

Reinstatement FAQs

Q. I moved to another state and have not worked in South Carolina for several months. However, I received a Cease & Desist Notice and want to know how I can get this “mark” off my license record?

The Notice is not a disciplinary action, it is a notification. If you violate the provisions of this Notice, then you may be subject to disciplinary action by the South Carolina (SC) Board of Nursing.

Q. Will this Cease & Desist Notice be reported to other states or any type of data bank? If not, can you provide me something in writing that it will not be reported?

This notice will not be reported as it is not a disciplinary action. If you would like to confirm your status, you may verify your license on Licensee Lookup on our Web site at www.llr.state.sc.us/pol/nursing. If you would like to confirm your licensure status with the National Council of State Boards of Nursing, the Web site is www.nursys.com. When you arrive on the website, select Licensure Quick Confirm.

Q. I forgot to renew my license by April 30, 2012 and have continued working at my nursing job. May I have more time or set up a payment plan to pay my civil penalty for practicing without renewing my license?

A fee is required as a part of the reinstatement process and also a civil penalty is required if you practiced nursing after your license lapsed. Your license can be reinstated after all fees and penalties are received.

Q. What are my options if I practiced nursing after my license lapsed on April 30, 2012 and I do not wish to sign a consent agreement?

You may request a disciplinary hearing.

Q. I have completed my reinstatement application and have paid all my fees online. Can I fax in my Consent Agreement?

An original signature on your consent agreement is required before the reinstatement process for your nursing license can be completed.

Q. Can my employer fax you information showing I did not practice on my lapsed license?

Yes, your employer may fax/ send us a letter to 803-896-4515 verifying that you did not practice nursing after midnight, April 30, 2012. The letter should include your license number as well as your name as shown on your license. The Board can not accept any other documentation such as time records.

Q. Can I pay and place my lapsed nursing license on inactive status now?

The Nurse Practice Act, Section 40-33-41 requires that your nursing license be current and active to be placed on official inactive status.

Q. I have record of my payment for Inactive Status but it has not been updated on Licensee Lookup yet, what do I do about the Cease & Desist Notice?

This information is currently being updated in our records.

Q. How often is the Licensee Lookup updated? Can I work before my new expiration date shows up on Licensee Lookup?

Licensee Lookup is updated within 72 hours. This question would be one to discuss with your employer regarding their policies/ procedures.

Q. I have retired and have no plans at present to return to practicing nursing in South Carolina. How can I have this Cease and Desist Notice removed from my record?

The Notice is not a disciplinary action, it is a notification. If you violate the provisions of this Notice, then you may be subject to disciplinary action by the South Carolina (SC) Board of Nursing.

Q. After reinstating my license which lapsed on April 30, 2012, will I receive a new license card that reflects my new expiration date?

Beginning November 2009, the Board no longer issues license cards.

Licensees renewing their licenses and applicants for new licenses will be notified by the Board by e-mail or regular mail when the license has been issued. In *approximately 3 business days* after receipt of the licensure notification, Licensee Lookup at <https://verify.llronline.com/> will be updated. You may also click on the large magnifying glass on this website.

This information can also be viewed and printed by employers or the public. Licenses are renewed/processed during normal business hours- 8:30 a.m. - 5:00 p.m. / Monday through Friday except for designated state holidays.

Q: Is Company XYZ accepted for the continuing education option?

The Board does not approve individual continuing education courses. We accept courses that are approved by organizations listed in the Competency Requirement Criteria. The competency requirement can be found in §40-33-40 of the Nurse Practice Act under Laws/Policies or on the Competency Requirement for Licensure. This document as well as the Competency Requirement Criteria can be found under Licensure on this website.

Q. Can I count taking a course in school as a nursing program under option (c) of Section 40-33-40 - completion of an academic program of study in nursing or a related field recognized by the Board?

No. The key word for this option is "*completion*." You must have completed all the coursework for the program before it can count toward that competency requirement option. This option will be especially practical for licensed practical nurses seeking their degree for registered nurse or registered nurses seeking to obtain a higher degree such as their baccalaureate, masters or doctorate. However, if the course you are referring to is a nursing course you have completed, you may want to see if it will count as continuing education.

Q: What are my options to document competency to renew my license?

There are four options available in the Nurse Practice Act to document continued competency for renewal; *however*, not all options may be available for each nurse or in every employment/practice setting. ***Prior to choosing a continued competency option***, it is wise to verify that documentation of the option is available for you. The competency requirement for licensure can be found in Section 40-33-40 of the Nurse Practice Act - Chapter 33 under Laws/Policies as well as in the Competency Requirement for Licensure under Licensure on the website. Further explanation of the competency options can be found in the Competency Requirement Criteria also located under Licensure. This document includes lists of accepted

continuing education approvers/providers, certifying bodies and explanation of the completion of an academic program of study.

You are not required to send competency documentation to the Board with your renewal. The Board conducts random continued competency audits throughout the year. Nurses chosen for audit will be sent a letter requesting submission of continued competency documentation within *five* business days of the request pursuant to §40-33-40(C) of the Nurse Practice Act.

Q. Are Continuing Education hours now mandated by the Board of Nursing?

The Board of Nursing does not mandate continuing education hours (30 contact hours in 2-year renewal period). It is your choice as to which of the four continued competency options you choose for your reinstatement. The licensed nurse needs to select only one of these options. Please refer to the Competency Requirement and the Competency Requirement Criteria documents available on this website under Licensure.

Q: For the continuing education option, can I count my XYZ Course taken at my hospital or CPR, ACLS or PALS?

In-service education programs may be accepted *if* they are approved by/provided by one of the organizations on the Competency Requirement Criteria and if certificates are provided. Advanced Cardiac Life Support (ACLS) or Pediatric Advanced Life Support (PALS) courses may be accepted *if* successfully completed and documented during the licensure period (May 1, 2010–April 30, 2012 & *prior* to renewing your license) and an attendance certificate or certification card is issued listing contact hours for the course.

In order to count any continuing education course for demonstration of continued nursing competency for renewal, you must have documentation that includes: **1)** Name of licensee, **2)** Title of educational activity, **3)** Date of activity, **4)** Approving provider/ organization name (must be listed on the Competency Requirement Criteria), provider number & address, and **5)** Number of contact hours awarded for the course. To provide this required information for courses such as ACLS or PALS, you may need a copy of your certification card and a copy of the course program/agenda that provides information on the approving provider/organization and number of hours awarded.

If you are unable to obtain documentation including the requirements shown above, the course would not be accepted as demonstration of continued nursing competency for renewal. It is each individual nurse's responsibility to document their continuing education or any other continued competency option chosen for renewal of their nursing license prior to actually renewing the license.

The following courses will **not** be accepted to meet continuing education contact hour requirements: Cardiopulmonary Resuscitation (CPR), Basic Life Support (BLS), Emergency Medical Technician (EMT) courses, Certified Nursing Assistant (CNA) courses, Certified Medical Assistant (CMA) courses, Operating Room Technician courses, on-the-job training, orientation, and institution specific courses.

The competency requirement for licensure can be found in Section 40-33-40 of the Nurse Practice Act under Laws/Policies or on the Competency Requirement for Licensure under Licensure on this website. Further explanation of the options can be found in the Competency Requirement Criteria also located under Licensure on our website.

Q: WHAT IS THE DIFFERENCE BETWEEN CEU AND CONTACT HOURS?

Continuing education hours, continuing education units, and contact hours are all methods of measuring education hours. Below is the breakdown from the American Nurse Credentialing Center. Remember that continuing education hours must be approved by or provided by an organization on our Competency Requirement Criteria to be used for licensure/renewal. Continuing education is just one of the four options available to you to document competency.

- 1 contact hour = 60 minutes
- 1 CME = 60 minutes or 1.0 contact hours
- 1 contact hour = 0.1 CEU
- 1 CEU = 10 contact hours

Q: How can my employer verify that I have reinstated my nursing license?

If you need paper evidence of your nursing license and expiration date, you may gain this information one of two ways:

- 1) Please go to Licensee Lookup located at www.llronline.com.

Under the Board of Nursing-click on this link and enter the bare minimum information along with the 3 characters listed in the box (i.e. your last /first name or license number only [no letters like RN, R, etc.]). You may print this page. If you type information in all blocks and it is not entered 100% the way it is in our system you will receive an error message (appearing as if the nurse doesn't hold a license in our state).

- 2) Licensees now have the capability through LLR's website to download and print a wallet card *as a courtesy* after the license has been issued, reinstated, or renewed. The cards can be printed from your printer. You will need Adobe Reader installed on your PC to view and print the card. For best results, use card stock instead of copy paper to print a more durable card. To print a wallet card, go to <https://verify.llronline.com>. Click on "Print License card and follow the instructions.

Q: Will my debit card work if I do not have a credit card?

If your debit card has the Visa/MasterCard logo on it, it will also work with our system. You may also use an electronic check.

Q: I'm nervous about using my credit card online. How secure is your site?

Our agency utilizes state-of-the-art security systems to protect our nurses' information.