CPHQ (Certified Professional in Healthcare Quality)
NBCRNA (National Board of Certification and Recertification for Nurse Anesthetists)	CRNA
NBCSN (National Board of Certification of School Nurses)	NCSN®
NCC (National Certification Corporation)	RNC-OB, RNC-MNN, RNC-LRN, RNC-NIC, NNP (Neonatal Nurse Practitioner), WHCNP
National Certifying Board for Ophthalmic Registered Nurses	CRNO
National Certifying Board of Otorhinolaryngology and Head-Neck Nurse	CORLN
National League for Nursing	CNE (Certified Nurse Educator)
NNCC (Nephrology Nursing Certification Commission)	CNN, CDN, CCHT
ONCB® (Orthopaedic Nurses Certification Board)	ONC®, ONP-C®, OCNS-C®

CERTIFYING ORGANIZATION	RECOGNIZED CERTIFICATIONS
Oncology Nursing Certification Corporation	AOCN, CPON, OCN, AOCNP, AOCNS, CPHON, CBCN, BMTCN
PNCB (Pediatric Nursing Certification Board)	CPN, CPEN, CPNP-PC, CPP-AC, PMHS
Plastic Surgical Nursing Certification Board	CPSN, CANS
RNCB (Radiologic Nursing Certification Board)	CRN®
RNCB (Rehabilitation Nursing Certification Board)	CRRN®
AHA (American Hospital Association)	CPHRM (Certified Professional in Healthcare Risk Management)
WOCNCB (Wound, Ostomy, Continence Nursing Certification Board)	CWOCN®, CWCN®, COCN®, CCCN®, CWON®, and Advanced Practice variants

A complete and current list of certificate education programs approved by the American Board for Specialty Nursing Certification (ABSNC) is available at:
<http://www.nursingcertification.org/absnc/programs>

If your national certification is NOT on this list, contact the Board. You may submit documentation for consideration. Include information about the certifying organization, certification requirements, and evidence that the certification meets the Board's definitions of Certification, Competency, and Continuing Competency.

CHAPTER 6: CRIMINAL BACKGROUND CHECK (FINGERPRINTING)

6.1 Overview

Act 97, Session Laws of Hawaii 2016, requires all nurses to be fingerprinted for a criminal history records check to protect public safety. For the 2025-2027 renewal cycle, all nurses should either have already been fingerprinted or must complete fingerprinting before or during this renewal period.

Fingerprinting is a ONE-TIME requirement. If you have already been fingerprinted using the correct Fieldprint code for the Hawaii Board of Nursing, you do NOT need to be fingerprinted again.

6.2 Who Still Needs to Be Fingerprinted

- Any nurse licensed PRIOR TO July 1, 2017 who has not yet been fingerprinted for Hawaii nurse licensure purposes.
- Any new license applicant (must be fingerprinted within 30 days of application).

6.3 How to Get Fingerprinted

STEP	DETAIL
1. Make an appointment	Visit http://fieldprinthawaii.com or call (877) 614-4361. Appointments available in Hawaii and on the U.S. mainland.
2. Enter the correct Fieldprint code	Code: FPHIBrdNursing (not case-sensitive). This is CRITICAL — using the wrong code means the Board cannot retrieve your results and you will have to redo the process at your own expense.
3. Enter the correct Department/Division	Enter: Hawaii Board of Nursing or HI Board of Nursing
4. Provide your Social Security Number	Used as an identifier in case fingerprints are rejected or need name-check validation.
5. Attend your appointment	Go to your scheduled Fieldprint location.

⚠ If you fail to use the Fieldprint code FPHIBrdNursing or enter another agency under Department/Division, the Board will be unable to retrieve your results. You will be notified and required to repeat fingerprinting at your own expense.

6.4 Frequently Asked Questions — Background Check

Q: Does fingerprinting done for my employer count?

A: No. Employment fingerprinting results are not accessible by the Board. You must use the Fieldprint process above specifically for nurse licensure.

Q: If I have more than one nurse license (e.g., LPN and RN), do I need separate fingerprinting for each?

A: No. One fingerprinting covers all your Hawaii nurse licenses.

Q: What happens if something appears on my background check?

A: The Board will review your file to check whether you previously disclosed the conviction. If previously disclosed, no further action is needed. If not previously disclosed, you will be notified and the matter may be referred to the Regulated Industries Complaints Office for investigation. Your license is not affected until final disposition of any investigation.

Q: Will my license still be renewed if something appears?

A: Generally yes, though you may be asked to submit additional information. Each case is reviewed individually.

Q: If I am renewing an inactive license, do I still need to be fingerprinted?

A: Inactive license renewal does not require fingerprinting. However, when you later apply to reactivate your license, fingerprinting will be required.

CHAPTER 7: HOW TO RENEW YOUR LICENSE

7.1 Renewal Steps

1. Go to <https://mypvl.dcca.hawaii.gov>. Create an account if you have not done so already.
2. Link your nurse license to your MyPVL account by clicking 'Find my license'.
3. Click 'Renew' on your license. Complete all questions in the renewal application.
4. Attest that you have completed the continuing competency requirement (or that you qualify for an exemption).
5. Pay the renewal fee online. (Inactive status: \$12; Active status: standard fee — check the Board's website for current fees.)
6. Complete the Hawaii State Center for Nursing Workforce Survey (link appears at the beginning and end of the renewal process).

APRN TIP: You do not need to separately select prescriptive authority renewal — it is automatically renewed when you renew your APRN license online. If you no longer wish to maintain prescriptive authority, submit a signed written statement to the Board after completing the online renewal.

7.2 Common Technical Issues

PROBLEM	SOLUTION
'Renew' button not working or not active	Check your license expiration date — it should be June 30, 2027. If your license expired June 30, 2025, you must restore it before renewing. Use Google Chrome (most current version).
'0 linked licenses' when searching	Click the blue 'Find my license' button. Ensure the email on your MyPVL account matches Board records. Use Google Chrome.
Need to update email address	Go to: https://login.ehawaii.gov/lala/account/update.lala
Inactive license — cannot see renewal page	Click 'Renew' — you will still see the renewal page. The inactive fee (\$12) will adjust at checkout.
Want to change from inactive to active at renewal	You cannot change status during online renewal. Contact the Licensing Branch at (808) 586-3000 or email the Board to request a reactivation application.

7.3 What Happens If You Don't Renew by June 30, 2027

SITUATION	CONSEQUENCE
License not renewed by June 30, 2027	License is forfeited. You may NOT practice nursing.
Forfeited license within 2 years (by June 30, 2029)	May restore by submitting restoration application, paying fees, and meeting all restoration requirements including continuing competency.
License not restored within 2 years (after June 30, 2029)	License is TERMINATED. Must reapply as a new applicant and meet all current initial licensure requirements.

⚠ Practicing nursing under a forfeited, expired, or inactive license is considered unlicensed practice and may result in disciplinary action even after the license is expired.

CHAPTER 8: RECORDKEEPING AND AUDITS

8.1 Your Record-Keeping Obligation

You are required to maintain your continuing competency documentation for at least 4 years (2 bienniums) regardless of whether you are selected for an audit. The Board may request your records at any time during this period.

8.2 How Audits Work

- After the June 30, 2027 renewal deadline, the Board will randomly select a group of licensees for audit.
- A list of those selected will be posted on the Board's website on or about July 31, 2027. Check: <http://cca.hawaii.gov/pvl/boards/nursing>
- Selected licensees will also receive a written notification letter. **IMPORTANT:** It is your responsibility to maintain a current mailing address with the Board. If you have moved, update your address immediately.
- Once notified, you have 60 days to submit documentation verifying completion of your learning activity option.

⚠ Failure to respond to an audit notice — even if you were traveling or moved — is NOT an excuse for not responding to the audit letter. The Board will proceed with disciplinary action as if you received the notice. Keep your contact information updated with the Board at all times.

8.3 Consequences of Non-Compliance

HRS §457-12 authorizes the Board to deny, revoke, limit, suspend, or fine a nurse's license for submitting false information. This includes:

- Attesting on your renewal application that you completed continuing competency requirements when you did not.
- Failing to submit audit documentation within 60 days.
- Submitting false or misleading documentation during an audit.

8.4 Documentation Summary by Learning Activity Option

LEARNING ACTIVITY	DOCUMENTATION TO SUBMIT
CE (Option 1)	Completion certificates with course name, provider, date, and CE hours for each course.
National Certification (Option 2)	Copy of current national certification credential.
Refresher Course (Option 3)	Certificate of completion from the approved program.
Academic Education (Option 4)	Official transcript showing semester credits earned.
Preceptor (Option 5)	Completed Hawaii State Center for Nursing Preceptor Form showing hours and objectives, signed by the supervising institution.

LEARNING ACTIVITY	DOCUMENTATION TO SUBMIT
Research / EBP (Option 6)	Project abstract, IRB approval (if research), Board pre-approval letter (if EBP), and evidence of completion.
Publication (Option 7)	Copy of the published article, book, or book chapter.
Presentation (Option 8)	Presentation outline/abstract, letter of acceptance or invitation to speak, and evidence of actual presentation (e.g., thank-you letter on official letterhead).
Nurse Residency (Option 9)	Certificate or letter of completion from the residency program.
Other / Similar (Option 10)	Board pre-approval letter plus activity completion documentation.

CHAPTER 9: SPECIAL SITUATIONS

9.1 Multiple Nurse Licenses (LPN and RN, or RN and APRN)

If you hold more than one nurse license, you only need to complete ONE learning activity at the HIGHEST license level:

- LPN and RN: Complete one activity at the RN level.
- RN and APRN (without current national certification): Complete one activity at the APRN level.
- RN and APRN (with current national certification): The national certification satisfies continuing competency for both licenses.

9.2 Recently Licensed Nurses (New Graduates)

If you were recently licensed as an RN or LPN, your license still expires on June 30, 2027, regardless of when it was issued. Renewal requirements still apply unless you qualify for the recent graduate exemption (see Chapter 3, Section 3.2).

If you completed a New Grad Residency Program after July 1, 2025, that residency satisfies the learning activity requirement for this biennium.

9.3 Using CE Completed for License Restoration or Reactivation

If you submitted CE courses to restore or reactivate your license and those courses were completed between July 1, 2025 and June 30, 2027, you may use those same courses to satisfy the continuing competency requirement for the 2027 renewal. The courses must fall within the biennium window.

9.4 Inactive License Holders

You may renew your license on inactive status without completing the continuing competency requirements. However:

- You may NOT practice nursing under an inactive license.
- You cannot change your status from inactive to active during the online renewal process.
- To reactivate your license, contact the Licensing Branch at (808) 586-3000 or email the Board to request a reactivation application. Reactivation requires completion of a learning activity option.

9.5 Nurses on Military Duty

If you are on extended active duty with the U.S. armed forces and cannot complete a learning activity in time, you may request an extension from the Board. Submit your request in writing with supporting documentation before your license expires.

9.6 Nurses Seeking CE Provider or Approver Status

If you or your organization wish to become a CE provider or approver, visit the ANCC website:

- Provider manual: <http://www.nursecredentialing.org/2015-ProviderManual>
- Approver manual: <http://www.nursecredentialing.org/2015-ApproverManual>
- List of ANCC accredited providers:
<http://www.nursecredentialing.org/Accreditation/AccreditedOrganizations>

CHAPTER 10: FREE AND LOW-COST CE RESOURCES

There are many free or low-cost CE options available to Hawaii nurses. Here are some tips and resources:

- The Hawai'i State Center for Nursing (HSCN) offers many live and on-demand webinars, many of which are free and can be accessed at <https://hscn.inreachce.com/>
- Check whether your employer offers an accredited (ANCC, ACCME, or ACPE certified) in-house education program, or provides education through an accredited vendor such as Elsevier, Healthstream, or Lippincott.
- Watch for flyers and brochures for free CME seminars offered by your organization. Many speakers present at no cost to employees or association members.
- Check health profession journals and publications for qualified directed reading credits.
- Advanced Practice Nurses who subscribe to UpToDate earn CMEs simply by using the application in their daily practice (accredited by ACCME).
- Check with local union chapters (Hawaii Nurses Association, HNA) or nursing associations (Hawaii Association for Professional Nurses, HAPN — <http://www.hapn-nurses.org/>) or honor societies like Sigma Theta Tau.
- CDC Online: Free CE available at <https://www2a.cdc.gov/TCEOnline/>
- Medscape: Free CMEs for nurses at <http://www.medscape.org/nurses>
- Lippincott Nursing Center: Free CEs at <http://www.nursingcenter.com/ceconnection>
- NCSBN: Free CEs at <https://www.ncsbn.org/courses.htm>
- If you are a member of a nursing organization, your membership may include free CE activities.

Select nursing organizations that offer accredited CE include (among nearly 100 nationwide):

- Academy of Medical-Surgical Nurses
- American Association of Critical-Care Nurses
- American Association of Diabetes Educators
- American Association of Heart Failure Nurses
- American Association of Nurse Anesthetists
- American College of Nurse-Midwives
- American Holistic Nurses' Association
- American Nurses Association
- Association of perioperative Registered Nurses (AORN)
- Association of Rehabilitation Nurses
- Emergency Nurses Association
- Hospice and Palliative Nurses Association
- Infusion Nurses Society
- National Association of Pediatric Nurse Practitioners
- National Black Nurses Association
- Oncology Nursing Society
- Sigma Theta Tau International, The Honor Society of Nursing
- Wound, Ostomy and Continence Nurses Society

CHAPTER 11: FREQUENTLY ASKED QUESTIONS

Q1: What is continuing competency?

A: Continuing competency is the long-term educational and professional process by which a nurse undertakes and documents (with verifiable evidence) a personal learning plan encompassing periodic self-assessment of strengths and weaknesses and a commitment to furthering professional nursing knowledge. (HRS §457-2)

Q2: I have both an LPN and RN license. Do I need to complete two learning activities?

A: No. Complete one learning activity at the RN level, and it satisfies both licenses.

Q3: Can I combine different types of learning activities to reach 30 hours?

A: No. You must complete exactly ONE type of learning activity per biennium. For example, if you choose CE, you must complete all 30 hours from CE courses — you cannot mix 15 hours of CE with 15 hours of preceptoring.

Q4: Do BLS, ACLS, or PALS certifications count as CE hours?

A: BLS does not qualify for CE hours. PALS, NALS, CLS, and ACLS do qualify.

Q5: I work as a travel nurse and am rarely in Hawaii. Do I still need to comply?

A: Yes. All active Hawaii nurse license holders must comply with continuing competency requirements regardless of where they practice. Failure to respond to an audit notice because you are on a travel assignment is not an acceptable excuse.

Q6: My CE was approved by the Texas Board of Nursing. Does it count?

A: Not automatically. CE approved by the California or Florida Boards of Nursing is acceptable. CE from other state boards is not automatically accepted unless the Board determines the standards are comparable. When in doubt, choose CE from a nationally accredited provider.

Q7: I just renewed my APRN license. Do I also need to separately renew my RN license?

A: Yes. If you are an APRN, you must renew your RN license at the same time. Both renewals are done through MyPVL.

Q8: Can I still use courses I took to restore or reactivate my license?

A: Yes, provided those courses were completed between July 1, 2025 and June 30, 2027.

Q9: What if I can't complete the learning activity due to illness?

A: You may request an extension from the Board before your license expires. Submit a written request with a physician/APRN certification of your illness at least 2 months before June 30, 2027.

Q10: Is my employer required to give me time off or pay for continuing competency?

A: No. Continuing competency is the individual nurse's responsibility. It benefits both you and your employer, but employers have no legal obligation to fund or facilitate it.

Q11: What happens if I attest to completion but I did not actually complete the requirement?

A: Submitting a false attestation is grounds for disciplinary action under HRS §457-12, which can include suspension, revocation, or fines. Do not attest to completion unless you have actually met the requirement.

Q12: Where can I find the Preceptor Form for Option 5?

A: On the Board's website at <http://cca.hawaii.gov/pvl/boards/nursing>, under Continuing Competency Renewal Requirements.

Q13: How do I know if I still need to be fingerprinted?

A: Check the Board's website for the list of nurses still required to be fingerprinted, at <http://cca.hawaii.gov/pvl/boards/nursing> under Criminal History Record Check Information.

Q14: I was fingerprinted for a new RN license after July 2017, but my LPN name is still on the list. Do I need to be fingerprinted again?

A: No. If you were fingerprinted using the correct Fieldprint code for Hawaii Board of Nursing purposes after July 1, 2017, you are covered regardless of which nurse license triggered the fingerprinting.

Q15: How do I add or update a national certification not on the Board's recognized list?

A: Submit documentation to the Board including information about the certifying organization and certification, and evidence that it meets the Board's definitions of Certification, Competency, and Continuing Competency. The Board reviews submissions and updates its list periodically.

CHAPTER 12: HAWAII STATE CENTER FOR NURSING WORKFORCE SURVEY

Every renewal period, nurse licensees are asked to complete the Hawaii State Center for Nursing's Workforce Survey. The survey link appears at the beginning and end of the online renewal process.

The survey collects information about your current nursing practice in Hawaii, including:

- Island of residence
- License type
- Employment role and setting
- Practice specialty
- Educational background and pathways

Survey data is analyzed and released as a report that helps nursing leaders, schools of nursing, government officials, and others understand workforce trends and plan for Hawaii's current and future nursing needs.

If you have already renewed your license, you can still return to your MyPVL account and complete the survey in the renewal section. Your participation greatly improves the reliability of the findings and helps support the nursing profession in Hawaii.

Past reports and additional Hawaii State Center for Nursing information are available at:
hawaiicenterfornursing.org

APPENDIX A: CONTINUING EDUCATION (CE) FORM

Complete this form and attach copies of all CE completion certificates if selected for audit. This form may also be used to organize your own records.

COURSE DATE	COURSE TITLE (Attach Certificate)	PROVIDER	CE HOURS
TOTAL HOURS:			

Affidavit of Licensee: I hereby certify that all information contained on this form and the attached supporting documents are true and correct.

Licensee Name (Print): _____
 License No.: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY:
 Compliant — Filed: _____ Deficient — Supporting documents needed

APPENDIX B: KEY DATES AND CHECKLIST

Biennium: July 1, 2025 – June 30, 2027

DATE / MILESTONE	ACTION
July 1, 2025	Biennium begins. Start your learning activity (only activities on or after this date count).
By April 2027	If requesting an extension, submit written request to Board at least 2 months before June 30, 2027.
June 30, 2027	FINAL deadline to renew license online at https://mypvl.dcca.hawaii.gov . Complete learning activity before this date.
~August 2027	Board posts audit list on website. Check: http://cca.hawaii.gov/pvl/boards/nursing
60 days after audit notice	Deadline to submit audit documentation if selected.
June 30, 2029	Deadline to RESTORE a forfeited 2027 license. After this date, license is permanently terminated.

Renewal Checklist

DONE	TASK
<input type="checkbox"/>	Determined whether I am exempt (national certification, APRN cert, recent grad)
<input type="checkbox"/>	Selected my learning activity option (if not exempt)
<input type="checkbox"/>	Completed the learning activity between July 1, 2025 and June 30, 2027
<input type="checkbox"/>	Retained documentation (certificates, transcripts, forms, etc.) in a safe place
<input type="checkbox"/>	Verified fingerprinting status — completed with FPHIBrdNursing code if required
<input type="checkbox"/>	Verified my mailing address is current with the Board
<input type="checkbox"/>	Logged in to https://mypvl.dcca.hawaii.gov and linked my license
<input type="checkbox"/>	Completed the online renewal and paid the fee by June 30, 2027
<input type="checkbox"/>	Completed the Hawaii State Center for Nursing Workforce Survey
<input type="checkbox"/>	If APRN with prescriptive authority: confirmed 30 CE hours (8 pharmacology + 22 specialty)
<input type="checkbox"/>	Checked Board website ~1 month after June 30, 2027 for audit list