

Additional Audit Information

The Division of Occupational and Professional Licensing (DOPL) routinely audits licensees to ensure that the licensee meets the requirements for renewal of licensure.

If you were selected for an audit of your renewal requirements you must document your compliance with the renewal requirements listed below and submit the documentation to DOPL. Please review the additional information below in order to facilitate this process.

R156-31b-303. LPN, RN, and APRN License Renewal - Professional Downgrade - Continuing Education.

- (a) An LPN or RN shall complete one of the following during the two-year period immediately preceding the date of application for renewal:
- (i) licensed practice for not less than 400 hours;
 - (ii) licensed practice for not less than 200 hours and completion of 15 contact hours of approved continuing education; or
 - (iii) completion of 30 contact hours of approved continuing education hours.

R156-31b-102. Definitions.

- (5) "Approved continuing education" means:
- (a) continuing education that has been approved by a nationally or internationally recognized approver of professional continuing education for health-related industries;
 - (b) nursing education courses offered by an approved education program as defined in Subsection R156-31b-102(7);
 - (c) health-related coursework taken from an educational institution accredited by a regional or national institutional accrediting body recognized by the U.S. Department of Education; and
 - (d) training or educational presentations offered by the Division.

NOTE:

- A few employers will be providing a list of nurses who met the practice requirements for renewal directly to DOPL.
- If DOPL receives this information from the employer you do not need to submit any additional documentation.
- Please verify with your employer if they have submitted this documentation for you.
- DOPL will release the renewal hold on your license once the required documentation is received. Once the renewal hold is released, you will be able to renew online.
- The online renewal system will be activated by December 1, 2016.

PLEASE RENEW AS EARLY AS POSSIBLE TO AVOID ANY DELAYS—YOU CANNOT WORK AS A NURSE IF YOUR LICENSE IS NOT ACTIVE!

1. If you are not planning to renew your license, you do NOT need to submit anything to DOPL. Simply let your license expire at the end of January 2017. If you decide you want to renew your license before the next renewal date (January 31, 2019) you will need to submit documentation that you meet the renewal requirements.
2. Your ability to renew your license will be placed on “hold” and you will not be able to renew your license until you submit the required documentation.
3. You must submit your audit documentation as soon as possible! All audits are processed and reviewed by hand and this processing will take approximately 2 weeks. Your license will expire on January 31, 2017 and you cannot work as a nurse if your license expires. Be sure to submit your audit documentation EARLY!
4. Once DOPL has determined that you are in compliance, the renewal “hold” will be lifted and you will be able to renew your license online or by mail.
5. You will need to submit a written list of the continuing education you have completed and/or indicate where you have been employed as a nurse.
6. If you met the renewal requirements by working as a nurse for more than the required number of hours, you will need to submit “official” verification of your work.
7. To be considered “working as a nurse” you would need to be *working in a position which requires you to hold nursing licensure*. You do not need to be employed in direct patient care to be considered working as a nurse.
8. The official verification of work, at a minimum, must be **submitted on the letterhead of the agency** where you work and must include the following:
 - a. Your name;
 - b. A clear statement that you worked in a position which required a nursing license for more than 200 or 400 hours (as appropriate);
 - c. The number of hours listed does not need to be an exact number; however, it must meet/exceed the requirement; and
 - d. The name, title, and signature of the individual completing the verification of the hours you worked (e.g., a representative from human resources or a nursing director/supervisor).