

NEW JERSEY REGISTER  
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**ISSUE DATE: JUNE 2, 2008**  
**RULE ADOPTIONS**  
LAW AND PUBLIC SAFETY  
DIVISION OF CONSUMER AFFAIRS  
**NEW JERSEY BOARD OF NURSING**

**Adopted Amendments: 13:37-5.5**

**Adopted Repeal: N.J.A.C. 13:37-5.4**

**Adopted Repeal and New Rule: N.J.A.C. 13:37-5.2**

**Biennial License Renewal**

Proposed: July 16, 2007 at 39 N.J.R. 2585(a).

Adopted: February 19, 2008 by the Board of Nursing, Leo-Felix Jurado, President

Filed: May 2, 2008 as R.2008 d.139, **without change**.

Authority: N.J.S.A. 45:1-7.1, 7.2 and 7.3 and 45:11-24.

Effective Date: June 2, 2008.

Expiration Date: July 6, 2010.

**Federal Standards Statement**

A Federal standards analysis is not required because there are no Federal laws or standards applicable to the adopted amendments, repeals or new rule.

**Full text** of the adoption follows:

13:37-5.2 Biennial license renewal

(a) Licenses shall be renewed biennially on a form provided by the Board.

(b) The Board shall send a notice of renewal to each licensee at the address registered with the Board, at least 60 days prior to the expiration of the license. If the notice to renew is not sent at least 60 days prior to the expiration date, no monetary penalties or fines shall apply to the holder for failure to renew.

(c) The licensee shall submit the renewal application and pay the renewal fee pursuant to N.J.A.C. 13:37-5.5(a)6 prior to the date of expiration of the license. If the licensee does not renew the license prior to its expiration date, the license shall expire, but the licensee may renew it no later than 30 days after its expiration date by submitting a renewal application and paying a renewal fee and a late fee pursuant to N.J.A.C. 13:37-5.5(a)6 and 7. A licensee who fails to renew the license within 30 days after the expiration date of the license shall be administratively suspended without a hearing.

(d) Individuals who continue to hold themselves out as licensed after being administratively suspended shall be deemed to have violated N.J.A.C. 13:37-5.1, even if no notice of suspension has been received by the person at the address registered with the Board.

(e) A person seeking reinstatement within five years following an administrative suspension of a license pursuant to (c) above shall submit the following to the Board:

1. A completed reinstatement application;

2. Payment of all past delinquent renewal fees as set forth in N.J.A.C. 13:37-5.5(a)6;

- 3. Payment of a reinstatement fee as set forth in N.J.A.C. 13:37-5.5(a)8;
- 4. A certification verifying completion of the continuing education hours required pursuant to N.J.A.C. 13:37-5.3 for the renewal of a license; and
- 5. An affidavit of employment listing each job held during the period of suspension, which includes the names, addresses, and telephone numbers of each employer.

(f) A person seeking reinstatement after more than five years following the administrative suspension of a license shall reapply for licensure. The applicant shall fulfill all of the initial licensure requirements found at N.J.A.C. 13:37-2.1.

(g) Renewal applications for all licenses shall provide the licensee with the option of either active or inactive status. Licensees may choose paid or unpaid inactive status. The Board shall send any communications it sends to active licensees to licensees on paid inactive status. Licensees electing to renew as inactive shall not hold themselves out to the public or practice as licensees.

(h) Upon application to the Board, the Board may permit a licensee who has been on inactive status to return to active status.

(i) A licensee who elected inactive status and has been on inactive status for five years or less may be reinstated by the Board upon submission of the following:

- 1. A completed reactivation application;
- 2. Evidence of completion of the continuing education hours required pursuant to N.J.A.C. 13:37-5.3 for the renewal of a license, within the immediately preceding two years;
- 3. An affidavit of employment listing each job held during the period the licensee was on inactive status, which includes the name, address, and telephone number of each employer; and
- 4. One of the following renewal fees:

i. For licensees who did not pay the inactive renewal fee, the active renewal fee set forth in N.J.A.C. 13:37-5.5(a)6i; or

ii. For licensees who paid the inactive renewal fee, the difference between the amount paid for inactive renewal set forth in N.J.A.C. 13:37-5.5(a)6ii and the active renewal fee set forth in N.J.A.C. 13:37-5.5(a)6i.

(j) A licensee who has been on inactive status for more than five years who wishes to return to the practice of nursing shall reapply for licensure. The applicant shall fulfill all of the initial licensure requirements found at N.J.A.C. 13:37-2.1.

13:37-5.4 (Reserved)

13:37-5.5 Fee schedule

(a) The following fees shall be charged by the Board in connection with licensure of professional and practical nurses:

1.-6. (No change.)

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| 7. Late license renewal (one to 30 days) . . . . . | 50.00 plus the applicable biennial license renewal fee set forth in (a)6 above |
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8. Reinstatement fee. . . . . 100.00

9.-11. (No change.)

(b)-(f) (No change.)