

APRN Renewal Checklist

1. Review Renewal Requirements

- ☐ Review current renewal requirements on the ASBN website.

2. Complete mandatory continuing education.

- ☐ For both RN and APRN licenses, your national certification will cover the fifteen (15) hour CE requirement or you may submit fifteen (15) hours of continuing education related to your area of practice or specialty.
- ☐ If you hold active prescriptive authority, you must have five (5) pharmacology specific continuing education hours including the required ASBN course. The ASBN course provides two (2) of the five (5) required pharmacology hours.
- ☐ The ASBN course is housed on CE Broker and linked on the Advanced Practice Page.
 - *Advanced Practice Nursing in Arkansas*
- ☐ CE does not need to be submitted unless selected for audit.

3. Submit renewal application(s).

- ☐ Renewal windows open sixty (60) days prior to the license expiration date.
- ☐ You will need to renew your RN license first. Then your APRN license renewal will be available.
- ☐ **If you hold prescriptive authority, these applications are manually processed. DO NOT WAIT UNTIL THE LAST DAY OF THE MONTH TO RENEW!**
- ☐ Make sure your information (name, address, employer info, etc) are current in your renewal application.
- ☐ You will be contacted through the Nurse Portal Message Center if anything is needed to process your renewal.

4. Eligibility Questions

- ☐ If you answer “yes” to any of the eligibility questions, you will be contacted if any documents are needed from you.
- ☐ Any positive answers to the eligibility questions or pending investigations, will delay your renewal processing.

5. Questions?

- ☐ Send a message through the Nurse Portal Message Center to the APRN: Renewals category for the fastest response.
- ☐ Questions about APRN applications:
Licensing Coordinator:
Ellen Harwell- 501-686-2706
- ☐ Questions about practice or answer yes to any eligibility questions on your application:
Assistant Director for Advanced Practice:
Shannon McKinney, DNP, APRN- 501-686-2725