

| Fall 2022 |

NORTH DAKOTA NURSE

C O N N E C T I O N

License Renewal FAQ
Continuing Education (CE)
Audit FAQ

License Renewal FAQ
Practice and Continuing
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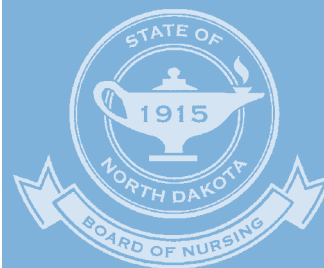
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NORTH DAKOTA NURSE C O N N E C T I O N



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A message from the Executive Director

Stacey Pfenning, DNP, APRN, FNP, FAANP
North Dakota Board of Nursing

Greetings and welcome to the Fall 2022 edition of the *North Dakota Nurse Connection (NDNC)*, the official publication of the North Dakota Board of Nursing (NDBON).

Latest News

Board Membership: Governor Burgum appointed two new RN board members in July 2022, Melodi Krank of West Fargo, and Maggie Seamands of Bismarck. Both members were appointed to standing committees for FY 2023

during the July NDBON regular meeting. Krank was appointed to the Nursing Education Committee, and Seamands was appointed to the Alternative to Discipline Committee. To learn more about Krank and Seamands, please refer to the new board member articles in this edition of the NDNC.

Office Update: In May 2022, the NDBON held a special meeting to consider the need for additional staff to support operations in licensing and

administration. The rationale to add one full-time staff member included: 1) to accommodate ND facility's notification of the intention to recruit and hire up to 600 internationally educated nurses over the next two years; and 2) to meet the continued and significant increase in licensure workload over the past 3-4 years. The NDBON approved the addition of one full-time staff member to ensure sufficient operations to meet the ND nurse licensure needs. On July 1, 2022, Kimberly Kolling started at the NDBON in the new position as an Administrative Assistant/Licensing Specialist.

Practice Update: The NDBON continues to collaborate with ND Advanced Practice Registered Nurses (APRNs), the ND Medical Imaging and Radiation Therapy Board, and the ND Department of Environmental Quality to promote safe practices in the supervision/performance of fluoroscopy. Updates on the process of APRN applicant review for this scope of practice with the other ND entities will be provided at the October 27th regular board meeting. To view the most current practice guidance, please visit the NDBON website at Fluoroscopy - ND Board of Nursing (ndbon.org).



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National Council of State Boards of Nursing and Nurse Licensure Compact Updates

The NDBON attended the Annual Nurse Licensure Compact (NLC) and National Council of State Boards of Nursing (NCSBN) meetings in Chicago during the month of August. The Winter edition of the NDNC will highlight an article detailing the annual meeting and the NDBON's acceptance of the NCSBN Regulatory Achievement Award that recognized the board for its identifiable, significant contribution to the mission and vision of NCSBN in promoting public policy related to the safe and effective practice of nursing in the interest of public welfare.

The NLC currently has 39 member states and territories. Ohio

The Winter edition of the NDNC will highlight an article detailing the annual meeting and the NDBON's acceptance of the NCSBN Regulatory Achievement Award that recognized the board for its identifiable, significant contribution to the mission and vision of NCSBN in promoting public policy related to the safe and effective practice of nursing in the interest of public welfare.

enacted the compact July 1, 2021, and implementation is scheduled for January 1, 2023. The NLC is awaiting an implementation date for Pennsylvania. To learn more about the NLC and view state-based legislation, please visit the NCSBN website at Nurse Licensure Compact (NLC) | NCSBN.

Watch for the Winter edition of the *North Dakota Nurse Connection*, as the NDBON provides education and updates pertaining to licensure, education, practice, compliance, and pertinent legislative activities. Topics are also posted on the NDBON website at Home - ND Board of Nursing (ndbon.org).

Sincerely,

Dr. Stacey Pfenning DNP APRN
FNP FAANP



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MISSION

The mission of the North Dakota Board of Nursing is to assure North Dakota citizens quality nursing care through the regulation of standards for nursing education, licensure and practice.

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Melodi Krank, RN, West Fargo
Dr. Michael Hammer, RN, Velva
Dana Pazdernik, RN, New Salem
Maggie Seamands, RN, Bismarck

NORTH DAKOTA BOARD OF NURSING 2022-2023 BOARD MEETING DATES

October 26, 2022 Board Retreat
October 27, 2022

January 26, 2023

April 27, 2023

July 27, 2023 Annual Meeting

Please note:

All meetings are open to the public and will be held in the Board office conference room at 919 South Seventh Street, Suite 504, Bismarck, ND and virtually via videoconference. It is advised that observers attending in person adhere to current Center of Disease Control COVID 19 prevention recommendations, such as masks and social distancing for those not fully vaccinated.

Agendas, which include date and time, will be listed on the Board website at www.ndbon.org. Videoconference links will be included on the agendas; and available upon request at contactus@ndbon.org. The agendas will be available 5 business days prior to each meeting.

As a service to the citizens of North Dakota, the Board provides a PUBLIC FORUM during each Board meeting (refer to agenda of each meeting for time). This is a time when anyone may address the Board about any nursing issues or topics. Prior notification is not necessary. Individuals will be recognized in the order of their signature on a roster or notification in the videoconference chat at the start of the meeting.

BOARD STAFF

Executive Director – Dr. Stacey Pfenning APRN
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Administrative Assistant – Norma Geiger

NDBON Contact Information

ND Board of Nursing

919 S 7th St

Suite 504

Bismarck, ND 58504-5881

Phone: 701-751-3000

Fax: 701-328-9785

Email: contactus@ndbon.org or visit

www.ndbon.org for additional email options

ND BOARD OF NURSING OFFICE HOURS AND OPERATIONS

- Hours of office operation are Monday-Thursday 8am-5pm and Friday 8am-3pm CT. The office is open to the public Monday-Friday 9am-12noon CST.
- To contact the office with inquiries or to submit items, please email contactus@ndbon.org or visit www.ndbon.org for contact email list. Fax is also available at 701-328-9785.
- Office security includes entrance control. If you plan to visit the office, you will need to push the buzzer at the door and state your name and the reason for the visit prior to admittance.
- A visit to a Director requires an appointment. To schedule an appointment, call 701-751-3000 or email contactus@ndbon.org.
- If you have any questions, please call 701-751-3000

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NURSES

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Change of Address and Contact Information

To ensure receipt of correspondences from the ND Board of Nursing, all licensees, registrants, and applicants are responsible for providing accurate, current address and other contact information may result in the inability to receive official notices or requests, which can lead to default or adverse action against the licensee or registrant. To change your address and other contact information visit www.ndbon.org. Choose Demographic Updates under Nurse Licensure.

LICENSURE VERIFICATION

North Dakota License Verification Options

The North Dakota Board of Nursing provides the following options for individuals attempting to verify a ND nursing license:

- North Dakota Board of Nursing Website – go to www.ndbon.org
Choose "Verify"
- Nursys® QuickConfirm at www.nursys.com
 - Look up a license from any QuickConfirm participating board of nursing and print/download a report with the licensure and discipline status information for that nurse.
- Nursys® E-Notify at www.nursys.com
 - Institutions: Enroll your entire nurse list and e-Notify will send regular updates of changes to licenses from e-Notify participating boards of nursing.
 - Nurses: Sign up to receive license expiration reminders and status updates via email or SMS for all your licenses from e-Notify participating boards of nursing.

NORTH DAKOTA BOARD HIGHLIGHTS

July 28, 2022

Board highlights include motions from the draft minutes posted at www.ndbon.org to be considered at the October 2022 regular meeting. Compliance Division investigations and list of all disciplinary actions taken by the Board are published in the Public Notice available at <https://www.ndbon.org/Publications/PublicNotice.asp>

The Board:

- Approved the minutes of the April 28, 2022, regular meeting and May 19, 2022, special meeting as distributed.
- Ratified the revised FY 2023 budget to include the addition of 1 FTE staff member as approved at the May 2022 Special NDBON Meeting.
- Found the ND State University, Baccalaureate and Doctoral Degree Nursing Education Programs in Substantial Compliance with ND Administrative Code 54-03.2. Standards for Nursing Education Programs; and grant Full Approval of the ND State University, Baccalaureate and Doctoral Degree Nursing Education Programs until July 2027; and required a Paper/ Interim Survey of the ND State University, Baccalaureate and Doctoral Degree Nursing Education Programs in March/ April 2027.
- Found the progress report submitted by the Nurse Administrator for the ND State College of Science, Associate Degree Registered Nurse Education Program addressing the deficiency of non-compliance with NDAC 54-03.2-07-01. Performance of Graduates on Licensing Exam meets the NDBON reporting requirements; and required the Program Nurse Administrator to submit quarterly progress reports to the Board addressing the deficiency of non-compliance in October 2022, January, April, and July 2023.
- Found the progress report submitted by the University of ND, DON, PB-DNP NA program nurse administrator regarding the exception to NDAC 54-03.2-04-08 Employment of Academically Unqualified Faculty Meets the NDBON reporting requirements, and continued to allow master's prepared CRNA's as PB-DNP NA faculty through July 2024 and required each to be enrolled in a doctoral program within one year of employment and complete a doctoral degree within 5 years, and the nurse administrator to submit requirements under NDAC 54-03.2-04-08.1 Faculty Developmental Program quarterly for each academically unqualified faculty member as evidence of compliance.
- Found the progress report submitted by the Dakota Nursing Program Consortium, Lake Region State College, Nurse Apprenticeship Program, PN Certificate and AAS in Nursing Programs nurse administrator utilizing NDAC 54-03.2-10 Innovation in Nursing Education meets the NDBON reporting requirements as outlined in NDAC 54-03.2-10-06. Periodic Evaluation; and required the nurse administrator to submit a progress report January 5, 2023, providing evidence of outcomes being met and public protection not compromised for consideration of continued approval of the innovative approach as required in NDAC 54-03.2-10-07. Requesting Continuation of the Innovative Approach.
- Approved the request for the addition of courses NURS 150, NURS 230, and deletion of courses CHP190, NURS 210 for the North Dakota State University, School of Nursing, BSN Program, as the program has full approval, and the changes comply with NDAC 54-03.2-06-02. Programmatic Changes.
- Approved the request for the deletion of current course NURS 801, and addition of a new course NURS 828 for ND State University, Doctor of Nursing Practice, Family Nurse Practitioner Program, as the program has full approval, and the changes comply with NDAC 54-03.2-06-02. Programmatic Changes.
- Approved the request for a change in organizational structures affecting the Nursing Division for the University of Mary, Division of Nursing, as the BSN and DNP programs have full approval, and the changes comply with NDAC 54-03.2-06-02. Programmatic Changes.
- Approved the request for the deletion of current courses NUR 519, 562, 567, 569, 586, and addition of new courses

NUR 522,524,561,563,526,527 for the University of Mary, Division of Nursing, DNP Nurse Practitioner Program, as the program has full approval, and the changes comply with NDAC 54-03.2-06-02. Programmatic Changes.

- Approved the request for addition of new course NUR 325 for the University of Mary, Division of Nursing, BSN Program, as the program has full approval, and the change complies with NDAC 54-03.2-06-02. Programmatic Changes.
- Approved the request for addition of a permanent satellite site in Fargo, ND for the North Dakota State College of Science, Department of Nursing, AASPN Program, as the program has full approval, and the change complies with NDAC 54-03.2-06-02. Programmatic Changes.
- Found the Minnesota State Community and Technical College, LPN Intravenous

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continued from page 7

Therapy Course in full compliance with requirements outlined in NDBON Guidelines for Licensed Practical Nurse Intravenous Therapy Course, NDAC 54-05-01 Standards of Practice for Licensed Practical Nurses and 54-03.2 Standards for Nursing Education Programs and granted Continued Full Approval of the LPN Intravenous Therapy Course until July 2026 and required a Paper Survey of the LPN Intravenous Therapy Course in April 2026.

- Found the Northland Community and Technical College, LPN Intravenous Therapy Course in full compliance with requirements outlined in NDBON Guidelines for Licensed Practical Nurse Intravenous Therapy Course, NDAC 54-05-01 Standards of Practice for Licensed Practical Nurses and 54-03.2 Standards for Nursing Education Programs and granted Continued Full Approval of the LPN Intravenous Therapy Course until July 2026 and required a Paper Survey of

the LPN Intravenous Therapy Course in April 2026.

- Approved the request from the Minnesota State University Moorhead, Minnesota Alliance for Nursing Education (MANE) BSN Program that allows the use of a BSN-prepared RN enrolled and making progress in a graduate program for clinical practice instruction Fall 2022 Semester as the program holds NDBON Annual Recognition, complies with NDCC 43-12.1-17. Nursing Education Programs, Section 1. and the request aligns with NDAC 54-03.2-04-08 Employment of Academically Unqualified Faculty, Subsection 3. Other Circumstances as Approved by the Board.
- Found the progress report submitted by the Concordia College Baccalaureate Degree Nursing Program nurse administrator meets the NDBON reporting requirements and provides evidence of substantial efforts made toward program compliance with 54-03.2-04-04. Baccalaureate or master's degree nurse education program faculty qualifications and 54-03.2-

04-08. Employment of academically unqualified faculty; and required the nurse administrator to submit a progress report providing evidence of program compliance with 54-03.2-04-04. Baccalaureate or master's degree nurse education program faculty qualifications and 54-03.2-04-08. Employment of academically unqualified faculty by July 1, 2023.

- Approved the 39 eligible individuals for the Nursing Education Loan for a Total Amount Awarded of \$109,986.65 according to NDAC 54-04.1 Nursing Education Loans.
- Approved the following recommendations for the APRN candidates seeking scope of practice to supervise/perform fluoroscopy:
 - Robert Gonzalez, J, CRNA: No additional didactic or clinical recommended; Accepted national non-surgical Pain Management certification fellowship through NBCRNA; and recommend the ARRT Fluoroscopy Certification.
 - Megan Flath, FNP: No additional didactic or clinical recommended;

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Required the ARRT Fluoroscopy Certification

- Amy Bakke, CRNA: No additional didactic or clinical recommended; Accepted national non-surgical Pain Management certification fellowship through NBCRNA; and required the ARRT Fluoroscopy Certification.
- Approved the conversion of elements of the revised Guidelines for Practice Parameters to FAQs.
- Approved the revised Role of the Licensed Practical Nurse in Intravenous Therapy.
- Retired and archived the EMTALA and Role of the RN in the Care of the Labor Patient and defer to facility policies and national professional associations.
- Retired and archived the UAP Volunteer statement and defer to national professional organizations.
- Approved the revised Governance Manual FY 2023 including the addition of the Alternative to Discipline Committee as a Standing Committee of the Board.
- Approved the FY 2023 meeting dates and annual retreat with Alternative to Discipline Committee dates to be announced.
- Approved the following election of officers: Kevin Buettner as President for a two-year term ending July 2024. Wendi Johnston as Vice President for a two-year term ending July 2024.
- Approved the proposed FY 2023 committee charges as distributed and approve the following committee appointments:
 - Nursing Education Committee: (3 Board members required): Melodi Krank
 - Finance Committee: Jamie Hammer (Chair, Board Treasurer); Kevin Buettner; Dana Pazdernik
 - Alternative to Discipline Committee: Maggie Seamands, Wendi Johnston, Mary Beth Johnson (External member)
 - Risk Management Committee: Julie Dragseth
 - PDMP Advisory Council Representative: Kevin Buettner
 - Center for Nursing Representative: Wendi Johnston
- Approved the proposed considerations (on a case-by-case basis), for a licensee for whom a Potential Violation Report has been submitted to the Board, to be considered eligible for the Alternative to Discipline Program if the following

conditions are present:

- 1) Licensee acknowledges his or her action/inaction in the reported matter; and
- 2) The action if proven true is a violation of ND Century Code 43-12.1-14 and ND Administrative Code 54-02-07-01.1; and
- 3) It is determined by the Compliance Advisory Council that his or her continued practice without

restrictions would pose no threat to public safety.

- Held an Executive Session to consider the following according to the NDCC 44-04-18.1: 10.1.1 TAMARA BOGO. To discuss closed, confidential, or exempt records.
- Adjourned the Executive Session and open the meeting to the public at 2:20 pm.

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North Dakota Board of Nursing Welcomes New Board Member

Maggie Seamands, MSN, RN, CMGT-BC, CNML RN Member

Please join the ND Board of Nursing in welcoming Maggie Seamands as the Board's newly appointed RN Member. Maggie is from Bismarck, ND. Maggie provided the following information to introduce herself to ND licensees, registrants, and stakeholders:

When were you appointed as a board member?

July 2022

Why did you decide to become a board member?

Like most nurses, I have a passion for the profession and a desire to elevate the practice of nursing. After I attended a Board meeting as a community member, I left feeling serving on the Board was another way I could help positively

influence the profession of nursing in the state.

I attended a board meeting as a community member and found it so interesting. I left after the board meeting that day feeling like this was exactly how I could continue to impact the profession of nursing for North Dakota nurses. I knew that now more than ever the work of the board is imperative and important.

What is your nursing background?

I started my career in healthcare as a certified nursing assistant in a long-term care setting and used this as a launching opportunity to grow into my nursing role. I obtained my BSN from Medcenter College of Nursing in 2009 and received an



Maggie Seamands, RN

MSN from the University of Mary in 2011. I have worked at Medcenter/Sanford Health my whole career, serving in multiple roles such as inpatient RN, Case Manager, Director of Care Management, Director of Inpatient Nursing and, most recently, Executive Director of Critical Care. I have been able to learn from many incredible nurses and leaders throughout my career.

What do you feel you can bring to the Board of Nursing?

I believe I have vast knowledge of acute hospital systems. My experiences in care management have allowed me the opportunity to gain knowledge of post-acute services such as long term care, home health, and hospice as well as the resources that are available within our state. I have awareness to the current workforce challenges facing the nursing profession and have a passion for wellbeing opportunities for my profession, specifically after the experiences of the health care pandemic.

What is one of the greatest challenges of being a board member?

Being new is a challenge, but I embrace challenges as opportunities. I am energized by this opportunity to learn and meet others. I'm eager to help inform decisions with my experiences to positively influence the profession.

How would you describe your experience (so far) as a board member?

I so far have had the opportunity to meet the team at the Board of Nursing. It is inspirational to get to work with such talented individuals who are nursing leaders within our state. I can't wait to see what the next four years holds and how much more I will learn.

What would you say to someone who was considering becoming a board member?

As a nurse, we are often advocating for others; I believe that becoming a member of the board allows you to advocate for your fellow nursing colleagues and help transform their practice, as well.

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North Dakota Board of Nursing Welcomes New Board Member

Melodi Krank MSN, RN, AMB-BC Member

Please join the ND Board of Nursing in welcoming Melodi Krank as the Board's newly appointed RN Member. Melodi is from West Fargo, ND. Melodi provided the following information to introduce herself to ND licensees, registrants, and stakeholders:

When were you appointed as a board member?

July 1, 2022

Why did you decide to become a board member?

I decided to become a member of the board when an open position was there for me to apply! I have worked with a previous board member for many years! I was so envious of the knowledge and respect that she gained from being a part of this team that I knew that I wanted to be just like her one day!

What is your nursing background?

My nursing career has been all over the place in the Sanford Health system! I started my career as a nursing assistant on the Medical Respiratory floor while studying to become an LPN. I was offered a practicum experience at the West Fargo Sanford clinic where I was shown the ropes by three amazing well-oiled nurses and knew I wanted to work there when I was done with school! Lucky for me there was a position and I started as the float nurse in the clinic setting. I knew my final goal was to become a Registered Nurse and received my BSN from Presentation College. While I knew that I was not going to be able to stay in my current LPN role, I was able to assist the same clinic with RN triage, Health Coaching and then became the supervisor of the top-notch team that I was working alongside! As my desire and love for learning

continued, I realized I wanted to become a Master prepared nurse, just like many of my mentors along the way. I received my Master of Nursing from the University of Mary and continued on the leadership journey from the Manager of the Family Medicine Clinics in Fargo-Moorhead to my MOST favorite part of my career yet where I get to work as the Senior Director of Nursing for our Health Network locations. This includes the teams across the Eastern side of ND and the Critical Access Hospitals in Mayville and Hillsboro!

What do you feel you can bring to the Board of Nursing?

I have a strong passion for the most amazing profession in the greatest state in the country! I am flexible, dedicated and have a strong desire to do what is right to help others through improving education and take on every challenge to do what is needed to accomplish the goal of offering the safest and best care in the state that I work and live!

What is one of the greatest challenges of being a board member?

I am just two weeks into the new board member position! I think the greatest challenge is just going to be getting to know what is truly expected of me as that member as I always want to make sure that I am doing the best job that I can do! I can't wait to get up and running! There's always lots to do!!

How would you describe your experience (so far) as a board member?

My experience so far has been top notch! I received the letter from the governor with the documents stating that I had been



Melodi Krank MSN, RN

accepted to the team. Additionally, I received an email from Stacey letting me know what I needed to do to help me be successful and orientation yesterday where I got to see the teammates on the screen and they walked me through what the first meeting

is going to be like in a few short weeks! Bring it on!

What would you say to someone who was considering becoming a board member?

Why not? You work and live in the great state of ND you want to make our experience even better! Raise your hand and use your voice to do JUST that!

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NORTH DAKOTA BOARD OF NURSING

License Renewal FAQ

Practice and Continuing Education (CE) Requirements

Please note: Renewal reminders will be sent via email. Paper/postcard reminders will no longer be mailed. If you have had a change of email address, please visit www.ndbon.org and choose online services under nurse licensure to update your email address to receive renewal and other notices.

The North Dakota Board of Nursing frequently receives questions regarding the renewal process. Following are some of the common questions received.

PRACTICE REQUIREMENTS

Are there practice requirements for license renewal in North Dakota?

Yes. All individuals renewing a nursing license must meet or exceed 400 hours of nursing practice in the preceding four (4) years. Hours practiced in another regulated profession cannot be used for nursing practice hours.

- Nurses who have completed a refresher course within the preceding year or graduated from a nursing undergraduate or nursing graduate program in the last four (4) years with less than 400 hours of nursing practice will be able to renew their license without meeting this requirement.

CE REQUIREMENTS

Is CE required for license renewal in North Dakota?

Yes. All individuals renewing a nursing license must complete 12 contact hours of CE obtained within the preceding two (2) years.

- An applicant that obtained initial licensure through examination will not need to complete additional contact hours of approved CE before first renewal of a nursing license. The requirements have been met through academic coursework.
- An applicant for reactivation of a license can use refresher course contact hours for the first renewal cycle after reactivation of a license.
- An APRN with Prescriptive Authority must complete 15 contact hours of education during the previous two (2) years in pharmacotherapy related to the scope of practice. The pharmacotherapy CE must be itemized on the certificate of completion. These contact hours fulfill the registered nurse renewal CE requirement.

Am I required to obtain CE in specific areas?

No. See above bullet for CE requirements for APRNs with prescriptive authority

What is the time frame for getting my CE?

The CE is to be completed within the two (2) years prior to the expiration date on the license.

I completed 40 contact hours last licensure period and only needed 12. Does that mean that I can use the other 28 hours for this licensure period?

No. Contact hours do not carry over from one license renewal period to another. You must complete at least 12 contact hours of approved CE in each two (2) year license renewal period to renew a license to practice nursing in North Dakota.

What if I am unable to complete the required contact hours needed for renewal. Can I get an extension?

No. The Board does not issue extensions – the CE requirement must be met before renewal. Failure to meet the CE requirement may result in disciplinary action and penalty fees.

- CE completed after December 31 in the year of renewal will be assessed a fee of \$50 per contact hour earned after that date (i.e. - \$600 for 12 contact hours done after December 31).
- If audited, failure to provide proof of CE may result in sanctions against your nursing license.

I am currently maintaining my certification in another health care profession. Can I use the CE to fulfill my license renewal requirements for contact hours?

The North Dakota Board of Nursing will accept, at face value, the number of hours awarded for an educational activity that has been approved for CE, provided it was approved by one of the following:

- The North Dakota Board of Nursing
- A health care regulatory board or professional organization of any state that is nationally/internationally accredited to approve CE.
- Accredited college or university credit may be used to meet the CE requirement.

Contact hours obtained for renewal of license or certification in another regulated profession cannot be used for maintaining nursing licensure.

Do I send my CE records to the Board?

No. You will ONLY need to provide proof of CE if you received a notice of continuing education audit. You are required to submit your CE documents through CE Broker if you are audited.

Who keeps track of my CE?

You do. As a professional, you are responsible for keeping track of your own CE records. You must keep your CE documents for at least four (4) years. The Board may audit your CE records for up to four (4) years.

How does the Board know I met the CE Requirement?

CE Broker is the official CE tracking and enforcement system for the North Dakota Board of Nursing and operates under a \$o SLA Agreement, meaning neither the Board nor the State of North Dakota pays for CE Broker's services.

Effective October 1, 2022, CE Broker will be integrated with the State's licensing system to verify CE compliance at the time of renewal and automate audits. This means your renewal will be interrupted if you have not completed and submitted your credit hours into CE Broker. You can proceed with renewal if your CE Broker account is not current, but you may be subject to audit.

Additionally, each time you renew your license you verify by attesting to the statement on the renewal form that you have completed the 12 contact hours. It is important that you have **completed** the CE when you attest to this.

I was just licensed in North Dakota for the first time.

License by Exam - If you recently received your first license in North Dakota and took an examination to receive it, and

this is your first renewal of that nursing license, you are NOT REQUIRED to have completed CE courses. You have met the requirement through your academic coursework and MUST verify by attesting to the statement on the renewal form.

License by Endorsement - If you recently received your first license in North Dakota and have moved from another state, you are considered to have received your license or certificate by "ENDORSEMENT". Even though this may be your first renewal you MUST verify by attesting to the statement on the renewal form that you have completed the required 12 contact hours. Credit received for successful completion of a course taken through an accredited college or university may be used to meet the CE requirement.

I'm not working right now.

Whether you are working or not has no bearing on your CE requirement. The CE requirement is directly related to renewal of your license in ND.

I don't plan to renew my license. What do I need to do?

Inactive Status - If you do not renew your license it will become "Inactive". You may not work as a nurse if your license is inactive. There is an additional fee to reactivate a license from inactive status.



NORTH DAKOTA BOARD OF NURSING

License Renewal FAQ

Continuing Education (CE) Audit FAQ

North Dakota State Law requires licensees must demonstrate successful completion of continuing education (CE) hours in order to renew a license.

CE Broker is the official CE tracking and enforcement system for the North Dakota Board of Nursing and operates under a \$o SLA Agreement, meaning neither the Board nor the State of North Dakota pays for CE Broker's services.

Effective October 1, 2022, CE Broker will be integrated with the State's licensing system to verify CE compliance at the time of renewal and automate audits. This means your renewal will be interrupted if you have not completed and submitted your credit hours into CE Broker. You can proceed with renewal if your CE Broker account is not current, but you may be subject to audit.

The Board has provided you with a free Basic Account, which offers all the CE tools required to maintain your license. However, licensees do have the option to subscribe to an upgraded account, which offers additional CE tracking features.

How long should CE records be kept?

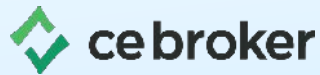
Records must be kept for at least four (4) years.

What records should be kept?

Documentation of completion of CE activities should be supplied by the provider of the activity. Documentation should contain the following information:

- Licensee's name
- Title of the education activity or course
- Approval code or course number
- Date of program completion
- Name of the provider/instructor
- Name of the organization which approved the program for CE
- Contact hours

For academic credit, an unofficial college transcript or grade report showing licensee's name, the name of the school, the number of credits hours completed, and the dates attended.



Sign up for CE Broker today!

CE Broker is the official CE tracking system of the North Dakota Board of Nursing. You will never have to pay for a CE Broker Basic Account. However, licensees do have the option to subscribe to an upgraded account, which offers additional CE tracking tools. Please visit the Board's [website](#) to learn more.



Comprehensive course search

The CE Broker Course Search helps you find every course you need to complete your license renewal. To find courses, visit <https://courses.cebroker.com/search/nd> and select your profession.



Helpful support center

CE Broker's dedicated support center is available 8AM-8PM ET Monday-Friday with a team of experts trained on the rules and regulations of the North Dakota Board of Nursing. Reach them by phone at 877-434-6323 or via [email and live chat](#).

Benefits of using CE Broker

- **FREE ACCESS!** You will never have to pay for a CE Broker Basic Account. Licensees do have the option to subscribe to an upgraded account, which offers additional CE tracking tools like a personal compliance transcript and a dedicated account manager;
- Track your continuing education hours required to renew your North Dakota license;
- Know precisely how many hours you've completed and how many hours are remaining;
- Bring CE compliance wherever you go with the CE Broker mobile app. Available on iPhone and Android from the [App Store](#) or [Google Play](#).



| Subject area | HOURS REQUIRED | HOURS POSTED | HOURS NEEDED |
|-----------------------------------|----------------|--------------|--------------|
| Medical Errors | 5 | 5 | 5 |
| Preventing Medical Errors | 5 | 5 | 5 |
| Defining Medical Errors | 5 | 5 | 5 |
| General | 20 | 10 | 10 |
| Teaching Tobacco Use & Dependence | 10 | 5 | 5 |
| Patients' Respiratory Infection | 10 | 5 | 5 |
| Laws and Rules of the Board | 2 | 0 | 2 |
| Georgia Laws and Rules | 2 | 0 | 2 |
| Total | 30 | 10 | 20 |

Registered Professional Nurse
RN1234567
30 HOURS REQUIRED 10 HOURS POSTED 20 HOURS NEEDED

Employee name: _____
Current Status: _____
Days to Complete: _____
Expiration Date: _____

Expired
Expired on 10/10/20

Registered Nurse
RN 33445566
Name: John Smith
Status: Expired
State: Board of Certification for Emergency Nursing (BCEN)
Expires: 10/10/20

[View license](#)

How to activate your free CE Broker account

- 1 | Visit www.cebroker.com/nd/plans
- 2 | Select the Basic Account option.
- 3 | Enter your license number and start tracking your continuing education!



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