



Janice K. Brewer
Governor

Joey Ridenour
Executive Director

Arizona State Board of Nursing

4747 North 7th Street, Suite 200
Phoenix, AZ 85014-3655
Phone (602) 771-7800 Fax (602) 771-7888
E-Mail: arizona@azbn.gov
Website: www.azbn.gov

RN/LPN FREQUENTLY ASKED QUESTIONS

Q: I paid for a 4 year renewal. Why was does my license have an expiration date less than 4 years?

A: If you have an “Alien” status, the expiration date on your license is the expiration date on your Lawful Presence document. Your license expiration date will be extended when you provide the Board with a new Lawful Presence document with another expiration date.

Q: Can I use Volunteer hours or Private Duty hours as part of my 960 hour practice requirement.

A: Yes. When you submit your renewal application, you need to provide a description of the nursing knowledge used or duties performed on a separate sheet, along with your employers name, address, phone number, your title, start of employment date, end of employment date and total number of hour worked/volunteered in the past 5 years. Care of family members, does not meet the 960 hour requirement unless R4-19-312 (c) (2) is met.

Q: Why can't I renew online?

A: If you license is expired or inactive, you will not be able to renew online. You can request a paper application by sending a written request and a self-addressed, stamped envelope (\$1.38 postage) to the Board of Nursing.

Q: How do I reactivate an Inactive license?

A: If applying for reactivation within 4 years of your last renewal or original issue date, you need to submit a RN/LPN Renewal application and mark the “Reactivation of Inactive License” status. There is no fee to reactivate an Inactive license.

Q: I renewed my license, why haven't I received my paper license.

A: Most often it is because the Board does not have your current address. If your address is current, you will need to contact the Board to see if your license was returned by the Post Office or if something else occurred.

Q: Do I complete an Endorsement application or a Renewal application?

A: If you have ever been issued an Arizona license, you need to complete a RN/LPN Renewal application.

Q: When I look online, there is an error in my education. How do I get that corrected?

A: You can email the Board of Nursing and we will research the information in our archives and make any needed corrections.

Q: How do I renew my Advanced Practice certification?

A: Your Advanced Practice Certification expires when your RN license expires. There is a section in the RN Renewal application that pertains to renewing your Advanced Practice certification. If your initial certification was issued after 07/01/2004, you will need to insure that the Board has received verification of current national certification. Verification of national certification must come directly from the certifying agency to the Board.

Q: What is an Undesignated Offense?

A: The trial court has the option to classify a class 6 felony as an “Undesignated Offense”. After successful completion of probation, the court has the discretion to designate the offense as a misdemeanor. This provides incentive to comply with probation. A class 6 undesignated offense is considered a felony for all purposes until the court makes a final designation.

Q: Is it faster to renew Online or bring an application to the office?

A: Renewing Online takes just a few minutes and the license is usually printed and mailed within one business day. A paper application can take up to 30 days to be processed.

Q: Why is the expiration date on my license 04-01-20XX but the Board says my license expires 08-01-20XX?

A: The April date on your license is the “Due for Renewal” date. If your license is not renewed, for the months of May, June and July, your license will be in “Late for Renewal” status and if you are working you will have to pay a \$50.00 late fee for each month you worked. After August 1, your license goes to “Expired status” and the late fee for working is \$200.00.

Q: If I have not work 960 hours in the past 5 years, what do I need to do to renew my license?

A: You will have to take a Refresher course. There is a list of approved Refresher courses on our website, www.azbn.gov, click on the Education Tab and scroll down to the Approved Refresher course List. You need to choose a refresher program and enroll. Then you submit to the Board a RN/LPN Renewal application, a “Request for Temporary License for Refresher Course Only” form, a copy of the invoice showing you paid for a refresher course (full or partial), documentation of legal status in the US and the appropriate renewal fee.