The Dean holds ultimate accountability and responsibility for verification of valid North Carolina RN licensure and renewal and delegates this responsibility to the Assistant Dean for Administrative Services.

The process for ensuring that each nurse holds a current unencumbered North Carolina RN License is as follows:

**INITIAL LICENSURE**

**How to obtain NC RN License:**

- If you hold a current unrestricted Registered Nurse License recognized in North Carolina, please inform the EPA coordinator.

- If you do not hold a current unrestricted Registered Nurse License recognized in North Carolina and have not made an application for one, please go to the NC BON website at: [http://www.ncbon.org/](http://www.ncbon.org/) to apply for licensure as a Registered Nurse in North Carolina, and as soon as you receive your unrestricted NC RN License, please be sure to inform the EPA coordinator.

**NC BON CV:**

- Newly employed nurse faculty are required to bring a completed North Carolina Board of Nursing (NCBON) curriculum vitae to SON Human Resources before their first day of work at the School of Nursing. Once the vitae are received, SON Human Resources verifies the nurse holds a valid unrestricted RN licensure recognized by North Carolina. When verification is obtained that a nurse holds a valid unrestricted RN license, the information is entered into a School of Nursing database for tracking licensure renewal.

**RENEWAL OF LICENSURE**

- An RN license renewal database is maintained by SON Human Resources, which contains the name, NC registration number, and license expiration date for all nurses employed by the School of Nursing. The database is sorted and printed monthly.

- Sixty days prior to the license expiration date each nurse is notified by the North Carolina Board of Nursing that his/her current license will expire by a specific date, which occurs at the end of the nurse’s birth month. Also, the nurse is sent a license renewal reminder from SON Human Resources one month in advance of the month their license expires. The NCBON has a website nurses may use to renew their licenses on-line [www.ncbon.org](http://www.ncbon.org).

- Each nurse is expected to show proof of license renewal through the NCBON database at least 15 days prior to the expiration date of his/her current license. If the NCBON or SON Human Resources’ records do not verify renewal of license 15 days prior to expiration; the nurse, his/her Division Head/Dean, the Assistant Dean for Administrative Services, and the Associate Dean for Academic Affairs are sent a notice by SON Human Resources of the need to renew the license prior to the expiration date.
Any nurse who fails to renew his/her North Carolina RN license prior to the expiration date will be reported to the appropriate School of Nursing Division Head and/or University administrators for follow-up action. Failure to maintain current NC licensure will result in the nurse being withdrawn from any contact with students and any activity defined as nursing by the NC Nursing Practice Act (21NCAC 36.0300-36.0324).

Please contact the SON Human Resources Manager for additional information or to answer questions you may have related to these requirements.

* There are some rare instances in which nurses may not need an RN license to perform the functions of their employment with the School of Nursing.
** free of any charges other than minor traffic violations

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