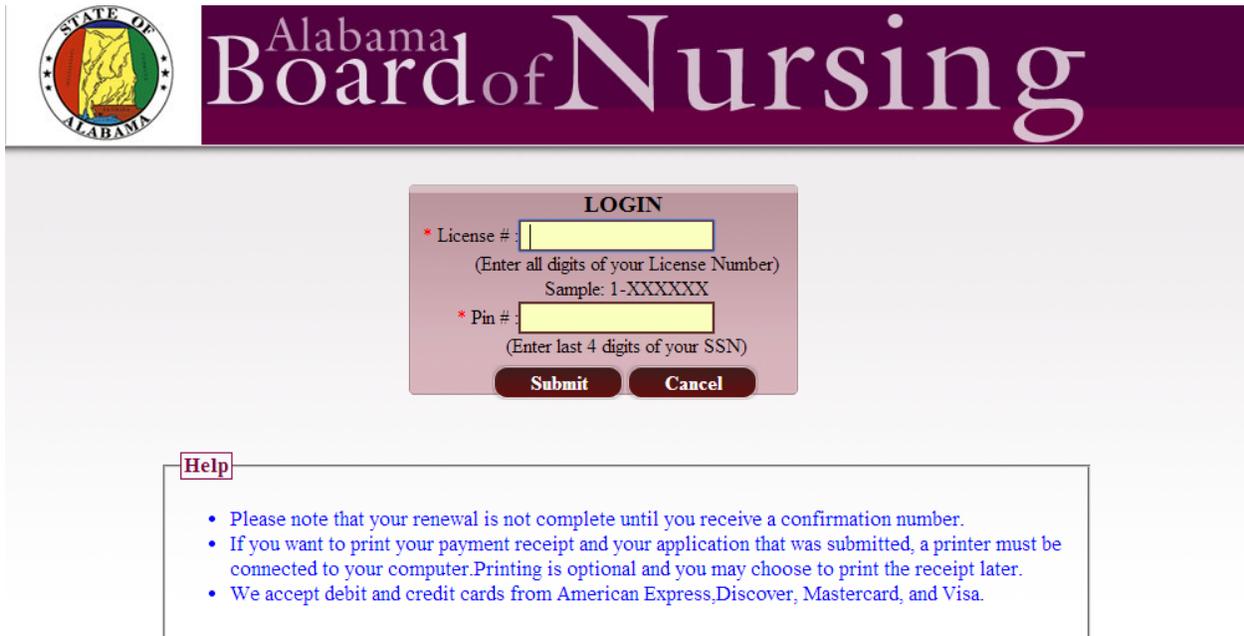


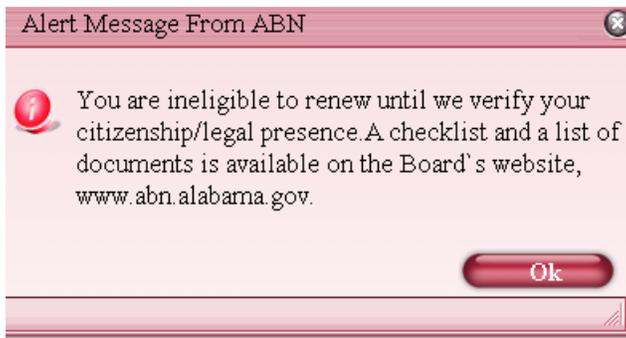
1. Enter your RN license number (including the hyphen) and the last four of your SSN and click the "Submit" button.



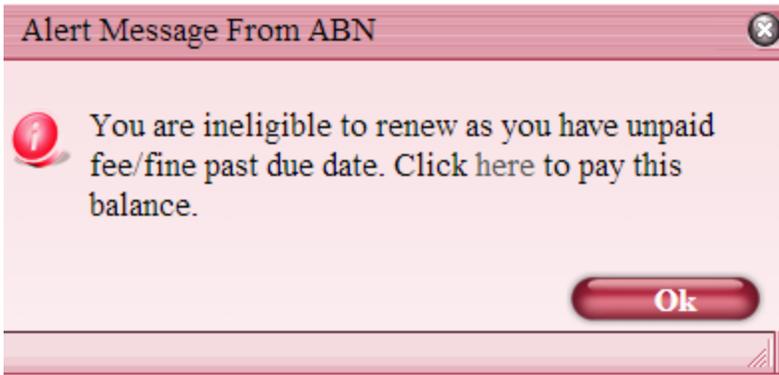
The image shows the Alabama Board of Nursing website header with the state seal and the text "Alabama Board of Nursing". Below the header is a "LOGIN" form with two input fields: "License #" and "Pin #". The "License #" field has a placeholder "(Enter all digits of your License Number) Sample: 1-XXXXXX". The "Pin #" field has a placeholder "(Enter last 4 digits of your SSN)". There are "Submit" and "Cancel" buttons below the fields. Below the form is a "Help" box with three bullet points:

- Please note that your renewal is not complete until you receive a confirmation number.
- If you want to print your payment receipt and your application that was submitted, a printer must be connected to your computer. Printing is optional and you may choose to print the receipt later.
- We accept debit and credit cards from American Express, Discover, Mastercard, and Visa.

2. If your Citizenship/Legal Presence in the United States has not been verified by the board, the following message will appear. You cannot renew your license until the board verifies the same.



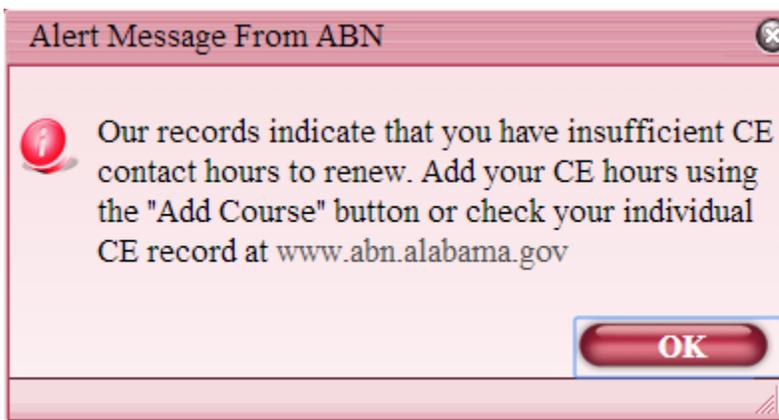
3. If you have an unpaid fee/fine, you will see the message shown below. You cannot renew your license until the fee/fine is paid.



4. If your citizenship/legal presence has been verified and if you do not owe money to the board, you should see the tabular interface shown below. Please note that the option to Renew Advanced Practice (AP) approvals will be shown only for nurses who hold AP approvals with statuses that are eligible to renew.

A screenshot of a web application interface for license renewal. At the top, there are navigation tabs: "RNAPRenewal", "CE Hours", "Demographics", "RN Regulatory Questions", "Preview", "Affirm, Pay and Submit", and "Logout". Below the tabs, there are two sections. The first section is titled "Select Action" and contains a form with "I want to:" followed by two radio button options: "Renew my RN license" (which is selected) and "Retire my RN license". The second section is titled "Advanced Practice" and contains a form with "I want to:" followed by two radio button options: "Renew my CRNP approval" and "I don't want to renew my CRNP".

5. If you want to renew your license but do not have the required Continuing Education (CE) hours, the message shown below will appear.



6. You may add the required CE hours as part of the Renewal process by clicking on "OK" in the message shown above and by clicking the "Next" button thereafter. You will be taken to the "CE Hours" tab.

7. **CE Hours Tab:** This tab lists your current CE hours and your CE hours requirement. You should be able to add new CE hours to your record by clicking the “Add Course” button. You may also edit/delete your current entries. Please note that the renewal system will not allow you to add a CE course that was provided by a board approved CE Provider, since those entries come to the board electronically.

CE Hours

Current CE Hours : 11.50
 Required CE Hours : 24

<u>Individual CE Hours</u>						
Provider #	Provider Name	Location	Course Title	Course Date	Total Hours	EditDelete
ABNP1329	RIVER CITY SERVICES, INC.	MOBILE, AL	ORIENTATION TO AMERICAN HEALTH TECH	02/27/2012	11.50	✘

Add/Edit CEHours

Alabama Provider Number :
(Type Provider number or leave blank)

* Provider Name :

* City :

* State :

* Course Title :

* Final Date of Course : Ex:MM/DD/YYYY

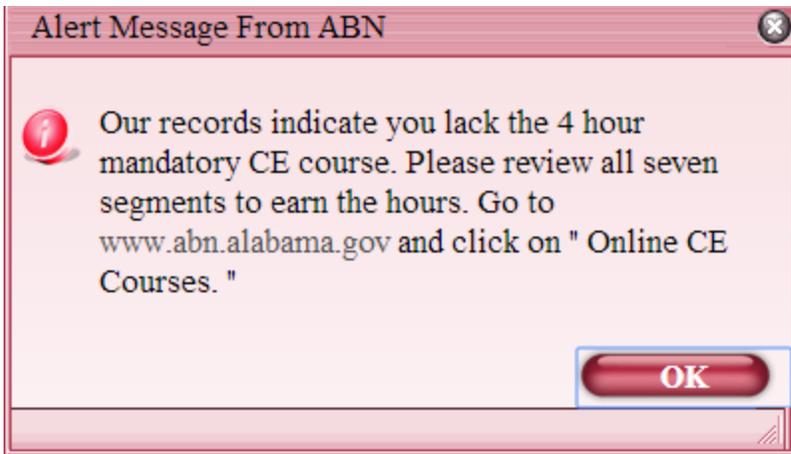
* Total Hours :

Conversion of College Credit:

a) 1 Academic semester credit hour = 15 contact hours
 b) 1 Academic quarter credit hour = 10 contact hours

If you have questions regarding CE hours, please contact the board at 1 800 656 5318.

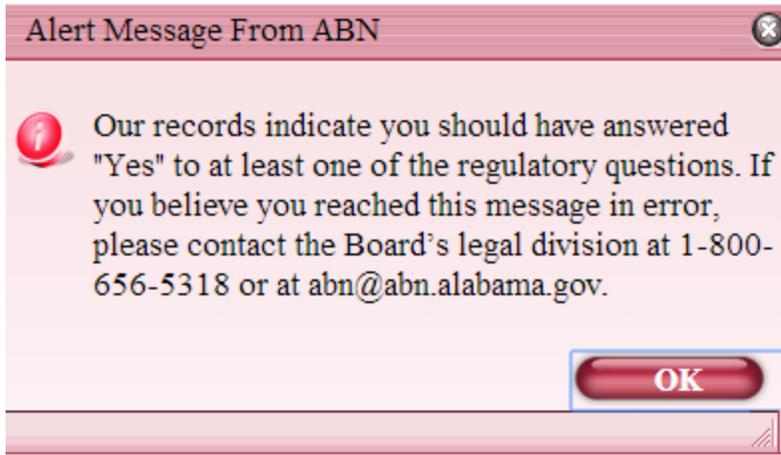
8. Once you have the sufficient CE hours you may click on the “Next” button to continue your renewal.
9. If you have not completed the 4 hour mandatory CE course, you will see the following message when you click “I want to renew” my license.



10. **Retired nurses or those who want to retire your Active license:** The renewal system **does not** check for your CE hours or mandatory CE requirement.
11. Once the above mentioned 4 conditions are met (Citizenship/Legal presence verification, Fee, CE hours, and Mandatory 4 hour course) you should be able to complete the renewal process.
12. **Demographics tab:** Please verify/complete your name, address, contact and other questions shown in the demographics tab and click the "Save and Continue" button.
13. **Regulatory Questions:** There are 8 regulatory questions that must be answered as part of the renewal process. If you answer "Yes" for any of the questions, you will have to enter an explanation for it in the box that would appear below.

A screenshot of the "2014 RN RENEWAL REGULATORY QUESTIONS" screen. At the top, there are navigation tabs: "RNAPRenewal", "CE Hours", "Demographics", "RN Regulatory Questions" (which is highlighted), "Preview", "Affirm, Pay and Submit", and "Logout". The main content area contains the following text: "1. Since your last renewal, were you arrested for, and/or charged with any crime other than a minor traffic violation? Any arrest and/or charge related to driving while impaired or while under the influence of any substance is not a 'minor traffic violation'." Below the text are two radio buttons: "Yes" (which is selected) and "No". At the bottom of the screen is a "Next" button.

14. If you are expected to answer "Yes" to at least one of the regulatory questions but have not done so during renewal, you will see the message shown below. You cannot renew until you answer yes to at least one of the 8 questions.



15. **Preview:** Once you answer all the 8 regulatory questions, click on the "Next" button to preview your renewal application. Click on "Click here to pay and renew" to reach the last stage of the process.

A screenshot of a web application interface showing the "Preview" stage of a renewal process. The interface has a navigation bar with tabs: "RNAP Renewal", "CE Hours", "Demographics", "RN Regulatory Questions", "Preview", and "Affirm, Pay and Submit". A "Logout" link is in the top right. Below the tabs, a note says "Note : Click on the previous tabs if you need to edit your entries." The main content area is titled "Preview" and contains three sections: "RN AP Renewal" with a "Select Action" section where "Renew my RN license" is selected; "Advanced Practice" with a section where "Renew my CRNP approval" is selected; and "CE Hours" which displays "Current CE Hours : 28.70", "Required CE Hours : 20", and "Pharmacology Hours Obtained : 21.70". Below this is a table header for "Individual CE hours for Abbott, Connie Diane" with columns for "Date of", "#", and "Pharmacology".

16. **Affirmation, Payment, and Submission:** Agree to the terms and conditions by clicking the checkbox, enter your credit/debit card details and click "Submit Payment" to complete your renewal. Please note your renewal is not complete until you see a success message with a confirmation number.

LPNRenewal CE Hours Demographics LPN Regulatory Questions Preview **Affirm, Pay and Submit** Logout

eSignature

I affirm that the information recorded on this application concerning any item contained herein is true and correct. I understand that I may be required to submit documentation to support my affirmation. I further understand that any false statement is in violation of the Code of Alabama and the Board of Nursing Administrative Code and constitutes cause for disciplinary action.

You answered Yes to one or more regulatory questions. Your renewal will not be processed until we receive certified records related to your Yes answer.

* Electronic Signature :

* I agree to the terms and conditions mentioned above.

Payment

*Amount Due :

*Transaction Fee:

*Total :

* Person's Name on Card:

*Select Debit or Credit:

*Card Type :

*Card # :

*Expiration Date :

* Security Code :

* 5 Digit Billing Zip :

(License fee will appear as Alabama Board of Nursing and \$3.50 will appear as Just e Pay LLC on your card statement.)

17. **Print and Email Receipt:** At this stage you will be able to print or email your receipt.

18. Click on the Logout to exit the renewal process.