



Dear **First Name**:

After listening to feedback and suggestions from licensees and stakeholders, the Montana Department of Labor & Industry and Board of Nursing are excited to announce a new, streamlined process for renewing your nursing license in 2018 and 2019.

Beginning this year, **active status** nursing licensees in the state of Montana will be randomly divided into two categories, designated as “Even Year” and “Odd Year” to renew your licenses moving forward. If you are an RN with an APRN license, you will have both licenses placed into the same renewal group.

YOU HAVE BEEN SELECTED FOR THE “EVEN YEAR” LICENSING RENEWAL GROUP. YOUR LICENSING RENEWAL WINDOW IS THURSDAY, NOVEMBER 1, 2018 THROUGH MONDAY, DECEMBER 31, 2018.

If your license is currently active, your renewal fee will be reduced to \$50 for this period only. If you are an APRN, your APRN license and prescriptive authority endorsement, if applicable, have similarly reduced fees if in active status.

Please access the online licensing portal at EBiz.mt.gov/pol/ and click “Register for an Account” near the top right of the page to create an online account.

After you have created your account, please email DLIBSDRENEWAL@mt.gov with the username and email you used to create your account. Your online account will be connected to your license record. You will then be ready to renew your license once the renewal period opens on Thursday, November 1, 2018.

When the renewal period begins Thursday, November 1, 2018, please log back on to EBiz.mt.gov/pol/. After logging in, you should see your license number listed with a blue “Renew License” button.

PLEASE NOTE: The blue “Renew License” button will not appear until Thursday, November 1, 2018.

Health Care Licensing									
Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes	
<input type="checkbox"/>	04/23/2018	NUR-RN-LIC-01245	Registered Nurse License	[REDACTED]	12/31/2018	Active	Renew License		

Below are further details regarding the “Even Year” licensing renewal group.

- The “Even Year” group will renew as usual beginning Thursday, November 1, 2018 through Monday, December 31, 2018.
- During this renewal window, active status licensees can renew for a *reduced fee* of \$50 instead of \$100.
- Licensees in the “Even Year” group that are in expired status will terminate January 1, 2019.
- Licenses renewed after 12/31/2018 will return to **full** (not discounted) renewal fee of \$100.00 **and** incur a late fee of an additional \$100.00.
- Licensees with an RN *and* APRN license will have both licenses placed into the same renewal group.
- Continuing education requirements remains the same; 24 hours of credit obtained between 1/1/2017 through 12/31/2018.
- This group will continue to renew every two years on the even year schedule with the next renewal fee returning to \$100 in 2020.
- Please confirm and/or update your contact information at EBiz.mt.gov/pol before Thursday, November 1, 2018.

If you have questions or need more information about the new nursing licensing renewal process, there are three ways to contact the Board of Nursing:

- Visit the web site at Nurse.mt.gov;
- Call (406) 841-2300; or
- Email at Nurse@mt.gov.

Thank you for your attention to this matter. We look forward to streamlining your licensing renewal process and providing an improved customer experience for Montana’s nurses.

Sincerely,



Missy Poortenga, Executive Officer
Montana Board of Nursing
(406) 841-2380
Melissa.Poortenga@mt.gov

NEW Nursing License Renewal Process

OLD PROCESS

Everyone renews every two years
at the end of **EVEN** years.



NEW PROCESS

All nurse licensees will be split into
two evenly-sized groups.



One group renews at the end of **EVEN** years.



One group renews at the end of **ODD** years.



This group will be open for renewal **November 1 through December 31, 2018** (fee reduced to \$50 this renewal period only).

If you are randomly assigned to this group, you will be notified by the end of October, and will be able to renew your license between November 1 and December 31, 2018.



This group will have their expiration date automatically **EXTENDED** until **December 31, 2019** (no fee for extension).

If you are randomly assigned to this group, you will be notified by the end of October, and a **NEW** copy of your extended license will be included with that notification.

Please update your email and/or mailing address at ebiz.mt.gov/pol if you've had any changes in the last two years.