

DEFINITIONS

“**Audit**”, an examination and verification of CE and practice documents.

“**Contact hour**”: a sixty (60) minute clock hour

“**continuing education**”, planned learning experiences beyond a basic nursing education program; these experiences are designed to promote the development of knowledge, skills and attitudes for the enhancement of nursing practice, thus improving health care to the public;

“**continuing education unit (CEU)**”, ten contact hours of participation in an organized CE experience under responsible sponsorship, capable direction, and qualified instruction.

Requirements for relicensure and reactivation. Applicants for relicensure and reactivation must meet CE requirements as stated in these rules, pursuant to the Nursing Practice Act (Section 61-3-24 NMSA 1978).
(1) Licensed nurses shall be required to complete the renewal process by the end of their renewal month every two (2) years. 16.12.2 NMAC 9

16.12.2.11 CONTINUING EDUCATION:

B. Requirements and rules.

(1) Records.

- (a) All licensees must indicate compliance with the CE required by these rules on the renewal application. All information must be completed as requested.
- (b) Licensees are responsible for maintaining their own CE records and for keeping the certificates of verification of attendance of CE activities for at least one (1) year after the license is renewed. Photocopies of certificates must be submitted to the board office only if audited and requested.

(2) CE Audit.

- (a) Continuing education records are subject to audit by the board.
- (b) Licensee may be subject to disciplinary action by the board if noncompliant within sixty (60) days of the first notification of audit.

R. Requirements for relicensure and reactivation. Applicants for relicensure and reactivation must meet CE requirements as stated in these rules, pursuant to the Nursing Practice Act (Section 61-3-24 NMSA 1978).

(1) Licensed nurses shall be required to complete the renewal process by the end of their renewal month every two (2) years.

(2) A renewal notice shall be mailed to the licensee at least six (6) weeks prior to the end of the renewal month.

- (a) Renewal of license may be accepted no more than sixty (60) days prior to the expiration date of the license.
- (b) The board shall not approve an application for a renewal of license until the applicant provides the following information:
 - (i) demographics, including race, ethnicity and primary and other languages spoken;
 - (ii) practice status, including but not limited to: active practices in New Mexico and other locations; practice type, practice settings, such as hospital, clinic or other clinical settings;

- (iii) education, training and primary and secondary specialties;
 - (iv) average hours worked per week and the average number of weeks worked per year in the licensed profession;
 - (v) percentage of practice engaged in direct patient care and in other activities, such as teaching, research and administration in the licensed profession;
 - (vi) practice plans for the next five years, including retiring from the health care profession, moving out of state or changing health care work hours.
- (c) Failure to receive notice renewal shall not relieve the licensee of the responsibility of renewing the license by the expiration date.
 - (d) If the license is not renewed by the end of the renewal month, licensee does not hold a valid license and shall not practice nursing in New Mexico until the lapsed licensed has been reactivated.
 - (e) A reactivation fee will be charged when license has lapsed.
 - (f) Exception: if renewing, nurses who are mobilized for active duty are not required to renew their license while on active duty, other than training, during a military action. A copy of the mobilization orders must be submitted to the board office prior to expiration of the license. The license extension shall end one month after deployment is concluded. No reactivation fee will be charged when the license is renewed.
- (3) Thirty (30) hours of approved CE must be accrued within the 24 months immediately preceding expiration of license.
 - (a) Certified nurse practitioners must complete a total of 50 hours of approved CE each renewal. A copy of the specialty certification/recertification card or certificate shall be presented at the time of each subsequent renewal.
 - (b) Certified registered nurse anesthetists must submit a copy of the recertification card issued by NBCRNA for renewal of the CRNA license.
 - (c) Clinical nurse specialist must complete a total of 50 hours of approved continuing education each renewal. A copy of the specialty certification/recertification card or certificate shall be presented at the time of each subsequent renewal.
 - (d) Exception: if renewing, nurses mobilized for military action are not required to meet the CE requirements while on active duty, other than training, during a military action. A copy of the mobilization order must be submitted along with the renewal application.
 - (4) Individuals who reside out-of-state who do not hold primary residence in a nurse licensure compact state, but wish to maintain a current, valid New Mexico license, must meet the same requirements for licensure as licensees residing within the state who have declared New Mexico as their primary residence.
 - (5) Penalty: failure of licensee to meet the CE requirement for licensure shall result in the license not being renewed, reinstated, or reactivated. When the CE requirement has been met, an application for licensure may be submitted for consideration.
 - (6) Licenses can be verified by phone verification, on the board website or www.nursys.com.
 - (7) Individuals who are reactivating a license which has been lapsed for four or more years must complete a refresher course that includes both a didactic and clinical

component designed to prepare a nurse who has been out of practice to re-enter into practice.

- (a) Renewal application, fingerprint cards and appropriate fees must be sent in with reactivation of a lapsed license.
- (b) A temporary license will be issued not to exceed six months unless the board of nursing approves an extension to allow the individual to complete the refresher course clinical component. If documentation is not received by the board verifying successful completion of the refresher course prior to the temporary license expiration date, the individual will not be allowed to practice nursing.
- (c) Advanced practice nurses who are reactivating an advanced practice license which has been lapsed for four or more years must also complete a refresher course or certification reactivation that is reflective of their specific advanced practice knowledge, skills and expertise. A temporary license will be issued not to exceed one (1) year unless board of nursing approves an extension.