

| Fall 2023 |

NORTH DAKOTA NURSE

C O N N E C T I O N

**ND Board of Nursing Rule
Promulgation: Notice of Intent
to Amend Administrative Rules**

**License Renewal
Education and Practice Continuing
Competency Requirements**

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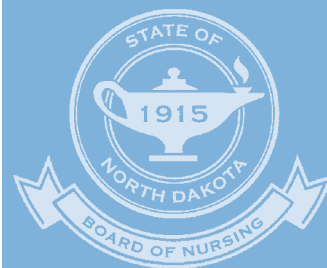
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NORTH DAKOTA NURSE CONNECTION



FALL 2023
EDITION 84

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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 2023 edition of the *North Dakota Nurse Connection (NDNC)*, the official publication of the North Dakota Board of Nursing (NDBON).

Rule Promulgation Update

The NDBON approved draft rules to create a chapter in the N.D. Administrative Code establishing an Alternative to Discipline (ATD) program for nurses. The ATD proposed rules and definitions meet the mandates set forth with the enactment of Senate Bill 2114 during the 68th Legislative Assembly. The ATD public notice and hearings coincide with the draft rules approved in April amending the licensure by exam and



NDBON Vice President, Wendi Johnston served as Chair of the NCSBN Elections Committee.



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endorsement chapters. The proposed licensure rules aim to provide clarification and efficiencies related to the credential evaluations for internationally educated applicants.

The ND Nurses Association (NDNA) hosted two public forums in collaboration with the NDBON, providing an opportunity to educate stakeholders on the proposed rules. The meetings included question and answer sessions with the opportunity to provide comments. Both meetings were public noticed and placed on the NDNA and NDBON websites and social media platforms. The public hearing for the proposed rules will be held October 26 at 1pm CT with virtual and in-person options. To learn more about the proposed rules and public notice, please visit www.ndbon.org. In addition, you can review the full public notice in this edition of the *NDNC*.

Board Membership

The NDBON is honored to welcome two new Board members appointed by the governor to serve ND citizens



NDBON joins NCSBN in honoring 45 years of nursing regulation. Dr. Buchholz, Dr. Pfenning, Corrie Lund, Wendi Johnston, Kyle Martin



Kyle Martin (left) with Astronaut Scott Kelly (right). Kelly was the featured keynote speaker at the NCSBN Annual Conference.

through the regulation of nursing education, licensure, and practice. Joseph Vetter, RN Board member of Bismarck, was appointed June 23, 2023. For more information about Mr. Vetter, please see the article in this edition of the *NDNC* titled, "North Dakota Board of Nursing Welcomes New RN Board Member". On August 17, 2023, Sarah Friestad of Valley City was appointed as the new LPN Board

member. The next edition of the *NDNC* will highlight Ms. Friestad.

National Council of State Boards of Nursing: Annual Meeting

Representatives of the NDBON attended the annual meetings of the Nurse Licensure Compact and National Council of State Boards of Nursing (NCSBN) held in Chicago, IL August 15-18. Delegates for

the NCSBN business meeting included Kyle Martin, the NDBON Associate Director for Operations, and Dr. Pfenning, the Executive Director. During the delegate assembly, Kyle Martin presented on behalf of ND advocating for the essential advancement of the Advanced Practice Registered Nurse Compact to support safe access to patient care specifically in the rural and remote areas of ND. In addition, the NDBON participated in the celebration of NCSBN's 45 years of history in nursing regulation.

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 legislative activities. Topics are also posted on the NDBON Facebook and website at Home - ND Board of Nursing (ndbon.org).

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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.

North Dakota Board of Nursing Officers and Members

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Joseph Vetter, RN, Bismarck
Sarah Friestad, LPN, Valley City

NORTH DAKOTA BOARD OF NURSING 2022-2023 BOARD MEETING DATES

October 25, 2023 Professional Licensing
Board Training and Retreat
October 26, 2023

January 25, 2024

April 25, 2024

July 25, 2024

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 video conference.

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 five (5) business days prior to each meeting.

As a service to the citizens of North Dakota (ND), the ND Board of Nursing (Board) provides a public forum during regular scheduled Board meetings. A public forum is a time when anyone may address the Board about any issue, except matters relevant to an individual's compliance or disciplinary actions. Prior notification is not necessary but is encouraged.

BOARD STAFF

Executive Director – Dr. Stacey Pfenning APRN
Administrative Services and Licensing Director – Maureen Bentz RN
Associate Director for Operations – Kyle Martin
Associate Director for Compliance – Melissa Hanson RN
Associate Director for Practice – Corrie Lund RN
Associate Director for Education – Dr. Tammy Buchholz RN
Administrative Service Team Leader – Karen Hahn
Accounting/Licensing Specialist – Michael Frovarp
Administrative Assistant/Licensing Specialist – Christa Stayton
Administrative Assistant/Licensing Specialist – Kimberly Kolling
Administrative Assistant – Norma Geiger

ND BOARD OF NURSING OFFICE HOURS AND OPERATIONS

Hours of Office Operations (Closed for all observed state holidays)

- Monday through Thursday 8:00 am to 5:00 pm CST
- Friday 8:00 am to 3:00 pm CST

Hours of Office Visits (Others by scheduled appointment)

- Monday through Friday 9:00 am to 2:00 pm CST

For the most immediate response or assistance, please email the appropriate division using the Directory or email contactus@ndbon.org. Fax is also available at (701) 751-2221

NORTH DAKOTA BOARD OF NURSING**"CARDLESS" FOR PUBLIC SAFETY**

Wallet licensure cards are no longer issued for:

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www.ndbon.org

ND Board of Nursing invites nursing and non-nursing public members to participate on the Advisory Panel.

Visit <https://www.ndbon.org/Practice/AdvisoryPanel/ParticipationIndex.asp> for information and application.

NURSES**Have you moved recently?**

UPDATE YOUR ADDRESS ON THE
ND BOARD OF NURSING WEBSITE

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 "Online Services"; then select "LPN/RN/APRN/SPRN Personal Data Updates".

NDBON Contact Information**ND Board of Nursing**

919 S 7th St., Suite 504, Bismarck, ND 58504-5881

Phone: 701-751-3000 • Fax: 701-751-2221

Email: contactus@ndbon.org or visit

www.ndbon.org for additional email options

North Dakota Board of Nursing Division Directory

APRN & Prescriptive Authority Initial Application

aprn@ndbon.org

Phone: (701) 391-9412

Compliance & Discipline

*Violations of NPA & Rules and Regulations,
Discipline Monitoring*

compliance@ndbon.org

Phone: (701) 527-5212

Criminal History Record Checks

chrc@ndbon.org

Phone: (701) 391-9412

Education & Continuing Education

education@ndbon.org

Phone: (701) 989-1276

Initial RN/LPN License By Endorsement

endorse@ndbon.org

Phone: (701) 400-0483

Initial RN/LPN License By Exam

exam@ndbon.org

Phone: (701) 391-8790

**Initial UAP/Technician, Medication
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renewal@ndbon.org

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Nurse List Orders

lists@ndbon.org

Nursing Education Loan

nel@ndbon.org

Phone: (701) 989-1276

Nurse Licensure Compact

practice@ndbon.org

Phone: (701) 527-6922

**Practice Inquiries
LPN, RN, APRN, UAP/Technician/
Medication Assistant III practice inquiries**

practice@ndbon.org

Phone: (701) 527-6922

Transcript Inquiries

Transcripts must be sent electronically through the National Student Clearinghouse, e-script, Parchment or another secure transcript service. Transcripts sent as email attachments or pdfs will not be accepted.

transcripts@ndbon.org

Other Inquiries/Requests

contactus@ndbon.org

Phone: (701) 751-3000

Fax: (701) 751-2221

The ND Board of Nursing (BON) is inviting stakeholders to submit application for voluntary participation on the Advisory Panel. Advisory Panel members may be considered for participation in the exploration of identified regulatory issues by means of individual consultation or select groups, at the discretion of the Board and/or Directors. As regulatory issues arise, select members will be contacted with the proposed opportunity for participation, including specific details and proposed timeline.

Visit <https://www.ndbon.org/Practice/AdvisoryPanel/ParticipationIndex.asp> for more information and application.

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
Click the "Verify" link on the navigation bar to choose the appropriate license type that you wish to 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 27, 2023

Board highlights include motions from the draft minutes posted at www.ndbon.org to be considered at the October 2023 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 27, 2023 regular meeting as distributed.
- Discontinued the staff expense budget item providing for partial internet reimbursement for remote work effective the December payroll to align with Section 501 of the OMB October 2022 fiscal reimbursement policy.
- Ratified the FY 2024 schedule fee schedule as distributed.
- Approved the staff request to extend approval of the Dakota Nursing Program Consortium, Certificate PN & AAS Programs located at WSC, DCB, LRSC, BSC from April 2024 through July 2024, and to conduct the onsite survey for continued approval of all the programs Spring 2024.
- Approved the staff request to move the onsite survey for continued approval of the University of Jamestown, BSN program from Fall 2024 to Fall 2023 to align the survey with the survey for initial approval of new ASN and master's entry programs.
- Found the progress report submitted by the nurse administrator for the North Dakota State College of Science, associate degree registered nurse education program regarding compliance with NDAC 54-03.2-07-01. Performance of Graduates on Licensing Exam meets the NDBON reporting requirements.
- 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 December 22, 2023, and June 28, 2024, 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 Application for Innovative

Educational Model/Approach of a Nurse Apprenticeship Program for the Dakota Nursing Program Consortium, Bismarck State College, Practical Nursing certificate and associate of applied science in nursing programs through July 2024; and required the program to

continued on page 8



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continued from page 7

- submit a progress report bi-annually to the NDBON for continued approval of the innovative approach providing evidence that desired outcomes are being met, and public protection was not compromised. Progress reports must conform to the criteria set forth in the evaluation plan for the Nurse Apprenticeship Program with the first report due December 22, 2023, and second due June 28, 2024. If a progress report indicates that students were adversely impacted by the innovation, the program will provide documentation of corrective measures undertaken and their effectiveness.
- Approved the request for change to a degree offered, addition of Accelerated (ABSN) track and the addition of courses NURS 303, NURS 323, NURS 463, and NURS 430 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.
 - Found the South Dakota State University, RN Refresher Course in full compliance with board guideline requirements for the nurse refresher courses as set forth by ND Administrative Title 54, Article 54-02 Nurse Licensure, Chapter 54-02-05 Relicensure, Section 54-02-05-05 Non-practicing Nurses; and granted initial full approval of the South Dakota State University, RN Refresher Course through July 2027; and required a paper survey in May 2027 for continued approval.
 - Found the progress report submitted by the Concordia College Baccalaureate Degree Nursing Program nurse administrator meets the NDBON reporting requirements and provides evidence of 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.
 - Approved the 58 eligible individuals for the Nursing Education Loan for a total amount awarded of \$110,002.38 according to NDAC 54-04.1 Nursing Education Loans.

- Approved the updated list of credentials evaluators.
- Accepted the evidence of education and certification as Neonatal Nurse Practitioner to qualify for APRN with prescriptive authority licensure in North Dakota for applicant O'Neal.
- Approved the recommended change to the UAP, Technicians and MA III Registry Renewal policy as distributed.
- Approved the additional applicant questions for nurses and programs to be used for verification of consistency with NDCC and NDAC licensure requirements as distributed.
- Approved the following NDAC Title 54 draft rules related to the nurse alternative to discipline and to definitions:
 - Revisions: Section 54-01-03-01 Definitions; and
 - Addition: Section 54-10 Nurse Alternative to Discipline
- Approved the following draft revisions to NDAC title 54 for public hearing on October 26, 2023 which propose the following:
 - Revisions: 54-01-03-01 Definitions; 54-02-01 Licensure by Examination; 54-02-06 License by Endorsement
 - Repeal: Article 54-02-01-09 Internationally Educated Applicants
 - Addition: Article 54-10 Nurse Alternative to Discipline
- Approved the letter of support titled, "North Dakota Embraces the Nurse Licensure Compact" as distributed and approved the submission of the letter to the NLC Executive Director to be utilized for legislative education.
- Reaffirmed the opinion adopted in 1995 related to pronouncing death and the nurses' scope of practice. The Board's 1995 opinion deferred the use of standing orders related to pronouncing of death to the facility and recommended that facilities adhere to rules established by the organization which accredits and/or licenses the facility; facility legal counsel; and corporate by-laws. The facility should adhere to the Nurse Practice Act in the ND Century Code and Administrative Code and utilize the ND Board of Nursing adopted Scope of Practice Decision Making Framework to assist licensees, employers, and legal counsel

in evaluating scope of practice questions not addressed specifically in law, rules, or practice statements.

- Accepted the additional documents provided as meeting the requirements for supervision/performance of fluoroscopy for candidate, Amy Bakke, CRNA and recommended she complete the ARRT Examination.
- Supported the members and staff in attending the Professional Licensing Board Training on October 25; and accepted the FY 2024 regular meeting dates and annual retreat as follows:
 - Regular Board meetings: October 26; January 25; April 25; July 25
 - Board Retreat: October 25
 - Committees: as scheduled by respective committees
- Approved committee charges as listed and the following committee appointments:
 - Finance Committee: Dr. J. Hammer (Chair), Dr. Buettner, Pazdernik
 - ATD Committee: Dr. Buettner (Chair), Seamands, Johnston, Dr. Mary Beth Johnson (external)
 - Risk Management: Vetter
 - NDCFN Representative: Bentz (staff); Alternate: Johnston
- Approved the following External Member Nursing Education Committee Appointments: Reappoint Deborah Cave, RN to a second two-year term October 2022-2024 and appoint Gail Raasakka, RN to a first two-year term July 2023-2025.
- Martin noted the launch of the NDBON Facebook page, recent IT and security upgrades in the office, and provided a progress summary on transition to ORBS. The NDHSS Data Share Collaborative project is now requiring only physician and dentist data.
- Approved the revised Probation Monitoring Plan.
- Approved the revised Compliance Advisory Council Policy and Procedure.
- Approved the revised Criminal History Record Check Policy.
- Reviewed letters received from Walmart Pharmacies. Hanson noted APRNs mentioned in letters do not have prescriptive authority in ND as their prescriptive authority was suspended previously by NDBON.

ND BOARD OF NURSING RULE PROMULGATION: NOTICE OF INTENT TO AMEND ADMINISTRATIVE RULES

TAKE NOTICE that the North Dakota Board of Nursing (NDBON) will hold a public hearing to address proposed amendments of North Dakota Administrative Code Title 54. The hearing will be held October 26 at 1:00 PM CT at the North Dakota Board of Nursing, 919 South Seventh Street, Suite 504 Bismarck, North Dakota. Virtual Zoom link <https://uso2web.zoom.us/j/83219771860> Meeting ID: 832 1977 1860.

Title 54 Board of Nursing proposed amendments include:

- Chapter 54-10 Alternative to Discipline Program: creates a chapter to establish an Alternative to Discipline program for nurses as mandated by Senate Bill 2114 enacted during the 68th Legislative Assembly. Fiscal Impact: no expected impact on regulatory community in excess of \$50,000.
- Chapter 54-01-03-01 Definitions: addition of definitions related to Chapter 54-10 Alternative to Discipline program.
- Chapter 54-02-01 Licensure by Examination: amendments to rules related to credentials evaluation services for internationally educated applicants by examination. Fiscal Impact: not anticipated to have a fiscal impact on regulatory community.
- Chapter 54-02-06 License by

Endorsement: amendments to rules related to credentials evaluation services for internationally educated applicants by endorsement; and to amend rules to remove military spouse licensure fees.
Fiscal Impact: not anticipated to have a fiscal impact on regulatory community.

A copy of the proposed administrative rules are available on the North Dakota Board of Nursing website: www.ndbon.org. Written copies may be obtained upon request at (701) 751-3000 or NDBON contactus@ndbon.org or 919 S 7th St., Suite 504, Bismarck ND 58504-5881. Written comments on the proposed rules may be submitted to contactus@ndbon.org or 919 S 7th Street, Suite 504, Bismarck, ND 58504. Comments received by November 10, 2023, will be fully considered.

If you plan to attend the public hearing and need special facilities or assistance relating to a disability, please contact the North Dakota Board of Nursing at the above phone number or address at least one week prior to the public hearing.

Dated this 24th day of August 2023.

Stacey Pfenning DNP APRN FNP FAANP
Executive Director
North Dakota Board of Nursing



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North Dakota Board of Nursing Welcomes New RN Board Member Joseph Vetter, MSN/MBA, RN

When were you appointed as a board member?

July 2023

Why did you decide to become a board member?

A nurse has a wide variety of roles when it comes to patient care. The role I have always been the most

passionate about is that of advocate. Being a member of the Board gives me the opportunity to once again advocate for the citizens of North Dakota to help ensure they are receiving quality nursing care.

What is your nursing background?

I came to nursing as a second career. I had spent all of my life working with people in the hospitality industry, but I sought connection with people on a deeper level, which brought me to nursing. My BSN is from NDSU Nursing at Sanford Health. My clinical background in nursing included the ICU, pain management/procedures, and the operating room. My passion for advocacy and compliance led me to my role with the North Dakota Department of Health where I became a Health Facilities Surveyor. I have also worked as a nurse paralegal, advocating for injured parties. In my current role with Employee Health Services at Sanford, I am able to also combine my interests in advocacy and compliance. I recently completed my MSN/MBA Dual Degree in Healthcare Administration. This allowed me the opportunity to commission as a Medical Service Corps officer in the ND Air National Guard, after having served 11 years as enlisted member.

to advocate for the citizens of North Dakota is my greatest asset I bring to the Board.

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

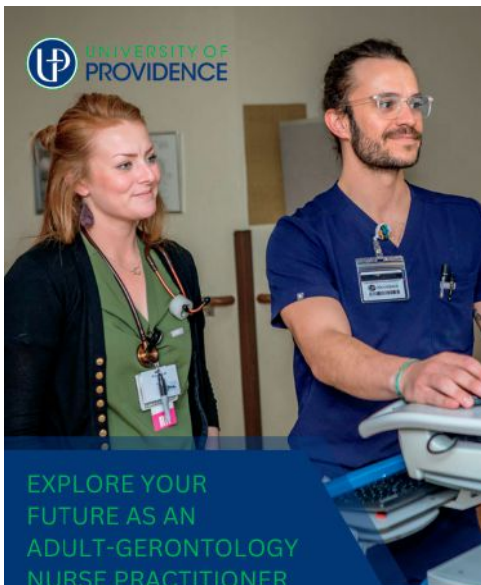
Having only attended one Board meeting, I can say there is A LOT to learn. A challenge will be learning as I go and become more involved in the process. It is an exciting challenge that I look forward to tackling.

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

My experience so far as a board member has been exceptional. The full-time staff who carry out the work of the Board is an amazing team of professionals. The way they support the Board and advocate for the citizens of North Dakota motivates me to be the best board member I can be.

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

I would tell them advocating for and keeping North Dakota citizens safe is important work. It is a great opportunity to give back to the community.



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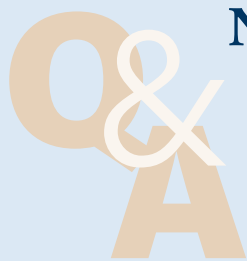
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NORTH DAKOTA BOARD OF NURSING

License Renewal Education and Practice Continuing Competency Requirements

The North Dakota Nurse Practices Act, NDCC Chapter 43-12.1, Section 43-12.1-07, Subsection 2. (m), NDAC Chapter 54-02-05 and NDAC Chapter 54-05-03.1 require that all licensees must demonstrate successful completion of continuing competency requirements to renew a license.

- ❖ License renewal reminders for North Dakota nurses are only sent by email. It is important that the NDBON has your current email address. According to the Nurse Practices Act, NDCC Chapter 43-12.1, Section 43-12.1-11, individuals licensed by the Board must provide current contact information as requested. If you have had a change of email address since your last renewal, please visit the website www.ndbon.org and choose **Demographic Updates** under the **Nurse Licensure** tab to update your email address to ensure you receive renewal and other important NDBON notices.

The NDBON frequently receives questions about the licensure renewal process and requirements for renewal. The following are some common, frequently asked questions (FAQs) about licensure renewal.

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 **prior 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 prior 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.

Continuing Education (CE) Requirements

How does the NDBON monitor my compliance with the renewal CE requirement?

The NDBON has partnered with CE Broker, who has been designated as the official CE tracking and enforcement system for the NDBON. CE Broker contracts with NDBON and operates under a \$o SLA Agreement, meaning neither NDBON or the State of North Dakota pay for CE Broker's services. Nurse

licensees are provided with a free Basic account within CE Broker's platform to upload and record all required completed CE.

CE Broker has been integrated within the NDBON's licensing system to verify CE compliance at the time of renewal and to automate the CE audit process. This means your renewal will be interrupted if you have not completed and submitted your contact hours into your CE Broker Basic account.

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 of CE. It is important that you have **completed** your required CE before you attest to this.

To learn more about NDBON's partnership with CE Broker and how to create your CE Broker account, visit: https://www.ndbon.org/Education/CE_Broker.asp

Are there CE requirements 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 who completed a nurse refresher course may use the course contact hours for the first renewal cycle after reactivation of a license.
- An APRN with **Prescriptive Authority** must complete **15 contact hours** of pharmacotherapy CE related to the scope of practice 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. Those contact hours fulfill the registered nurse renewal CE requirement.

Am I required to obtain mandatory CE about specific topics?

North Dakota does not have mandatory content specific CE requirements for RNs and LPNs or APRNs without prescriptive authority. APRNs with prescriptive authority must complete 15 contact hours of pharmacotherapy specific CE.

What is the time frame for completing my required CE?

All required CE must be completed during the two (2) year renewal cycle, that began January 1st of the first year and prior to the expiration date of the license the following year on December 31st.

I completed 40 contact hours of CE during the licensure renewal cycle. Can excess contact hours be applied to the next licensure renewal cycle?

No. Contact hours do not carry over from one license renewal cycle to the next. You must complete 12 contact hours of approved CE during each two (2) year license renewal cycle to renew a license to practice nursing in North Dakota. APRNs with prescriptive authority must complete 15 contact hours of pharmacotherapy specific CE.

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

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 31st 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 31st).

- If audited, failure to provide proof of CE completed during the applicable renewal cycle may result in sanctions against your nursing license.

How do I know if a CE activity I completed is acceptable to use toward my license renewal contact hour requirement?

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, if approved by one of the following Board recognized providers of CE:

- The North Dakota Board of Nursing
- An accredited college or university
- A health care regulatory board in any state
- A professional organization that is nationally accredited to approve CE

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

No. CE contact hours obtained for renewal of license or certification in another regulated profession cannot be used for maintaining nursing licensure.

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Alaska Native People Shaping Health Care

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Do I send my CE completion certificates to the NDBON?

No. You will ONLY need to provide proof of completed CE if you receive an email notification from the NDBON and CE Broker that you were randomly selected for the CE audit after you have renewed your license. You are required to submit your CE completion certificates to your CE Broker Basic account provided by the NDBON if you are audited.

Who maintains the record of my completed required CE?

The nurse licensee. As a professional, it is the nurse's responsibility to keep a record of all completed CE. You must keep your CE documents for four (4) years, two renewal cycles. The NDBON may audit your CE records for up to four (4) years.

I was just licensed in North Dakota for the first time. Do I need to complete CE for my first renewal?

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. You can verify your license expiration date by visiting: https://www.ndbon.org/verify_renew/verify_nurse.asp.

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 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 of CE**. You can verify your license expiration date by visiting: https://www.ndbon.org/verify_renew/verify_nurse.asp

Must I complete CE if I'm not working as a nurse currently?

Whether you are currently working as a nurse or not has no effect on the CE requirement for licensure renewal. The CE requirement is directly related to renewal of your license in North Dakota.

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

If you decide not to renew your license, your license will become "inactive." No additional action will be necessary on your behalf. Please note that once your license becomes inactive, you may not work as a nurse. Nurses wishing to work again with an inactive license will need to apply for a reactivation.

Board approved: 3/04

Reviewed/Revised: 05/17, 7/19, 9/2020, 9/2022, 9/2023

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