

## Online Renewal Instructions

1) Log in to your account

The screenshot shows a user's profile page with two tabs: "Profile View" and "License (NHA)". The "License (NHA)" tab is active and highlighted in green. Below the tabs is a "License Information" section with a table:

License Information			
Type	Nursing Home Admin	Issued	07/01/1970
Number	1234	Expiration	06/30/2017
Status	Active	CE Due	06/30/2017

Below the license information is a section for "CE Hours" with a "+" button. Underneath is a table with columns "Title, Event or Approval # / Organization", "Completed", and "Hours". The "Total Hours" row shows 25 hours. At the bottom right of the interface is a blue "Renew" button.

2) Select the Licensee (NHA) tab—active tabs appear green —proceed past your CEU list to the blue **RENEW** button on the lower right of your account screen

**Tennessee**

**Contact Info**

Continuing Education

Practice Questions

Review

Fee Information

3) Agree to the Tennessee Warning

4) Review/Update Personal Contact Information

5) Enter Annual CEU hours (20 hours required)

6) Attest to Questions regarding ability to practice

7) Review that the information you've entered is accurate

8) Submit your \$225 renewal fee with Visa or Mastercard (debit/credit)

A) Successful renewals will be accompanied by an emailed receipt from MN Health Boards

**If you do not receive your license within a week of submitting your renewal and have not received an email from Board staff regarding a CE audit or other issue, contact the board office.**