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Top Ten Frequently Asked Questions (FAQs) for Registered Nurse (RN) License Renewals and Advanced Practice Registered Nurse (APRN) Prescriptive Authority License Renewals

*All Registered Nurse (RN) licenses and Advanced Practice Registered Nurse (APRN) Prescriptive Authority licenses in the state of Indiana are set to expire at **11:59 p.m. Eastern Daylight Time (EDT) on October 31st**. Please refer to these “Top Ten Frequently Asked Questions (FAQs),” prepared by the Indiana Professional Licensing Agency (PLA) and the Indiana State Board of Nursing (the Board), for guidance on navigating the license renewal process.*

1. I completed my online license renewal and paid my renewal application fee. My license still shows an expiration date of 10/31/2023. When will this update?

Answer: Under **normal** circumstances and provided you **did not** report a **positive response** on your license renewal application, your license renewal payment will be processed and confirmed within a few minutes, or within one (1) to two (2) hours during times of peak volume. Please log in to your [MyLicense.IN.gov](https://mylicense.in.gov) account regularly to check for updates on your license renewal application and confirmation of payment for your license renewal. Please refrain from contacting the PLA unless your payment has not been processed and confirmed within three (3) business days. PLA appreciates your patience and cooperation. If you reported a positive response on your renewal application, your positive response will trigger an alert to PLA staff that will need to be reviewed by PLA staff and/or the Board, which will require additional time to further process your renewal application. PLA staff will communicate with you via email (to your email address of record) to inform you of any additional actions and next steps that must be completed to further process your positive response(s) and your renewal application. Please also refer to FAQ #9 provided below.

2. Some of my demographic information has changed in the last two (2) years. How do I update this information during renewal?

Answer: You may update demographic information in your online renewal application. This includes change of address, email, or phone number. You do not need to contact PLA separately to change this information on your Registered Nurse (RN) license or your Advanced Practice Registered Nurse (APRN) Prescriptive Authority license. **However**, for Advanced Practice Registered Nurses (APRNs), a change of address on your Controlled Substance Registration (CSR) must be completed by PLA/Board staff. To request a change to the address provided on your

Controlled Substance Registration (CSR), please email PLA/Board staff at pla2@pla.in.gov.

3. I need to change my name and/or my primary state of residence. How do I update this information during renewal?

Answer: You may upload your request at MyLicense.IN.gov using the “License Update” online service in your MyLicense account. You must include the required documentation for your request. For a name change, you will need to provide either a marriage license, divorce decree, or legal name change (court order). For a change of primary state of residence, you will need to provide either a state-issued ID, W-2, tax return, or military documentation. You should still proceed with your renewal application as these specific requests are processed.

4. I am an Advanced Practice Registered Nurse (APRN) and I need to change my practice location. How do I accomplish this change?

Answer: You may renew your license online. You should also submit a request to update your practice location by sending an email to pla2@pla.in.gov. Your email should include the nature of request (i.e., change of practice location) and your license number in the subject line of the email. Please also include the following information in the body of your email:

- i. Your name;
- ii. Your license number [APRN Prescriptive Authority or Controlled Substance Registration (CSR), depending on the request];
- iii. Name of the facility;
- iv. Address of the facility with zip code;
- v. Phone number of the facility; and
- vi. A copy of your current, active collaborative practice agreement(s) if one is not already on file with the PLA.

5. I have a Registered Nurse (RN) license, an Advanced Practice Registered Nurse (APRN) Prescriptive Authority license, and/or a Controlled Substance Registration (CSR). I also hold an Out-of-State Telehealth Practitioner Certification, because I provide telehealth services to patients in Indiana, and I am located in another state/jurisdiction. Can I submit one renewal application for all of my licenses, registrations, and certifications?

Answer: No. You must renew each license, registration, and/or certification separately. You can renew each license, registration, and certification online at MyLicense.IN.gov. Your Registered Nurse (RN) license must be renewed first. Your Advanced Practice Registered Nurse (APRN) Prescriptive Authority license must be renewed second. Your Controlled Substance Registration (CSR) must be renewed third, and your Out-of-State Telehealth Practitioner Certification must be renewed fourth (if applicable).

6. I forgot to renew my license before the expiration date. Can I still renew online?

Answer: Yes. You can still renew your license by logging in to your [MyLicense.IN.gov](https://mylicense.in.gov) account. There will be a \$50 penalty fee applied to each late renewal application.

7. I was arrested for an OWI in 2022. Do I need to disclose this charge and/or conviction on my license renewal application?

Answer: Yes. Question #3 on the renewal application asks: "Since you last renewed, and except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered into a diversion agreement, been convicted of, pled guilty to, or pled no contest (nolo contendere) to any offense, misdemeanor, or felony in any state or U.S. territory?" Failure to answer this question correctly may result in a civil penalty being assessed against your license.

8. My license status says, "Valid to Practice While Reviewed." What does this mean and how long will my license be under review?

Answer: "Valid to Practice While Reviewed" is an **active** license status that is placed on licenses under review after their expiration dates (i.e., after October 31st). The reviews are conducted by Board staff and Board members. Please note that if you apply to renew your license after October 31st and a review of your application is necessary, your license will show "Expired," and not "Valid to Practice While Reviewed." After your license is placed under "Valid to Practice While Reviewed," the Board must make a decision on the renewal of your license within one hundred and twenty (120) days from the expiration date of the license (October 31st).

9. I have been asked to appear before the Board because of a positive response on my renewal application. What should I bring with me for my personal appearance?

Answer: This ultimately is up to you, and dependent on the circumstances and nature of your positive response. For example, a person who was convicted of Reckless Driving in 2022 would potentially bring a copy of their chronological case summary (available at [mycase.IN.gov](https://mycase.in.gov)), and any orders that affected the outcome of the case. The email notification from the PLA/Board staff directing you to appear before the Board may provide additional information.

10. I am having difficulties renewing my license online. Can I submit a paper renewal application?

Answer: Yes. You may request a copy of a paper renewal application by sending an email to the PLA/Board staff at pla2@pla.in.gov.

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