



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of Nursing**  
P.O. Box 12367 • Columbia, SC 29211  
Phone: 803-896-4550 • Fax: 803-896-4515 • [www.llronline.com/POL/nursing/](http://www.llronline.com/POL/nursing/)



## South Carolina Board of Nursing January 2014 Insert into the SC Nurse Newsletter

### **MISSION OF THE BOARD OF NURSING**

*The mission of the State Board of Nursing for South Carolina is the protection of public health, safety, and welfare by assuring safe and competent practice of nursing.*

This mission is accomplished by assuring safe initial practice as well as continuing competency in the practice of nursing and by promoting nursing excellence in the areas of education and practice. The Board licenses qualified individuals as licensed practical nurses, registered nurses or advanced practice registered nurses. Complaints against nurses are investigated and disciplinary action taken when necessary. Schools of nursing are surveyed and approved to ensure quality education for future nurses.

### **RENEWAL TIME IS COMING!**

APRN, RN and LPN nursing license renewal for the period May 1, 2014 – April 30, 2016 begins January 29, 2014.

Courtesy renewal notices will be sent out to assist you in renewing your nursing license. This notification is not a renewal application. **Do not return this notice with a check or money order.** The law does not require the Board to send out renewal notices and many of our courtesy notices are returned by the postal service each renewal season. If you do not receive your courtesy renewal notice, you may go to <https://eservice.llr.sc.gov/OnlineRenewals/> to receive your ID and password and to renew online.

You must have completed and documented your continued competency prior to renewing your license. The competency requirement and the competency requirement criteria may be found on the Board's website homepage at [www.llr.sc.gov/pol/nursing/](http://www.llr.sc.gov/pol/nursing/). Do not submit any competency documentation to the Board at this time. Random audits are conducted in an ongoing manner.

Please log onto <https://eservice.llr.sc.gov/OnlineRenewals/> and follow these steps:

1. Enter your user ID and password
2. **OR** select "Alternative Login -- I do not know my User ID/ Password" and complete the required security questions.
3. Click renew license and select your license renewal option
  - a. Renew online – enter the information requested.
  - b. Have your credit card ready. (Accepted payment methods include Visa, MasterCard, an electronic check or a debit card if it has the Visa or MasterCard logo on it.)
  - c. Fees:
    - a. RN and LPN -- \$50

- b. APRN -- \$70
- c. APRN with prescriptive authority -- \$90
- d. Disciplined licenses
  - RN and LPN -- \$150
  - APRN -- \$170
  - APRN with prescriptive authority -- \$190
- d. Please be sure to **print a payment receipt** for your records and if needed, to provide to your employer. During the payment process, please be sure to select “print receipt”. Also, if you provide an e-mail address, a receipt will be e-mailed to you after payment is authorized.

Remember, all renewals must be submitted no later than midnight, April 30, 2014 to prevent your license from lapsing. It is illegal for a nurse to practice on a lapsed license.

You will not receive a paper license after you renew. You can verify your licensure information at <https://verify.llronline.com/LicLookup?lookupMain.aspx>. Please allow three business days after renewing to verify the transaction.

#### **Advantages of Renewing Online** (<https://eservice.llr.sc.gov/OnlineRenewals/>)

- **Faster** – It takes only a few minutes to complete your renewal online.
- **Convenient** - You can complete your renewal application 24 hours a day, seven days a week, at any location with internet access.
- **No Lost Payments** – You can use your Visa or MasterCard credit card, electronic check or debit card with the Visa or MasterCard logo on the front of the card to renew your license, and you will receive a receipt confirming that you have completed the renewal process and that your payment has been accepted.
- **Quicker Turn Around** –Your license is renewed within 24 hours of your credit card / electronic check clearing.
- **License Renewal Confirmation** - You or your employer may confirm your new expiration date on Licensee Lookup on our web site. Please allow three business days after renewing to verify the transaction.

#### **RENEWAL FAQ**

##### **Q: I haven't received my renewal notice; what do I do?**

As a *courtesy*, renewal notices are sent out in January to the last address on Board of Nursing records\*. The law does not require the Board to send out renewal notices and many courtesy notices are returned by the postal service each renewal cycle.

You may renew online using your same User ID and Password as you did during the last renewal. If you do not remember or do not have your User ID/ Password, **you may still renew**. Please go to <https://eservice.llr.sc.gov/OnlineRenewals/> and click on “Alternative Login I do not know my User ID/ Password” and complete the required security questions.

\*Note: Section 40-33-38(C) of the South Carolina Nurse Practice Act requires that *all* licensees notify the Board *in writing* within 15 days of any address change.

##### **Q: What are my options to document competency to renew my license?**

There are four options available in the Nurse Practice Act to document continued competency for renewal; *however*, not all options may be available for each nurse or in every employment/

practice setting. **Prior to choosing a continued competency option**, it is wise to verify that documentation of the option is available for you. **Prior to renewing your nursing license in 2014, one of these competency options must be completed and documented between May 1, 2012 and April 30, 2014.** The competency requirement for licensure can be found in Section 40-33-40 of the Nurse Practice Act - Chapter 33 under Laws/Policies as well as on the home page of the Board's website. Further explanation of the competency options can be found in the Competency Requirement Criteria also located on the Board of Nursing website home page. This document includes lists of accepted continuing education approvers/ providers, certifying bodies and explanation of the completion of an academic program of study.

- 1) **Completion of 30 contact hours from a continuing education provider recognized by the Board.** In 2005, a decision was made to accept completion of academic courses with a NUR (or NSG, Nursing, etc.) prefix for this option as long as a minimum grade of C is attained in an undergraduate course and a grade of B is attained in a graduate course. (Note: one semester hour =15 contact hours / 1 academic quarter hour = 12.5 contact hours); **OR**
- 2) **Maintenance of certification or re-certification by a national certifying body recognized by the Board; OR**
- 3) **Completion of an academic program of study in nursing or a related field recognized by the Board; OR**
- 4) **Verification of competency and number of hours practiced as evidenced by employer certification on a form approved by the Board.** *Please verify with your employer that they can / will sign this form before choosing this option as your continued competency demonstration.* There are no set number of hours you must practice nursing to use this option; however, you must practice enough hours that your employer can/ will sign the Employer Certification form. If your employer is unable to sign this form, you *must* choose one of the other options. This Employer Certification form is available on the Board of Nursing website homepage.

You are not required to send competency documentation to the Board with your renewal. The Board conducts random continued competency audits throughout the year. Nurses chosen for audit will be sent a letter requesting submission of continued competency documentation within *five* business days of the request pursuant to §40-33-40(C) of the Nurse Practice Act.

**Q: I renewed my license. Why have I not received my license card?**

Beginning November 2009, the Board no longer issues license cards.

Licensees renewing their licenses and applicants for new licenses will be notified by the Board by e-mail or regular mail when the license has been issued. In *approximately 3 business days* after receipt of the licensure notification, Licensee Lookup at

<https://verify.llronline.com/LicLookup/Nurse/Nurse.aspx?div=17> will be updated.

This information can also be viewed and printed by employers or the public. Licenses are renewed/ processed during normal business hours- 8:30 a.m. - 5:00 p.m. -- Monday through Friday except for designated state holidays.

**Q. How many hours do I have to work to renew my license?**

Section 40-33-40 of the Nurse Practice Act provides **four options** for documenting continued competency which include: (1) completion of 30 contact hours from a Board recognized continuing education provider; (2) maintenance of certification/re-certification by a Board

recognized national certifying body; (3) completion of Board recognized academic program of study in nursing or a related field; or (4) verification of competency and the number of hours practiced, as evidenced by employer certification on a Board approved form. *Nurses need to be sure that their employer can, by their policies, complete and sign the Board required form required to document practice hours prior to choosing this option or renewing their license.*

If you are going to choose option #4 above, there are no set number of hours required; however, it must be enough practice hours that your employer *can/ will* verify your competency.

**Prior to renewing your nursing license in 2014, one of the above four competency options must be *completed and documented* between May 1, 2012 and April 30, 2014.** The competency requirement for licensure can be found in Section 40-33-40 of the Nurse Practice Act under Laws/Policies or on the Competency Requirement for Licensure. This document as well as the Competency Requirement Criteria can be found on the Board of Nursing website homepage.

**Q: Is Company XYZ accepted for the continuing education option?**

The Board does not approve individual continuing education courses. The Board accepts courses that are approved by organizations listed in the Competency Requirement Criteria (please refer to Section I of this document). The competency requirement can be found in §40-33-40 of the Nurse Practice Act under Laws/Policies or on the Competency Requirement for Licensure. This document as well as the Competency Requirement Criteria can be on the Board of Nursing website homepage.

**Q: What is the difference between CEU and contact hours?**

Continuing education hours, continuing education units, and contact hours are all methods of measuring education hours. Below is the breakdown from the American Nurse Credentialing Center. Remember that continuing education hours must be approved by or provided by an organization on the Board's Competency Requirement Criteria (Section I) to be used for licensure/ renewal. Continuing education is just one of the four options available to you to document competency.

1 contact hour = 60 minutes

1 CME = 60 minutes or 1.0 contact hours

1 contact hour = 0.1 CEU

1 CEU = 10 contact hours

**Q: For my continuing education option for renewal, can I count my XYZ Course taken at my hospital or CPR, ACLS or PALS?**

In-service education programs may be accepted ***if*** they are approved by/ provided by one of the organizations on the Competency Requirement Criteria (Section I) and if certificates documenting requirements are provided. Advanced Cardiac Life Support (ACLS) or Pediatric Advanced Life Support (PALS) courses may be accepted ***if*** successfully completed and documented during the licensure period (May 1, 2012 – April 30, 2014 & *prior* to renewing your license) and an attendance certificate or certification card is issued listing contact hours for the course.

In order to count any continuing education course for demonstration of continued nursing competency for renewal, you must have documentation that includes: **1)** Name of licensee, **2)** Title of educational activity, **3)** Date of activity, **4)** Approving provider/ organization name (must be listed on the Competency Requirement Criteria), provider number & address, and **5)** Number of contact hours awarded for the course. To provide this required information for courses such as ACLS or PALS, you may need a copy of your certification card and a copy of the course program/ agenda that provides information on the approving provider/ organization and number of hours awarded.

If you are unable to obtain documentation including the requirements shown above, the course would not be accepted as demonstration of continued nursing competency for renewal. It is each individual nurse's responsibility to document their continuing education or any other continued competency option chosen for renewal of their nursing license prior to actually renewing the license.

The following courses will **not** be accepted to meet continuing education contact hour requirements: Cardiopulmonary Resuscitation (CPR), Basic Life Support (BLS), Emergency Medical Technician (EMT) courses, Certified Nursing Assistant (CNA) courses, Certified Medical Assistant (CMA) courses, Operating Room Technician courses, on-the-job training, orientation and institution specific courses.

The competency requirement for licensure can be found in Section 40-33-40 of the Nurse Practice Act under Laws/Policies or on the Competency Requirement for Licensure available on the Board of Nursing website homepage. Further explanation of the options can be found in the Competency Requirement Criteria also located on the Board of Nursing website homepage.

**Q: How can my employer verify that I have renewed my nursing license?**

If you need paper evidence of your nursing license and expiration date, you may gain this information one of two ways:

- 1) Please go to Licensee Lookup located at <https://verify.llronline.com/LicLookup/Nurse/Nurse.aspx?div=17>. Under the Board of Nursing-click on this link and enter the bare minimum information (i.e. your last/ first name or license number only [no letters like RN, R, etc.]). You may print this page. If you type information in all blocks and it is not entered 100% the way it is in our system you will receive an error message (appearing as if the nurse doesn't hold a license in our state).
- 2) Licensees now have the capability through LLR's website to download and print a wallet card as a *courtesy* after the license has been issued, reinstated, or renewed. The cards can be printed from your printer. You will need Adobe Reader installed on your PC to view and print the card. For best results, use card stock instead of copy paper to print a more durable card. To print a wallet card, go to <https://eservice.llr.sc.gov/SecurePortal/Login.aspx>. Click on "Print License card" and follow the instructions.

**Q: Where can I find the Board-Approved Employer Certification form?**

The Employer Certification form approved by the Board for renewals can be found on the Board of Nursing website homepage at [www.llr.sc.gov/pol/nursing/](http://www.llr.sc.gov/pol/nursing/). It is also available under Applications/Forms on this website. *Nurses need to be sure that their employer can, by their policies, complete and sign the Board required form required to document practice hours prior to choosing this option or renewing their license.*

**Q: Will my debit card work if I do not have a credit card?**

If your debit card has the Visa/MasterCard logo on it, it will also work with our system. You may also use an electronic check.

**Q: I'm nervous about using my credit card online. How secure is your site?**

Our agency utilizes state-of-the-art security systems to protect our nurses' information.

**REPORTING MISCONDUCT AND VIOLATIONS OF THE NURSE PRACTICE ACT**

It has come to the attention of the S.C. Board of Nursing that there is reluctance on the part of some employers to report violations of the Nurse Practice Act by their employees.

S. C. Code Ann. § 40-33-111(A) of the Nurse Practice Act states that:

(A) An employer, including an agency, or supervisor of nurses, shall report any instances of the misconduct or the incapacities described in Section 40-33-110 to the State Board of Nursing not more than fifteen business days, excepting Saturdays, Sundays, and legal holidays, from the discovery of the misconduct or incapacity. A nurse supervisor who fails to timely report the misconduct or incapacity may be subject to disciplinary action and civil sanctions as provided for in Section 40-33-120. An employer who is not licensed by the Board and who fails to timely report the misconduct or incapacity shall pay a civil penalty of one thousand dollars per violation upon notice of the board.

The Board believes it is important to note there are possible sanctions for employers who fail to report misconduct or incapacities in a timely manner to the Board. It is important for the safety of the citizens of South Carolina that nurses and employers of nurses adhere to the S.C. Nurse Practice Act.

**HOW CAN I CHECK A LICENSE?**

To check a nursing license, you may utilize one or all of the following options:

1. **SC Licensee Lookup** - Go to <https://verify.llronline.com/LicLookup/Nurse/Nurse.aspx?div=17>. As you enter information, it is recommended that you enter a portion of the nurse's name only. You will be provided with the nurse's name, city and state, license number, as well as license type, date issued/expires, license status, and whether the license is multi-state or single state.
2. **Nursys QuickConfirm** - Go to <https://www.nursys.com/> click on QuickConfirm and follow the instructions. You will be provided with the nurse's name, state of

licensure, license type and number, license status, license expiration date and discipline status. The following states participate in QuickConfirm: Alaska, Arkansas, American Samoa, Arizona, California-RN, California-VN, Colorado, Connecticut, District of Columbia, Delaware, Florida, Guam, Iowa, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana-RN, Massachusetts, Maryland, Maine, Michigan, Minnesota, Missouri, Northern Mariana Islands, Mississippi, Montana, North Carolina, North Dakota, Nebraska, New Hampshire, New Jersey, New Mexico, Nevada, New York, Ohio, Oregon, Pennsylvania, Rhode Island, *South Carolina*, South Dakota, Tennessee, Texas, Utah, Virginia, Virgin Islands, Vermont, Washington, Wisconsin, West Virginia-PN, West Virginia-RN, and Wyoming. *Go to NCSBN.org for updates as states are added.*

3. *Other States* - Most states have licensee lookup/licensure verification on their websites. Links to boards of nursing can be found at [www.ncsbn.org](http://www.ncsbn.org).

*You may check for discipline against a South Carolina nursing license on the Board's website at [www.llr.sc.gov/pol/nursing/](http://www.llr.sc.gov/pol/nursing/) under Board Orders.*

### **ATTENTION APRNs**

You must notify the Board of your certification, re-certification or renewal.

- Are you licensed as an advanced practice registered nurse (APRN)?
- Have you renewed your certification?
- Did you know the Board does not automatically receive notification you have renewed your certification?
- Did you know it is the licensee's responsibility to provide the Board with a copy of his or her current certification/recertification?

If you have recently become certified, recertified, or renewed your certification, please mail a copy of your current certification card to: LLR-Board of Nursing, Attn: Advanced Practice Licensure, P. O. Box 12367, Columbia, SC 29211. You may also scan your document and email to [Nurseboard@llr.sc.gov](mailto:Nurseboard@llr.sc.gov) or send your document by fax to 803-896-4515.

### **CHANGING YOUR NAME ON NURSING LICENSE**

If you have had a legal name change, submit your written request, along with a copy of the legal document(s) (copy of marriage certificate, divorce decree, court order, etc.), to LLR – Board of Nursing, Post Office Box 12367, Columbia, SC 29211. Please indicate in your request whether you will use your middle name or maiden name for your middle initial or if you wish to hyphenate your name. For example, if Jane Ann Doe marries John Smith will she use Jane Ann Smith? Or Jane Doe Smith? Or Jane Ann Doe Smith? Or Jane Ann Doe-Smith? Your request will be processed within five business days of receipt in Board offices and will be reflected on Licensee Lookup within three to five business days after the change is made.

You may verify that your name change request has been processed on Licensee Lookup on the Board's website ([www.llr.sc.gov/pol/nursing/](http://www.llr.sc.gov/pol/nursing/)). When utilizing Licensee Lookup, you do not have

to enter complete names. For example, "J" and "Smith" will search for records with a last name of "Smith" and a first name beginning with "J." Refer to Section 40-33-36(B) of the Nurse Practice Act regarding statutory requirements for your name on your license. You may view the Nurse Practice Act –Chapter 33 located under Law/Policies on the Board's website.

### **HAVE YOU MOVED?**

Section 40-33-38(C) of the South Carolina Code of Laws (Nurse Practice Act) requires that *all* licensees notify the Board *in writing* within 15 days of *any* address change. So you do not miss important time-sensitive information from the Board, such as your courtesy renewal notice, audit notice or other important licensure information, be sure to notify the Board immediately whenever you change your address. Failure to notify the Board of an address change may result in discipline. You may change your address online utilizing the address change form under Online Services found on the Board's website.

**Note:** *Changing your address with the South Carolina Nurses Association (SCNA) does not change your address on your licensing records with the South Carolina State Board of Nursing.*

### **BOUNCED CHECKS MEANS NON-PAYMENT OF FEES**

When submitting any fees to the Board of Nursing, be certain there are sufficient funds in your account to cover your payment (*paper or electronic check or credit card*) and that the payment has cleared before closing the account. Section 40-1-50(G) of the South Carolina Code of Laws states that a license shall be suspended if a fee payment is made by a check that is subsequently returned by the financial institution unpaid and is not made good within 10 days of official notification. This suspension is exempt from the Administrative Procedures Act. Unpaid checks constitute a non-payment of license fees. Section 40-33-38(C) of the South Carolina Code of Laws (Nurse Practice Act) requires that *all* licensees notify the Board *in writing* within 15 days of *any* address change. When a check is returned, replacement funds, plus the returned check fee allowed by law, will be charged.

### **VISIT THE BOARD WEBSITE OFTEN**

When is the last time you visited the Board of Nursing's website? The Board recommends *all* nurses licensed by or working in South Carolina visit its website ([www.llr.sc.gov/pol/nursing/](http://www.llr.sc.gov/pol/nursing/)) *at least* monthly for up-to-date information on nursing licensure in South Carolina. When a new advisory opinion is issued or a current advisory opinion revised, it is updated on the website. The Competency Requirement, Competency Requirement Criteria, Licensure information, Advisory Opinions, Position Statements and the Nurse Practice Act are just a few of the valuable tools and information you will find on the website.

The Advisory Opinions, Position Statements and the Nurse Practice Act are located under Laws/Policies. The Competency Requirement and Competency Requirement Criteria, which includes continuing education contact hours, are located under Licensure.

The Board hopes you will find this information useful in your nursing practice.

## **BOARD MEMBERS**

Samuel H. McNutt, RN, CRNA, MHSA, Congressional District 5 - *President*  
Carol A. Moody, RN, MAS, NEA-BC, Congressional District 4 - *Vice President*  
Amanda E. Baker, RN, MSN, MNA, CRNA, Congressional District 2 - *Secretary*  
Tara R. Hulse, PhD, RN, CNE, Congressional District 1  
W. Kay Swisher, RNC, MSN, Congressional District 3  
*Vacant*, Congressional District 6  
Karen R. Hazzard MSN, RN, NE-BC, Congressional District 7  
Anne Crook, PhD, Public Member  
James E. Mallory, EdD, Public Member  
*Vacant*, (2) Licensed Practical Nurses At Large

Vacancies: [See Section 40-33-10(A) of the Nurse Practice Act for prerequisites and requirements]

## **S.C. BOARD OF NURSING CONTACT INFORMATION:**

Main Telephone Line	(803) 896-4550
Fax Line	(803) 896-4515
General Email	<a href="mailto:Nurseboard@llr.sc.gov">Nurseboard@llr.sc.gov</a>
Website	<a href="http://www.llr.sc.gov/pol/nursing/">www.llr.sc.gov/pol/nursing/</a>

The Board of Nursing is located at Synergy Business Park, Kingstree Building, 110 Centerview Drive, Suite 202, Columbia, SC 29210. Directions to the office can be found on the website – [www.llr.sc.gov](http://www.llr.sc.gov) - at the bottom of the page. The Board's mailing address is LLR - Office of Board Services - SC Board of Nursing, Post Office Box 12367, Columbia, SC 29211-2367.

Normal agency business hours are 8:30 a.m. to 5 p.m., Monday through Friday. Offices are closed for holidays designated by the state.

## **BOARD OF NURSING ADMINISTRATION**

Nancy G. Murphy, Administrator	<a href="mailto:nancy.murphy@llr.sc.gov">nancy.murphy@llr.sc.gov</a>
Shannon Beaudry, Assistant to Administrator	<a href="mailto:shannon.beaudry@llr.sc.gov">shannon.beaudry@llr.sc.gov</a>

## **OFFICE OF INVESTIGATIONS AND ENFORCEMENT**

Main Telephone Line	(803) 896-4470
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**WEBSITE:** [www.llr.sc.gov/pol/nursing/](http://www.llr.sc.gov/pol/nursing/)

The Board of Nursing Website contains the Nurse Practice Act (Chapter 33-Laws Governing Nursing in South Carolina), Regulations (Chapter 91), Compact Information, Advisory Opinions, Licensure Applications, Continued Competency Requirements/Criteria, Application Status, Licensee Lookup, Disciplinary Actions, and other helpful information. All nurses are encouraged to visit the website *at least* monthly for up-to-date information.

## **Board of Nursing Meeting Calendar for 2014**

Board and Committee meeting agendas are posted on the Board's website at least 24 hours prior to meeting.

<u>Board of Nursing Meeting</u>	January 30-31, 2014
<u>Board of Nursing Meeting</u>	March 27-28, 2014
<u>Board of Nursing Meeting</u>	May 15-16, 2014
<u>Board of Nursing Meeting</u>	July 24-25, 2014
<u>Board of Nursing Meeting</u>	September 25-26, 2014
<u>Board of Nursing Meeting</u>	November 20-21, 2014

Advanced Practice Committee	February 7, 2014
Advanced Practice Committee	May 2, 2014
Advanced Practice Committee	August 1, 2014
Advanced Practice Committee	November 7, 2014

Advisory Committee on Nursing	February 18, 2014
Advisory Committee on Nursing	April 15, 2014
Advisory Committee on Nursing	June 17, 2014
Advisory Committee on Nursing	August 26, 2014
Advisory Committee on Nursing	October 21, 2014
Advisory Committee on Nursing	December 2, 2014

Nursing Practice & Standards Committee	January 9, 2014
Nursing Practice & Standards Committee	April 10, 2014
Nursing Practice & Standards Committee	July 10, 2014
Nursing Practice & Standards Committee	October 9, 2014

### **Designated 2014 State Holidays**

### **Observed On**

New Year's Day	January 1, 2014
Martin Luther King, Jr. Day	January 20, 2014
George Washington's Birthday/President's Day	February 17, 2014
Confederate Memorial Day	May 9, 2014
National Memorial Day	May 26, 2014
Independence Day	July 4, 2014
Labor Day	September 1, 2014
Veterans Day	November 11, 2014
Thanksgiving Day	November 27, 2014
Day After Thanksgiving	November 28, 2014
Christmas Eve	December 24, 2014
Christmas Day	December 25, 2014
Day After Christmas	December 26, 2014