

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.

New Rule, R.2000 d.55, effective February 7, 2000.

See: 31 N.J.R. 3988(a), 32 N.J.R. 450(a).

Former N.J.A.C. 13:37-5.2, Responsibilities of dual licensure, repealed.

Repeal and New Rule, R.2008 d.139, effective June 2, 2008.

See: 39 N.J.R. 2585(a), 40 N.J.R. 3318(b).

Section was "Biennial license renewal".

### 13:37-5.3 Continuing education

(a) Upon biennial active license renewal, a registered professional nurse or licensed practical nurse shall attest that he or she has completed courses of continuing education of the types and number of hours specified in (b), (c) and (d) below. Falsification of any information submitted on the renewal application may result in penalties and/or suspension or revocation of the license pursuant to N.J.S.A. 45:1-21 through 45:1-25.

(b) Each applicant for biennial active license renewal shall complete during the preceding biennial period a minimum of 30 hours of continuing education.

(c) A registered professional nurse or licensed practical nurse who completes more than the minimum continuing education hours set forth in (b) above in any biennial registration period may carry up to 15 of the additional hours into the succeeding biennial period.

(d) A registered professional nurse or licensed practical nurse may obtain continuing education hours from the following:

1. Successful completion of continuing education courses or programs related to nursing and approved by a credentialing agency accredited by the National Commis-

sion for Certifying Agencies: one hour for each 50 minutes of attendance;

2. Successful completion of a course, related to nursing, given by a school, college or university accredited by the New Jersey Department of Education or an agency of another state with requirements substantially similar to the requirements of the New Jersey Department of Education: five hours for each credit successfully completed;

3. Successful completion of a course in a doctoral degree program which has a research component: five hours for each credit successfully completed;

4. Teaching or developing the curriculum for a new continuing education program related to nursing that is approved pursuant to (d)1 above. "New" means that the registered professional nurse or licensed practical nurse has never taught or developed curriculum for that course or program in any educational setting: one hour for each 50 minutes taught;

5. Teaching or developing the curriculum for a new course related to nursing in a school, college or university accredited by the New Jersey Department of Education or an agency of another state with requirements substantially similar to the requirements of the New Jersey Department of Education. "New" means that the registered professional nurse or licensed practical nurse has never taught or developed curriculum for that course in any educational setting: five hours for each credit taught;

6. Authorship of a published textbook or a chapter of a published textbook related to nursing: 15 hours for each chapter up to 30 hours;

7. Completion of a doctoral dissertation: 30 hours;

8. Authorship of a published article related to nursing, which has been refereed through peer review, in a medical, nursing or health related journal: 15 hours per article up to 30;

9. Presenting a new seminar or lecture to professional peers related to nursing, provided the seminar or lecture is at least one hour long. "New" means that the registered professional nurse or licensed practical nurse has never taught or developed curriculum for that seminar or lecture in any educational setting: one hour for each 50 minutes of presentation;

10. Completion of a research project where the registered professional nurse or licensed practical nurse is a primary or co-investigator and the research project has been approved by an institutional review board: 30 hours;

11. Development of new instructional materials related to nursing such as a compact disc, ROM or videotape: 15 hours up to 30; and

12. Acting as a preceptor for at least 100 hours as part of an organized preceptorship program: 10 hours for the pe-

riod during which the registered professional nurse or licensed practical nurse acts as a preceptor.

(e) Continuing education hours that could be allocated to more than one of the options in (d) above shall only be counted once and shall not be allocated for more than one option. For instance, a course which could be awarded hours pursuant to (d)4 and 5 above shall only count as a course for either (d)4 or 5, but not both.

(f) The Board may perform audits on randomly selected registered professional nurses and licensed practical nurses to determine compliance with continuing education requirements. A registered professional nurse or licensed practical nurse shall maintain the following documentation for a period of four years after completion of the hours and shall submit such documentation to the Board upon request:

1. For attendance at programs or courses: a certificate of completion from the provider;
2. For publication of textbook or article: the published item, including the date of publication;
3. For teaching a course or program or developing curriculum: documentation, including a copy of the curriculum, location, date and time of course, duration of course by hour, and letter from provider confirming that the registered professional nurse or licensed practical nurse developed or taught the course or program;
4. For presenting a lecture or seminar: documentation including the location, date and duration of the lecture or seminar;
5. For a research project: a copy of the written materials regarding the project which lists the primary or co-investigators;
6. For instructional material: a copy of the instructional materials; and
7. For a preceptorship: documentation maintained pursuant to the organized preceptorship program and a document designating the registered professional nurse or licensed practical nurse as a preceptor.

(g) The Board may waive the continuing education requirements of this section on an individual basis for reasons of hardship, such as severe illness, disability, or military service.

1. A registered professional nurse or licensed practical nurse seeking a waiver of the continuing education requirements shall apply to the Board in writing at least 90 days prior to license renewal and set forth in specific detail the reasons for requesting the waiver. The registered professional nurse or licensed practical nurse shall provide the Board with such supplemental materials as will support the request for waiver.

2. A waiver of continuing education requirements granted pursuant to this subsection shall only be effective for the biennial period in which such waiver is granted. If the condition(s) which necessitated the waiver continue into the next biennial period, a registered professional nurse or licensed practical nurse shall apply to the Board for the renewal of such waiver for the new biennial period.

(h) The Board may direct or order a registered professional nurse or licensed practical nurse to successfully complete continuing education hours:

1. As part of a disciplinary or remedial measure in addition to the required 30 hours of continuing education; or
2. To correct a deficiency in the registered professional nurse or licensed practical nurse's continuing education requirements.

(i) Any continuing education hours completed by the registered professional nurse or licensed practical nurse in compliance with an order or directive from the Board as set forth in (h) above shall not be used to satisfy the minimum continuing education requirements as set forth in this section.

(j) Registered professional nurses and licensed practical nurses whose licenses expire on May 31, 2006 shall comply with the requirements of (a) through (e) above commencing with the 2008 renewal of licensure. Registered professional nurses and licensed practical nurses whose licenses expire on May 31, 2007 shall comply with the requirements of (a) through (i) above commencing with the 2009 renewal of licensure.

New Rule, R.2006 d.156, effective May 1, 2006.  
See: 37 N.J.R. 1921(a), 38 N.J.R. 1844(a).

### 13:37-5.4 (Reserved)

New Rule, R.2000 d.55, effective February 7, 2000.  
See: 31 N.J.R. 3988(a), 32 N.J.R. 450(a).

Former N.J.A.C. 13:37-5.4, Reporting of unlawful conduct, repealed.  
Amended by R.2006 d.156, effective May 1, 2006.  
See: 37 N.J.R. 1921(a), 38 N.J.R. 1844(a).

Designated the former first through third sentences as (a); designated the former last sentence as (b); and added the last sentence in (b).  
Repealed by R.2008 d.139, effective June 2, 2008.  
See: 39 N.J.R. 2585(a), 40 N.J.R. 3318(b).

Section was "Categories of licenses".

### 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. Application fee ..... \$75.00
2. Application fee for graduates of foreign nursing programs ..... \$100.00
3. Initial license fee..... 120.00

- 4. Application for licensure by endorsement ..... 75.00 plus initial license fee set forth in (a)2 above
- 5. Verification for endorsement..... 30.00
- 6. Renewal of license (biennial)
  - i. Active.....120.00
  - ii. Inactive..... 60.00
- 7. Late license renewal (one to 30 days)..... 50.00 plus the applicable biennial license renewal fee set forth in (a)6 above
- 8. Reinstatement fee .....100.00
- 9. Duplicate license ..... 35.00
- 10. Written verification of licensure..... 25.00
- 11. Copy of Nurse Practice Act..... 5.00
- 12. Alternative to Discipline surcharge ..... 5.00

(b) The following fees shall be charged by the Board in connection with certification of homemaker-home health aides:

- 1. Application fee ..... \$50.00
- 2. Program approval fee for each location at which course is offered (annual) ..... 250.00
- 3. Instructor's Manual ..... 25.00
- 4. Student Manual ..... 15.00
- 5. Initial certification fee
  - i. If paid during the first year of a biennial renewal period..... 30.00
  - ii. If paid during the second year of a biennial renewal period..... 15.00
- 6. Renewal of certificate (biennial) ..... 30.00
- 7. Late renewal of certificate (one to 30 days)..... 10.00 plus the certification renewal fee set forth in (b)6 above
- 8. Lapsed certification fee (after 30 days) ..... 20.00 plus the certification renewal fee set forth in (b)6 above
- 9. Duplicate certificate ..... 10.00
- 10. Application for certification by endorsement ..... 30.00 plus the applicable initial certification fee set forth in (b)5 above

(c) The following fees shall be charged by the Board in connection with certification of advanced practice nurses:

- 1. Application fee ..... \$100.00
- 2. Initial certification fee
  - i. If paid during the first year of a biennial renewal period..... 160.00
  - ii. If paid during the second year of a biennial renewal period..... 80.00
- 3. Renewal of certification (biennial)
  - i. Active..... 160.00
  - ii. Inactive ..... 80.00
- 4. Application for certification by endorsement ..... 100.00 plus the applicable initial certification fee set forth in (c)2 above
- 5. Lapsed certification fee (after 30 days) ..... 100.00 plus the certification renewal fee set forth in (c)3 above
- 6. Duplicate certificate..... 35.00

(d) The following fees shall be charged by the Board in connection with accreditation of nursing programs:

- 1. Initial accreditation application ..... \$1,000
- 2. Renewal of accreditation without waiver ..... 1,000
- 3. Renewal of accreditation with waiver ..... 400.00

(e) The following fees shall be charged by the Board in connection with certification of forensic nurses-certified sexual assault:

- 1. Application fee.....\$100.00
  - 2. Initial certification fee
    - i. If paid during the first year of a biennial renewal period..... 100.00
    - ii. If paid during the second year of a biennial renewal period..... 50.00
  - 3. Renewal of certification (biennial)..... 100.00
  - 4. Application for certification by endorsement..... 100.00
- Plus the applicable initial certification fee set forth in (e)2 above

(f) The following fees shall be charged by the Board in connection with certification of massage, bodywork and somatic therapists:

- 1. Application fee ..... \$75.00
  - 2. Initial certification fee
    - i. If paid during the first year of a biennial renewal period ..... \$120.00
    - ii. If paid during the second year of a biennial renewal period ..... \$60.00
  - 3. Renewal of certification..... \$120.00
  - 4. Late certification renewal ..... \$50.00
- Plus the applicable biennial certification renewal fee set forth in (f)3 above
- 5. Lapsed certificate fee ..... \$100.00
- Plus the applicable biennial certification renewal fee set forth in (f)3 above
- 6. Continuing education sponsor fee..... \$100.00
  - 7. Duplicate certificate..... \$35.00
  - 8. Inactive license fee ..... (to be established by the Committee by rule)
  - 9. Verification of certification for endorsement ..... \$30.00
  - 10. Written verification of certification ..... \$25.00

Amended by R.1996 d.127, effective March 4, 1996.  
 See: 27 N.J.R. 4496(a), 28 N.J.R. 1394(a).  
 Amended by R.1999 d.49, effective February 1, 1999.  
 See: 30 N.J.R. 3602(a), 31 N.J.R. 443(a).  
 Rewrote the section.  
 Recodified from N.J.A.C. 13:37-5.8 by R.2000 d.55, effective February 7, 2000.  
 See: 31 N.J.R. 3988(a), 32 N.J.R. 450(a).  
 Former N.J.A.C. 13:37-5.5, Self-reporting, repealed.  
 Amended by R.2003 d.167, effective April 21, 2003.  
 See: 34 N.J.R. 1317(a), 35 N.J.R. 1678(a).  
 Added (d).

Amended by R.2004 d.114, effective March 15, 2004 (operative July 13, 2004).

See: 35 N.J.R. 1195(a), 36 N.J.R. 1407(a).

Added (e).

Amended by R.2004 d.432, effective November 15, 2004.

See: 35 N.J.R. 4819(a), 36 N.J.R. 5133(a).

Added (f).

Amended by R.2006 d.117, effective March 20, 2006.

See: 37 N.J.R. 4179(a), 38 N.J.R. 1461(a).

In (a), (b) and (c), increased fees throughout; deleted (a)11.

Amended by R.2006 d.160, effective May 1, 2006.

See: 37 N.J.R. 1920(a), 38 N.J.R. 1840(a).

Added new (a)2; recodified former (a)2 through (a)10 as (a)3 through (a)11.

Administrative correction.

See: 38 N.J.R. 2834(d).

Amended by R.2007 d.138, effective May 7, 2007.

See: 38 N.J.R. 4397(a), 39 N.J.R. 1757(a).

Added (f)9 and (f)10.

Amended by R.2008 d.55, effective March 17, 2008.

See: 39 N.J.R. 1997(a), 40 N.J.R. 1677(a).

In (e), substituted "forensic nurses-certified sexual assault" for "sexual assault nurse examiners".

Amended by R.2008 d.102, effective April 21, 2008.

See: 40 N.J.R. 91(a), 40 N.J.R. 2117(b).

Added (a)12.

Amended by R.2008 d.139, effective June 2, 2008.

See: 39 N.J.R. 2585(a), 40 N.J.R. 3318(b).

In (a)7, substituted "(a)6" for "(a)5" in the second column; and rewrote (a)8.

Amended by R.2008 d.160, effective June 16, 2008.

See: 39 N.J.R. 1991(b), 40 N.J.R. 3729(a).

In the introductory paragraph of (c), substituted "advanced practice nurses" for "nurse/practitioners/clinical nurse specialists"; in the introductory paragraph of (c)3, deleted the fee; added (c)3i and (c)3ii; deleted former (c)5; and recodified former (c)6 and (c)7 as (c)5 and (c)6.

### 13:37-5.6 Responsibilities of licensure

A licensee shall be held to the level of practice associated with his or her licensure, either as a registered professional nurse or licensed practical nurse, regardless of his or her employment status. For example, when a registered professional nurse is employed as a licensed practical nurse, he or she will be held to the standards of a registered professional nurse.

New Rule, R.2000 d.55, effective February 7, 2000.

See: 31 N.J.R. 3988(a), 32 N.J.R. 450(a).