

NBELS License Renewal Outline

All renewals & audits to be completed by April 1 of odd year
 Board will start reviewing reinstatement applications at May meeting of odd year

Board Secretary sends Renewal Notification prior to November 1 of even year

Renewals due by December 31 of even year

Renewal application Received BY January 1?

No
 License renewal is late and is an automatic audit. Applicant will need to submit audit documentation prior to March 31.

Yes
 Board Secretary determines if applicant is selected for random audit after January 1 of odd year.

Board Secretary sends Audit Notification after January 1 of odd year

Audit documentation received by March Board meeting of odd year?

Valid requests for extension received prior to March 31 of odd year .

January Meeting: Board review of audits received by January meeting

February Meeting: Board review of audits received after January meeting & review of clarifications from January meeting

March Meeting: LAST CHANCE MEETING - Board review of audits received after February meeting & review of audit clarifications from February

Successful audit?

Successful audit?

Successful audit?

Board allows clarifications to be submitted by February meeting.

Board allows clarifications to be submitted by March meeting.

Failed to complete renewal process, license automatically cancels on April 1. Reinstatements considered by the Board on a case by case basis beginning with May board meeting.

License is renewed.

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- All licenses are valid April 1 of odd numbered years through March 31 of odd numbered years, unless cancelled or revoked by the Board.
- All Professional Development Hours (PDH's) are required to be obtained between January 1 of odd numbered years through December 31 of even numbered years.
- Between January 1 and April 1 of odd numbered years, the Board reviews applications for renewal and decides if applicants have satisfied the requirements for renewal for the next registration biennium.
- Applications for renewal are due by December 31 of even numbered years and are late and subject to audit if received by the Board between January 1 and March 31 of odd numbered years.

