CONTINUING EDUCATION FACT SHEET FOR THE 2017 LICENSE RENEWAL OF LICENSED PRACTICAL NURSES

Do not submit proof of CE unless specifically requested by the Department.
You need not comply with CE for the first renewal of license.
You may access a complete copy of the Nursing and Advanced Practice Nursing Administration Rules (including Continuing Education requirements) on our Web site at: www.idfpr.com.

Continuing Education (CE) Hour Requirements

For the January 31, 2015 renewal, a licensee is required to complete 20 HOURS of CE between the dates of February 1, 2015 and January 31, 2017.

The following time equivalencies shall apply:

- 1 contact hour = 60 minutes
- 1 academic semester hour = 15 contact hours
- 1 academic quarter hour = 12.5 contact hours
- 1 CME = 1 contact hour
- 1 AMA = 1 contact hour
- 1 CNE = 1 contact hour

CE hours used to satisfy the CE requirements of another jurisdiction may be applied to fulfill the CE requirements of the State of Illinois.

LPNs licensed in Illinois but residing and practicing in other states shall comply with the CE requirements set forth in Section 1300.130 of the Administrative Rules for the Nurse Practice Act.

Approved CE Sponsors and Programs

Sponsor, as used in this Section, shall mean one of the following:

1. Approved providers of recognized certification bodies as outlined in Section 1300.400 of the Administrative Rules for the Nurse Practice Act.
2. Any conference that provides approved Continuing Medical Education (CME) as authorized by the Illinois Medical Practice Act.
3. ANCC accredited or approved providers.
4. The Illinois Society for Advanced Practice Nursing (ISAPN).
5. American College of Nurse Practitioners.
7. Nurse Practitioner Association for Continuing Education (NPACE).
10. American College of Nurse Midwives.
11. Illinois Nurse Association or its affiliates.
12. Providers approved by another state's board of nursing.
13. Any other professional association, established prior to 2007 and approved by the Division upon recommendation of the Board, that provides CE in a form and manner consistent with this Section 1300.130 of the Administrative Rules.
14. Nursing education programs approved under Section 1300.230 or 1300.340 wishing to offer CE courses or programs.
15. Employers licensed under the Hospital Licensing Act (210 ILCS 85) or the Ambulatory Surgical Treatment Center Act (210 ILCS 5).
16. Any other school, college or university, State agency, or any other person, firm, or association which has been approved and authorized by the Department to coordinate and present continuing education courses and programs in a form and manner consistent with Section 1300.130 of the Administrative Rules.

**Continuing Education Earned in Other Jurisdictions**

1. If a licensee has earned or will be earning CE hours in another jurisdiction, not given by an approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an individual program approval request form, along with a $25 processing fee, prior to participation in the program or within 90 days prior to expiration of the license. The Board shall review and recommend approval or disapproval of the program. Applicants may seek individual program approval prior to the participation in the program. All program approval requests shall be submitted prior to the expiration date of the license.

2. If a licensee fails to submit an out of state CE approval form within the required time, late approval may be obtained by submitting the application with the $25 processing fee plus a $50 per hour late fee not to exceed $300. The Board shall review and recommend approval or disapproval of the program.

**Certification of Compliance with CE Requirements**

1. Each renewal applicant shall certify on the renewal application, to full compliance with the CE requirements.

2. The Department may require additional evidence demonstrating compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance.

**Procedures for Requesting a Waiver of the Continuing Education (CE) Requirement**

A request for a waiver of the Continuing Education requirement must be based upon extreme hardship as described below:

A) Full-time service in the armed forces of the U.S. during a substantial part of the pre-renewal period;

B) An incapacitating illness documented by a statement from a currently licensed health care provider;

C) A physical inability to travel to the sites of approved programs documented by a currently licensed health care provider; or

D) Any other similar extenuating circumstances.

Requests for a waiver of the Continuing Education requirement must be submitted prior to the expiration date of your current license. To request a CE waiver, you must submit the following to the Department:

- Completed renewal application along with the $80 renewal fee (fees are nonrefundable): and
- A statement setting forth the facts upon which the request for a waiver is based; and
- A copy of military papers showing active duty, if the request is based upon full-time service in the armed forces of the U.S.; or
- A signed statement from your attending health care provider verifying the illness, length of treatment and diagnosis, if the request is based upon an incapacitating illness or a physical inability to travel to the sites of approved programs.

**How the Department Processes Your Continuing Education Waiver Request if You Have Not Completed Your Continuing Education (CE) Requirements**

The Department of Financial and Professional Regulation makes every effort to process your renewal in a timely fashion. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

If the Department determines your application, waiver request, and other documentation are in proper order, a new license will be mailed to you.

THE ISSUANCE OF YOUR LICENSE AT THIS TIME SHOULD NOT BE CONSIDERED AS AN INDICATION THAT YOUR WAIVER REQUEST HAS BEEN APPROVED.

The Board will review your waiver request and then make a recommendation to the Director.

If your request for waiver is approved, you will be notified in writing.

If your request for waiver is denied, you will receive written notification of the denial and your license will be placed into a non-disciplinary non-renewed status.

**NOTE: If you are requesting a waiver of the Continuing Education requirement, you are not eligible to renew by Internet.**