

FAQ on Renewal Changes

You're splitting renewals?

Beginning in 2018, **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. During this reassignment, if you are an RN with an APRN license, you will have both licenses placed into the same renewal group.

Below are details regarding each licensing renewal group:

Even Year Group	Odd Year Group
License holders will receive their renewal group selections by October 31.	License holders will receive their renewal group selections by October 31.
The "Even Year" group will renew as usual beginning Thursday, November 1, 2018 through Monday, December 31, 2018.	If you are selected for the "Odd Year" group, <i>your license expiration date will be extended through December 31, 2019.</i> <u>LICENSEES ASSIGNED TO THIS GROUP WILL NOT BE REQUIRED TO RENEW THIS YEAR.</u>
During this renewal window, active status licensees can renew for a <i>reduced fee</i> of \$50 instead of \$100. ARPN licensees will receive similar discounts.	For those selected for the "Odd Year" group, you receive a \$50 value by having your license expiration date automatically extended to December 31, 2019.
This group will continue to renew every two years on the even year schedule with the next renewal fee returning to \$100 in 2020.	This group will continue to renew every two years on the odd year schedule with the renewal fee returning to \$100 in 2019.
Continuing education requirements remains the same; 24 hours of credit.	Your 24 hours of continuing education will be required to be completed by December 31, 2019.
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.	

Why are you changing the renewal process?

We want to make the renewal process better for you, the license holder. Nursing licensees are the largest group of licensees in the state of Montana. There are 33 boards in the professional licensing bureau and each of them have several licensing types. All 33 boards use the same license processors and audit professionals and by splitting nursing (more than 22,000 licenses) into two groups, the work for license renewal and auditing is spread more equitably over the time continuum and staff capacity, which will make the experience for LPNs, RNs, and APRNs smoother.

My co-worker said she is in the “Odd Group” – I don’t know which group I’m in; why is that?

We used the email address and mailing address that you last provided us for your license here in Montana; if either or both of those items have changed, please update them as soon as possible at EBiz.mt.gov/pol/. While you’re there, if you see a blue box saying “renew” next to your license, then you’re in the “Even Year” group; if not, click on your license and verify that your new expiration date is 12/31/2019.

You may also view the group you’ve been selected for by visiting the Board of Nursing website at Nurse.mt.gov and searching the licensee grouping spreadsheet beginning Monday, October 15. If you still have questions, shoot us an email at Nurse@mt.gov or give us a call (406) 841-2300.

How come the “Odd Group” doesn’t have to pay anything this year, but because I’m in the “Even Year” group, I do have to pay?

The fee for renewal is typically \$100 and renewal is every two years (except for some people this year because we are changing the process). If you divide \$100 by two, you get \$50. By charging the “Even Year” group \$50 for their two-year renewal this year, we essentially gave them one year free. By extending the expiration date of the “Odd Year” group to December 31, 2019 at no cost to them but keeping their renewal fee for next year at \$100, this group receives one year free. Each group received a value of \$50 off – just in different methods. For those of you with APRN licenses and a prescriptive authority endorsement, you also receive a one-year value through discount or expiration extension.

My Human Resources Department at work is asking me for my updated license, but I’m part of the “Odd Year” group! What do I do?

You’ll still need to give your HR department a copy of the newly extended expiration date license – if you didn’t find that in your email or mail, please log on to EBiz.mt.gov/pol/, click on your license .pdf and print it (and double check your email address and mailing address are correct while you’re there!). We have been working to update as many facilities that employ nurses throughout the state to let them know of our renewal changes. If your facility has NOT heard the word, please let us know – give us a call at (406) 841-2300 or send us an email at Nurse@mt.gov.