

**RN/LVN**

# Texas Board of Nursing

333 Guadalupe, Ste. 3-460, Austin, TX 78701-3944  
Phone: 512-305-7400 -- Web Site: [www.bon.texas.gov](http://www.bon.texas.gov)

For Office Use Only:

Amount \_\_\_\_\_

Date Recd. \_\_\_\_\_

## License Renewal Form

This renewal form may only be used for the time period of 60 days prior to your expiration date up to 90 days past your expiration date. You must answer all questions, sign and return both pages. Normal processing time is two weeks, whether you come into the office or mail through the postal mail system. If your RN license is **not** renewed by the expiration date, you will have to cease practice until the license has been renewed and our computer has been updated to reflect that your License is in **CURRENT STATUS**. Therefore, it is your responsibility to submit the renewal form and the required fee(s) early to allow sufficient time for processing. The Rules pertaining to the maintenance of your license and your eligibility to renew are 22 Texas Administrative Code (TAC), §§ 216 (CE) and 213.28 - 213.29 (regarding fitness to practice).

**\*\*In order to avoid any late fees, Renewal must be postmarked no later than the last day of the month in which your nursing license expires.\*\*  
Fees are non-refundable. Make check payable to the Texas Board of Nursing.**

**RENEW RN & LVN :**

TIMELY RN RENEWAL & LVN (prior to expiration date): Fee: \$118.00  
 LATE RN RENEWAL & LVN (1 to 90 days past expiration date): Fee: \$238.00  
(Continuing Education Certificates must accompany late renewals)

**RENEW RN LICENSE ONLY (LVN License will be place Inactive) :**

TIMELY RN RENEWAL ONLY (prior to expiration date) Fee: \$ 73.00  
 LATE RN RENEWAL ONLY (1 to 90 days past expiration date) Fee: \$133.00  
(Continuing Education Certificates must accompany late renewals)

**RENEW LVN LICENSE ONLY (RN License will be place Inactive) :**

TIMELY LVN RENEWAL ONLY (prior to expiration date) Fee: \$ 55.00  
 LATE LVN RENEWAL ONLY (1 to 90 days past expiration date) Fee: \$115.00  
(Continuing Education Certificates must accompany late renewals)

**RETIRED/INACTIVE (Must be prior to license expiration date)**

LVN RETIRED LICENSE (must be 65 or older) Fee: \$ 10.00  
 RN RETIRED LICENSE (must be 65 or older) Fee: \$ 10.00  
 LVN INACTIVE STATUS (No Fee Required)  
 RN INACTIVE STATUS (No Fee Required)

Name(Last): \_\_\_\_\_ (First): \_\_\_\_\_ (M): \_\_\_\_\_  
Legal documentation is required for a name change

RN License Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo Day Yr

\_\_\_\_\_  
(Address) (City) (State/Country) (Zip/Postal Code)

\_\_\_\_\_  
(E-Mail Address) Business Fax Number

\*For statistical information below, please use the statistical code sheet provided

\*Employment Status: \_\_\_\_\_ \*Primary Practice Setting: \_\_\_\_\_ \*Primary Practice Position: \_\_\_\_\_  
\*Primary Specialty: \_\_\_\_\_ \*Highest Degree: \_\_\_\_\_ \*Primary Employment Zip: \_\_\_\_\_

In accordance with the Nursing Practice Act, section 304.001, art. 4 and 22 TAC §220.2, I declare that the State listed below is my primary state of residence and that such constitutes my permanent and principal home for legal purposes. ("Primary state of residence" is defined as the state of a person's declared fixed permanent and principal home for legal purposes; domicile.)

Primary State of Residence: \_\_\_\_\_

Upon licensure in Texas, in which state(s) do you intend to practice? \_\_\_\_\_

No  Yes Are you currently employed in the U.S. Military (Active Duty) or the U.S. Federal Government?

No  Yes Have you used your nursing knowledge, skills and abilities within the past four (4) years?

**Eligibility Questions - Answering the questions below and signing the form is mandatory**

- 1)  No  Yes \*Have you, within the past 24 months or since your last renewal, for any criminal offense, including those pending appeal:
- A. been convicted of a misdemeanor?
  - B. been convicted of a felony?
  - C. pled nolo contendere, no contest, or guilty?
  - D. received deferred adjudication?
  - E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
  - F. been sentenced to serve jail or prison time? court-ordered confinement?
  - G. been granted pre-trial diversion?
  - H. been arrested or have any pending criminal charges?
  - I. been cited or charged with any violation of the law?
  - J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial licensure or renewal application.)

**NOTE: Expunged and Sealed Offenses:** While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

**NOTE: Orders of Non-Disclosure:** Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Board of Nursing is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about about any conduct that raises issues of character.

- 2)  No  Yes Are you currently the target or subject of a grand jury or governmental agency investigation?
- 3)  No  Yes Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a nursing license, certificate, or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded, or otherwise disciplined you? (You may exclude disciplinary actions previously disclosed to the Texas Board of Nursing on an initial licensure or renewal application.)
- 4)  No  Yes \*In the past 5 years, have you been diagnosed with or treated or hospitalized for schizophrenia or other psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder? (You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have had no further hospitalization since disclosure.)
- 5)  No  Yes \*In the past 5 years, have you been addicted or treated for the use of alcohol or any other drug? (You may answer "No" if you have completed and/or are in compliance with TPAPN)

6) I attest that I understand & meet all the requirements to practice for the type of renewal requested, as listed in 22 TAC, §216(CE). I understand that no one else may submit this form on my behalf and that I am accountable and responsible for the accuracy of any answer or statement on this form. Further, I understand that it is a violation of the 22 TAC, §217.12(6)(l) and the Penal Code, sec. 37.10, to submit a false statement to a governmental agency.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
(SIGNATURE REQUIRED)

\*Pursuant to the Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency **and** information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466.

## Renewal Form Checklist - (Do not return this sheet)

- \_\_\_ Checked type of renewal?
- \_\_\_ Completed 20 hrs of Continuing Education?
- \_\_\_ Have you answered all the questions on the renewal?
- \_\_\_ Have you signed the renewal?
- \_\_\_ Have you enclosed the appropriate fee?
- \_\_\_ If "LATE RENEWAL", have you attached documentation of twenty (20) contact hours of continuing education credits?
- \_\_\_ Did you read the instructions regarding Primary State of Residence? Declaring a compact state, other than Texas, will cause your renewal to be rejected.

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### STATISTICAL CODES

#### HIGHEST DEGREE

- 1 = DIPLOMA
- 2 = ASSOCIATE DEGREE
- 3 = BACCALAUREATE IN NURSING
- 5 = MASTERS IN NURSING
- 7 = DOCTORATE IN NURSING
- 9 = VOCATIONAL NURSE/PRACTICAL NURSE PROGRAM

#### EMPLOYMENT STATUS

- 1 = EMPLOYED IN NURSING FULL TIME
- 2 = EMPLOYED IN NURSING PART TIME
- 3 = EMPLOYED IN OTHER FIELD FULL TIME
- 4 = EMPLOYED IN OTHER FIELD PART TIME
- 5 = UNEMPLOYED, RETIRED OR INACTIVE

#### PRIMARY PRACTICE SETTING:

- 1 = INPATIENT HOSPITAL CARE
- 2 = OUTPATIENT HOSPITAL CARE
- 3 = SCHOOL OF NURSING
- 4 = COMMUNITY/PUBLIC HEALTH
- 5 = SCHOOL/COLLEGE HEALTH
- 6 = SELF-EMPLOYED/PRIVATE PRACTICE
- 7 = PHYSICIAN OR DENTIST/PRIVATE PRACTICE
- 8 = RURAL HEALTH CLINIC
- 9 = FREESTANDING CLINIC
- 10 = HOME HEALTH AGENCY
- 11 = MILITARY INSTALLATION
- 12 = TEMPORARY AGENCY/NURSING POOL
- 13 = NURSING HOME/EXTENDED CARE FACILITY
- 14 = BUSINESS/INDUSTRY
- 15 = OTHER: \_\_\_\_\_

#### PRIMARY PRACTICE POSITION:

- 1 = ADMINISTRATOR OR ASSISTANT
- 2 = CONSULTANT
- 3 = SUPERVISOR OR ASSISTANT
- 4 = FACULTY/EDUCATOR
- 5 = HEAD NURSE OR ASSISTANT
- 6 = STAFF NURSE/GENERAL DUTY
- \*7 = NURSE PRACTITIONER
- \*8 = CLINICAL NURSE SPECIALIST
- \*9 = NURSE ANESTHETIST
- \*10 = NURSE MIDWIFE
- 11 = INSERVICE/STAFF DEVELOPMENT
- 12 = SCHOOL NURSE
- 13 = OFFICE NURSE
- 14 = RESEARCHER
- 15 = OTHER: \_\_\_\_\_

\* TEXAS BOARD OF NURSING APPROVAL REQUIRED

#### PRIMARY SPECIALTY:

- 1 = COMMUNITY/PUBLIC HEALTH
- 2 = GENERAL PRACTICE
- 3 = GERIATRICS
- 4 = OBSTETRICS/GYNECOLOGY
- 5 = MEDICAL/SURGICAL
- 6 = PEDIATRICS
- 7 = PSYCHIATRIC/MENTAL HEALTH/SUBSTANCE ABUSE
- 8 = ANESTHESIA
- 9 = EMERGENCY CARE
- 10 = HOME HEALTH
- 11 = INTENSIVE/CRITICAL CARE
- 12 = NEONATOLOGY
- 13 = ONCOLOGY
- 14 = OPERATING/RECOVERY CARE
- 15 = REHABILITATION
- 16 = OCCUPATIONAL/ENVIRONMENTAL HEALTH
- 17 = OTHER: \_\_\_\_\_

**GENERAL INSTRUCTIONS**  
**(Do not return this sheet)**

In order to maintain your license, you must meet the requirements under 22 Texas Administrative Code, §§ 216 (CE), 213.28 - 213.29 (regarding fitness to practice) and pay the appropriate fee. *"A registered nurse who practices professional nursing or a vocational nurse who practices vocational nursing after the expiration of the nurse's license is an illegal practitioner whose license may be revoked or suspended."* Texas Occupations Code § 301.301(f).

**PRIMARY STATE OF RESIDENCE**

Primary state of residence is defined as the state of a person's declared fixed permanent and principal home for legal purposes; domicile. Declaring a compact state, other than Texas, will cause your renewal to be rejected since you can practice in Texas on your declared compact state license. For more information regarding the compact, visit our web site at [www.bon.texas.gov](http://www.bon.texas.gov) or the National Councils State Board of Nursing's web site at [www.ncsbn.org](http://www.ncsbn.org).

**FIRST RENEWAL**

If this is the first renewal of your Texas nursing license, Continuing Education (CE) requirements are waived.

**NAME CHANGE**

For name change, you must submit a copy of legal documentation, e.g., marriage license, notarized statement or divorce decree which states the name change. Please indicate how the name is to appear on the license.

**INACTIVE STATUS**

If your nursing license is current, you may request inactive status. Check the appropriate box on the front of the renewal form, completing all applicable areas and mailing the form to the Board's address listed at the top of the renewal form. No fee is required. If you desire to re-enter the practice of nursing in Texas, you will be required to pay a reactivation fee and meet all current requirements in effect at the time you desire to re-enter the practice of nursing.

**RETIRED STATUS**

If you are 65 years or older and your nursing license is current, you may apply for retired status. Check the appropriate box on the front of the renewal form, completing all applicable areas and mailing the form with the appropriate fee to the Board's address listed on the top of the renewal form. You may not practice with a retired license. If you desire to re-enter the practice of nursing in Texas, you will be required to pay a reactivation fee and meet all current requirements in effect at the time you desire to re-enter the practice of nursing.

**LATE RENEWALS**

If your nursing license has expired, check the appropriate blank on the front of the renewal form, submit copies of continuing education certificates, complete the applicable areas and mail the form with the appropriate fee to the Board's address listed at the top of the renewal form. According to the Texas Occupations Code, § 301.301(c), any application for renewal received after the expiration date shall be charged a late fee. If your renewal is over 90 days late contact the Board. **THERE IS NO GRACE PERIOD.**

**If you answered yes to questions 1-5 of the Eligibility Questions on page 2, you must provide the Board with the following information:**

**\*QUESTION #1.** The Board has determined that criminal behavior is highly relevant to an individual's fitness to practice nursing. Therefore, all criminal convictions or deferred orders, prosecution, or adjudication-a determination by a court that is withheld or delayed for a specific time period, must be reported to the Board. This includes offenses under the law of another state, federal law, or the Uniform Code of Military Justice that contains elements of criminal conduct. SUBMIT a personal letter of explanation describing each incident, the behavior that led up to the criminal order and your conduct since the order, and any rehabilitative efforts that have been performed since the order. In addition, SUBMIT the following documentation for **all** felonies and for **all** misdemeanors:

Certified copies of:

1. charges (indictment, information, or complaint);
2. disposition of charges (Judgment, Order of Probation, Sentence, and/or Deferred orders); and
3. evidence that the conditions of the court have been met.

(To obtain this documentation, contact the county clerk in the jurisdiction where the order was issued for misdemeanors; district court clerk for felonies.)

You may answer "NO" to the question of prior convictions only if you: (a) received a pardon; or (b) were adjudicated as a minor without a finding of "delinquent conduct". If you were ever required to register as a sex offender, you must answer "YES".

If you have questions regarding the outcome of any criminal matter, consult your attorney.

**QUESTION #2.** The Nursing Practice Act provides that a person's conduct in violation of the Nursing Practice Act or rules of the board may be considered as a factor in its deliberations regarding fitness to practice nursing. Therefore, if a licensee or applicant is the subject of a grand jury or governmental agency investigation, the information regarding conduct or behavior giving rise to the investigation may be relevant in determining a violation of the Nurse Practice Act or lead to the admissibility of relevant evidence of such violation. If you are the subject of a grand jury or governmental agency investigation, please SUBMIT the name and address of the investigating entity and an explanation as to the basis of the investigation.

**QUESTION #3.** The Board has determined that if any licensing authority has taken disciplinary action against a person for any reason, then those actions are highly relevant to an individual's current ability to practice nursing in the state of Texas. If any licensing authority has refused to issue a license, revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate, or multi state privilege held by you or previously fined, censured, reprimanded or otherwise disciplined you, SUBMIT the names and address of the licensing authority who has taken action and a letter explaining the background of the action. Additionally, SUBMIT certified copies of

1. formal charges or allegations supporting the licensure action;
2. final disposition of the licensing authority regarding those formal charges or allegations; and
3. evidence that the conditions of the licensing authority's order or requirements have been met.

**\*QUESTION #4.** The practice of professional nursing requires current fitness. The Board has identified certain disorders which, if occurring within the last 5 years, indicate a lack of fitness. The disorders are: schizophrenia and other psychotic disorders, bipolar disorder, paranoid personality disorder, anti-social personality disorder, or borderline personality disorder. If you have been diagnosed, treated or hospitalized for any of the above illnesses within the last 5 years, SUBMIT:

1. A report, on letterhead, from your physician, psychiatrist, psychologist or counselor, sent directly to this office, that includes: your diagnosis; treatments rendered; including current medications; prognosis; cognitive, affective, and emotional stability and continuing after-care recommendations, including reasonable accommodations needed to safely practice professional nursing, if any; and,
2. Verification of compliance with aftercare recommendations.

**\*QUESTION #5.** The practice of professional nursing requires current sobriety and fitness. If you have been addicted to or treated for the use of alcohol or any other drug within the last five years, SUBMIT:

1. verification of treatment for substance abuse sent directly to the Board from the treatment center;
2. verification of compliance with aftercare recommendations;
3. evidence of continuing sobriety/abstinence, for example, current support group attendance; and
4. a personal letter of explanation with sobriety date and plan for relapse prevention.

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\*Pursuant to the Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency **and** information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466.