

Making Your LPN License Renewal Go Smoothly

Joshua Barnes, MSN, RN; Executive Director, Delaware Board of Nursing

For Delaware LPNs, December marks the beginning of the license renewal period. The renewal period is open until **February 28th** to avoid the late fee. Renewing your Licensed Practical Nurse (LPN) license is a vital part of maintaining your professional status and ensuring uninterrupted practice. Whether you're renewing for the first time or the fifteenth, a little preparation can make the process quick, stress-free, and successful. Below are some practical tips to help your next renewal go smoothly.

Know Your Renewal Timeline

Each state's Board of Nursing sets specific renewal periods and deadlines. Delaware LPN licenses are renewed on a 2-year cycle. Mark your renewal date on your calendar and set reminders 60 and 30 days in advance.

Renewing after the deadline will result in a \$91 late fee in addition to the \$181 renewal fee. Remember: you may not legally work with an expired license, so timely renewal helps avoid both fees and work interruptions.

Complete Continuing Education Early

Continuing education (CE) is a renewal requirement in Delaware. Waiting until the last minute to complete CE hours can cause unnecessary stress.

The Delaware Board of Nursing requires **24 hours of continuing education** for LPNs every renewal cycle (biennium). For the current cycle, your CE hours must be completed between **March 1, 2024, and February 28, 2026**.

A percentage of licenses will be audited with each renewal cycle. **If audited**, you will need to upload CE certificates to the **Curriculum Tracker in DELPROS**. Beginning with this renewal period, **the Board will only accept CE documenta-**

tion through DELPROS. Detailed upload instructions are available on the DELPROS website.

Required CE content includes:

- 3 hours in **substance abuse**
- At least 1 hour in **sexual abuse, exploitation, physical abuse, domestic violence, or human trafficking in vulnerable populations**

If you are currently enrolled in an **LPN-to-RN or BSN program**, your nursing courses may count toward CE requirements. Each nursing specific credit equates to 5 continuing education credits.

Verify Your Personal Information

Before you begin the renewal process, confirm that your **name, address, and email** are up to date in DELPROS. Outdated contact details can delay important notifications or renewal confirmations.

Name changes are a common source of renewal delays. If your name has changed due to marriage, divorce, or another reason, you are required to upload documentation of your legal name (e.g. marriage certificate or divorce decree) in your renewal. If not renewing, you can submit a name change request in DELPROS. Completing a name change as the life event happens is a great way to save you time during renewal.

Double-Check Payment Methods

Renewal fees can be paid using **Visa, MasterCard, Discover, American Express, or ACH Debit**. Cash, checks, and money orders are **not accepted**, and all fees are **non-refundable**.

Keep Your Records Organized

Create a personal **"license file"**—digital or physical—where you store CE certificates, renewal confirmations, and com-

munications from the Board. Keeping these documents organized will make future renewals easier.

Although not a requirement, unless audited, the **CE Tracker in DELPROS** is a great tool for uploading and storing your continuing education certificates throughout the year.

Stay Informed About Regulation Changes

Licensing requirements and regulations may change. Stay informed by:

- Reading the **DNA Reporter**
- Visiting the **Delaware Board of Nursing website** (dpr.delaware.gov/boards/nursing)
- Attending **Board of Nursing meetings** (dpr.delaware.gov/calendars/)
- Visit the **Nursing Rules and Regulation page** (regulations.delaware.gov/AdminCode/title24/1900.shtml)

Keeping up to date ensures you won't be caught off guard by new requirements or fees.

Final Thoughts

Renewing your LPN license doesn't have to be stressful. With early preparation, organized documentation, and careful attention to detail, the process can be seamless.

Keeping your license active not only maintains your legal ability to practice but also demonstrates your dedication to professionalism and lifelong learning in nursing. ■