



## Reprimand/Reprimand and Fine Frequently Asked Questions and Answers

Questions	Answers
What do I include on correspondence with the ABN?	Include your nursing license number <b><u>OR</u></b> case number on all items you send to the Board.
How do I pay the disciplinary fine?	Options are: (1) The <u>total amount</u> of the fine may be paid on the ABN website at <a href="http://www.abn.alabama.gov">www.abn.alabama.gov</a> . Look for the \$ icon in the “Fees” section. You may use a credit or debit card. A transaction fee of \$3.50 will be added. (2) Cashier’s check; money order; certified check; corporate or business check may be mailed or hand-delivered to the ABN office. <b>NOTE:</b> Fines will be posted once your Order is approved by the Board. The Board meets every other month to review discipline.
When is the disciplinary fine due?	If you currently have a license with the Board, the total amount of your fine is due within 30 days of the effective date of your Board-approved Order. If you are an applicant for licensure, the total amount of your fine is due within 30 days of the issuance of your license. Refer to your Order for this information.
What if I can’t pay the disciplinary fine on time?	Failure to pay the fine will result in additional discipline, which will include a separate disciplinary action and an additional fine of at least \$500.
When is my Notice of Receipt of Board Order form due?	If you are currently licensed by the Board, your Notice of Receipt of Board Order form is due within 10 days of the effective date of your Board-approved Order. If you are an applicant for licensure, your Notice of Receipt of Board Order form is due within 10 days of your first employment in nursing.
Why is there a lapse in time between when I agree to the Consent Order and the Order actually taking effect?	Board action is required to discipline your nursing license, because only the Board has that authority. The Board meets every other month to discuss disciplinary actions.
What if I am not employed in nursing?	If you are currently licensed by the Board and are not employed in nursing at the time the Board approves your Order, you must submit a written statement indicating that you are not employed in nursing.
Can the public access my case/Order?	Board Orders are not currently available on the ABN website. However, once the Board approves your Order, anyone can request and pay for a copy of your Order.
What if I no longer want to	You may voluntarily surrender your nursing license. Contact the Legal Division at 334.293.5222 and request the

keep my license and have not completed my Order?	necessary form. A Voluntary Surrender is considered and reported as a revocation of your license.
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