

WHAT IS AN AUDIT?

An audit is an official review by the board of CE records and verification of practice. Each month audits are conducted on CE and practice activities on a random sampling of licensees. An audit requires you to submit information concerning your completed CE activities, along with legible photocopies of certificates, transcripts or other documentation of completed CE activities. The audit also includes completion of a verification of employment form which you take to the employer listed on your renewal form for verification of the number of hours claimed as employment as a practical nurse. This must be within 30 days that the audit is issued.

ARE THERE ANY EXEMPTIONS TO THE REQUIREMENT?

1. Licensees who successfully completed one semester as a full time student in an associate degree, diploma, or baccalaureate degree in nursing have satisfied the CE and employment requirements for that reporting period. If the required CE hours in end of life care including pain management have not previously been reported to the Board, these must be completed in addition to the college credit hours along with the required hours on the topics of substance abuse and mental health conditions common to veterans and their families.
2. Licensees who qualify for a medical exemption due to personal or family illness or disability are permitted to apply for exemption. (This exemption may not exceed a single, 2 year, reporting period and may be prorated based on the length of illness or disability.)
3. Requirements are prorated for individuals licensed for the first time during a reporting period.
4. Requirements are waived for individuals who are on active duty in the military and spouses of those on active duty.

WHAT IF I JUST GOT MY LICENSE?

DO I STILL HAVE TO REPORT CE AND PRACTICE? Individuals licensed for the first time during the FIRST year of this two year reporting period between July 1, 2022 and June 30, 2023, are required to report 12 contact hours of CE and 200 clock hours of practical nurse employment to renew their LPN for the period ending June 30, 2024. Two of these contact hours must be in end of life care, including pain management, three (3) contact hours in the topic of substance abuse and at least two (2) contact hours in the topic of mental health conditions common to veterans and family members of veterans. Individuals licensed for the first time during the SECOND year of a two year reporting period, between July 1, 2023, and June 30, 2024, are exempt from both the CE and employment requirements to renew the license for the period ending June 30, 2024.

WHAT IF I WANT TO BE INACTIVE OR ALLOW MY LICENSE TO LAPSE?

There are no CE or employment requirements if you place your license on the non-practicing (inactive) list prior to the expiration date of a current license, or if the license expires and becomes lapsed. If you wish to reinstate the license contact the Board office for assistance.

WHAT IF I CANT MEET THE MINIMUM REQUIREMENTS TO REINSTATE MY INACTIVE OR LAPSED LICENSE?

You may request a limited license. A limited license is valid for 90 days. During the 90 day period you must work for 200 clock hours in practical nursing under the direct supervision of a qualified supervisor and complete 12 contact hours of CE. An unrestricted license is issued when verification of completion of the above requirements is received by the board. This must be received in the Board office prior to the expiration of the 90 day limited license period or the license again becomes lapsed. A 90 day limited license MAY NOT BE RENEWED.

If the 90 day limited license lapses, the only option at that point is to retake the NCLEX and pass in order to reinstate to a full status



WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES

101 Dee Drive, Suite 100

Charleston, WV 25311

Phone: (304) 558-3572

Fax: (304) 559-4367

Email: LPN.Board@wv.gov

Web Site: www.lpnboard.state.wv.us

MANDATORY CONTINUING COMPETENCE

An Informational Brochure