All License Type Renewal Application Guide
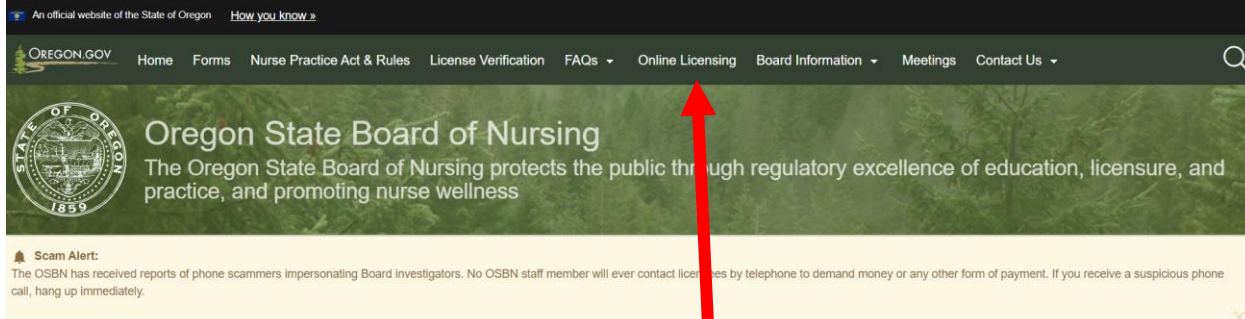

Step 1: Create a log in for OSBN computer system, <u>if you do not already have a log in.</u>
Visit https://www.oregon.gov/osbn Use a computer, the website does not display on phones/tablets.

<center>Click here to start</center>

- Enter your full legal name as shown on your government issued ID.
- Make sure your Social Security number and date of birth are correct.
- Before you can log in for the first time, **you must validate your email address.**
- You will receive a validation email at the address you registered with.
- Please be sure to check your inbox and spam folders to ensure you see the verification email.
- Click on the link in the message to validate your email address.

Step 2: Log into the OSBN computer system

OSBN Nurse Portal

❗ If this is the first time you are logging into the OSBN Licensing portal since October 10, 2022, you must create a new user account. Click "Create an Account" and agree to the terms and conditions. When you are asked if you have had an account before, click "yes" if you currently hold or have previously held an Oregon license. Follow the directions to create an account. If you are a current or former licensee, you will need to search for your name and verify your identity with your year of birth and last four digits of your SSN. Use your personal email address to establish your account; emails sent to your work or school email may be blocked by the institution.

☆ All applicants for a new license type or reactivation of a license must provide fingerprints for a state and federal criminal history record check after they submit an application. **Click for information on Fingerprint Requirements.**

Create a new account

Don't have an account?

Create an account to apply for a license or maintain your existing license.

Create an Account

Didn't receive the verification email after registering?

Note: Registration link in the verification email is only valid for 24 hours. If you have exceeded this time, please restart the registration process.

1. Check your Spam, Junk, Trash, Deleted Items, or Archive folder.
2. Resend the verification email.

Resend Verification Email

3. If you are still not getting the verification email read our more Detailed FAQs or

Already have an account?

Authorized User Sign In

Email Address (required)

Password (required)

Forgot your password?

Sign in using our secure server 🔒

Step 3: Complete the OR Health Authority (OHA) Survey

⚠️ You are ineligible for renewal due to one or more blocks, click the link(s) for further information:

- OHA Survey - Click to complete the survey in order to Renew your license

When you log in, look at the top of the page. This is the message that you will see. There is a link in this message that you need to click on to get into the survey.

Step 4: Once the OHA Survey is complete, wait 90 minutes.
It can take up to 90 minutes for the OHA computer to sync with our computer to show the survey as complete. *Helpful Tip: You might need to log out and log back in*

Step 5: Complete the Renewal Application
Both options circled in red will get you to the same application.

Continuing Education
Prior to submitting your application, you should complete the required CEs
- See the Nurse Practice Act for required CE hours based on license level.
  [Oregon State Board of Nursing : Oregon Nurse Practice Act : State of Oregon](#)
- One hour of Pain Management Continuing Education through Oregon Pain Management Commission's Module, if you have not completed in the last 36 months.
  https://www.oregon.gov/oha/HPA/dsi-pmc/Pages/module.aspx
- Two hours of Cultural Competency Continuing Education can be completed through an organization of your choice. It can be free or completed through your employer. Oregon Health Authority maintains a list of suggested courses. This CE must be completed every 48 months.
  https://www.oregon.gov/oha/EI/Pages/CCCE.aspx

Step 6: Pay for the Renewal Application
Renewals are processed automatically, so your expiration date will change as soon as you complete the payment.

If you would like, you can look up/print/save a pdf/email a copy of your updated license on our webpage:
https://osbn.boardsofnursing.org/licenselookup

Note for NPs: If you National Certification is expired in our system, please have an updated copy emailed to: osbn.LicenseVerifications@osbn.oregon.gov