

LPN or RN Expired License Process

(last updated 10/08/2024)

An LPN or RN applicant who was licensed in any state, but whose license has expired or lapsed will need to request a letter from their last employer that documents their employment dates as a nurse and their nurse job title. The letter must be on company letterhead and emailed directly to B7@Utah.gov. The letter will allow DOPL to provide the next steps to possible licensure.

Any LPN or RN applicant who was licensed in any state, but whose license has expired or lapsed due to disciplinary action will need to email the Bureau Manager at B7@Utah.gov for further instructions.

If the applicant has not practiced as a licensed nurse in any US state or territory from two to five years shall complete thirty nurse CEUs along with all other application requirements. The CEUs can be uploaded directly to the electronic application in a PDF format or accompany the paper application.

If the applicant has not practiced as a licensed nurse in any state or territory jurisdiction for more than five years but less than eight years:

1. Pass the NCLEX-PN or RN examination prior to submitting an application.
 - (a) Submit a LPN or RN Request for Authorization to Test application <https://dopl.utah.gov/wp-content/uploads/2022/10/nurse-request-for-authorization-to-test.pdf> to DOPL. DOPL will need to contact Pearson Vue to “reset” your NCLEX account since you have already passed the NCLEX at one time.
 - (b) Request official PN or RN transcripts from your school to be emailed directly to B7@Utah.gov
 - (c) Register and pay Pearson Vue <https://www.nclex.com/registration.page> to take the PN or RN NCLEX exam. Use the code UT - RE-ENTRY / BOARD REQUEST (US38909300)

Or

2. Complete an approved re-entry program. An “Approved re-entry program” means a program designed to evaluate nursing competencies for nurses that is:
 - (a) approved by a state board of nursing; **or**
 - (b) offered by an accredited nursing education program; **and** includes a minimum of 150 hours of supervised clinical learning.

Known re-entry programs to the Division are the following: <https://www.nurserefresher.org/> and <https://www.sdstate.edu/nursing-continuing-professional-development/rn-lpn-independent-study-refresher-courses>. However, there could be other accepted programs - please ask DOPL. Utah DOPL does not endorse either program, but offers the information as a courtesy. DOPL does not participate in choosing or coordinating your 150 clinical hour requirement.

Submit a complete LPN or RN application after successful completion of the LPN or RN NCLEX exam **or** successful completion of the LPN or RN re-entry with 150 completed clinical hours.

If the applicant has not practiced as a licensed nurse in any state or territory jurisdiction for more than eight years:

3. Pass the NCLEX-PN or RN examination prior to submitting an application.

(a) Submit a LPN or RN Request for Authorization to Test application

<https://dopl.utah.gov/wp-content/uploads/2022/10/nurse-request-for-authorization-to-test.pdf> to DOPL.

DOPL will need to contact Pearson Vue to “reset” your NCLEX account since you have already passed the NCLEX at one time.

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Submit a complete LPN or RN application after successful completion of the LPN or RN NCLEX exam **and** successful completion of the LPN or RN re-entry with 150 completed clinical hours.