



Board of Nursing

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

**IMPORTANT NOTICE
FOR
LICENSEES AND CERTIFICATE HOLDERS WITH A
DECEMBER 28, 2021 OR JANUARY 28, 2022 EXPIRATION DATE**

**AND FOR
EMPLOYERS**

Please read this notice in its entirety.

Main takeaways:

- *The Maryland Board of Nursing (the "Board") can now process renewal applications submitted online and will process applications in the order in which they were received.*
- *There may be some delays in the processing of online renewal applications mainly due to a backlog of online applications that accumulated as a result of the Maryland Department of Health ("MDH") cyber security incident that occurred in December.*
- ***Licensees and certificate holders with an expiration date of December 28, 2021 or January 28, 2022 should submit a renewal application no later than 11:59 p.m. on FEBRUARY 19, 2022 in order to ensure that their license or certificate remains active until the Board is able to process their renewal application.***
- *All renewal applicants should keep the electronic or paper receipt received from the Board during the application process to prove that they submitted a renewal application.*

IMPACT OF THE MDH CYBER SECURITY INCIDENT

As you may be aware, on December 4, 2021, a security incident involving the MDH information technology (IT) systems was discovered. Out of an abundance of caution, MDH servers—including the Board's servers—were taken offline. As a result, the Board initially was not able to access or use any of its IT systems. This significantly impacted many of the Board's operations, including the inability to process any electronic applications submitted online.

ACCESS TO THE ONLINE RENEWAL APPLICATION PLATFORM IS NOW RESTORED

4140 Patterson Avenue - Baltimore, Maryland 21215-2254
Toll Free: 1 (888) 202 - 9861 • Phone: (410) 585 - 1900 • TTY/TDD: 1 (800) 735 - 2258
Fax: (410) 358 - 3530
www.mbon.maryland.gov

Since this incident, the Board has slowly regained access to some, but not all, of its IT systems. Notably, as of the date of this notice, the Board has regained access to its Licensure Application Retrieval System (LARS), which is the licensure platform that hosts the Board's online applications. **This means that the Board can now begin processing all online renewal applications submitted via the Board's website.**

BACKLOG OF ONLINE RENEWAL APPLICATIONS

Please be advised that the Board is still assessing its ability to process online renewal applications in a timely manner because a backlog of approximately 9,000 online renewal applications accumulated during the time in which the Board could not access its LARS system due to the cyber security incident. Upon regaining access to LARS, the Board immediately started processing these applications in the order in which they were received. Although the Board has already processed a significant portion of the backlog, and will soon return to normal processing times, the Board strongly encourages all licensees and certificate holders to renew in accordance with this notice.

HOW TO ENSURE THAT YOUR LICENSE OR CERTIFICATE REMAINS ACTIVE UNTIL YOUR APPLICATION CAN BE PROCESSED: APPLY FOR RENEWAL BY NO LATER THAN 11:59 P.M. ON FEBRUARY 19, 2022

Main Takeaway: In order to ensure that a license or certificate remains active until the Board can process a renewal application, each licensee and certificate holder whose license or certificate was scheduled to expire on December 28, 2021 or January 28, 2022 must submit a paper or online renewal application by **no later than 11:59 p.m. on FEBRUARY 19, 2022.**

Explanation for February 19, 2022 deadline:

- Governor Hogan issued an [Executive Order, Number 22-01-04-01, entitled "Relating to Various Health Care Matters,"](#) on January 4, 2022, which extended the expiration date of all licenses and certificates issued by the Board that would expire during the declared State of Emergency until February 3, 2022. The licenses and certificates subject to the Executive Order are those that were scheduled to expire on December 28, 2021 and January 28, 2022.
- All licensees and certificate holders whose expiration date was extended to February 3, 2022 by the Governor's Executive Order still have a 30-day grace period beyond their expiration date. The 30-day grace period ends on March 5, 2022.
- Due to possible delays in processing both online and paper renewal applications caused by the backlog referenced above, the Board may not be able to process every renewal application before the end of the 30-day grace period (March 5, 2022).
- Pursuant to [Section 10-226\(b\) of the State Government Article, Annotated Code of Maryland](#), a license or certificate will **remain active** by operation of law until the Board can take final action on the renewal application **IF** the licensee or

certificate holder submitted an application for renewal to the Board **at least two calendar weeks before** the license or certificate is set to expire.

- Accordingly, to ensure that your license or certificate remains active until the Board can process your renewal application, you must submit your renewal application—either online or by paper—by no later than 11:59 p.m. on **February 19, 2022**, which is at least two calendar weeks before the end of the 30-day grace period.

HOW YOU CAN PROVE, AND HOW EMPLOYERS VERIFY, THAT YOUR LICENSE OR CERTIFICATE REMAINS ACTIVE UNTIL YOUR RENEWAL IS PROCESSED

When a licensee or certificate holder submits either an online or paper renewal application, the licensee or certificate holder will receive a receipt verifying the date on which the licensee or certificate holder submitted the renewal application.

The receipt for an online application is sent to the licensee/certificate holder via e-mail. Paper applications must be hand-delivered to the Board. Upon delivery, Board staff will provide a paper receipt for the application.

Licensees and certificate holders can present, and employers can request from their employee, the e-mailed or paper receipt as confirmation that the licensee or certificate holder timely submitted their renewal application in accordance with this notice. It is the licensee or certificate holder's sole responsibility to retain the electronic or paper receipt received by the Board as proof that the renewal application was timely submitted.

THANK YOU FOR YOUR PATIENCE

The Board thanks licensees, certificate holders, and employers for their patience as the Board navigates these unique circumstances.

FREQUENTLY ASKED QUESTIONS

1. What if I do not submit my renewal application by no later than 11:59 p.m on February 19, 2022?

As noted above, the Board may experience delays in processing renewal applications. If you do not submit a renewal application by no later than 11:59 p.m. on February 19, 2022, the Board cannot ensure that your renewal application will be processed before March 5, 2022, the end of your 30-day grace period. If you applied after February 19, 2022 and your application is not processed before March 5, 2022, then your license or certificate will expire on March 5, 2022 and remain expired until the Board is able to process your renewal application (provided you meet all minimum qualifications for renewal).

2. I submitted a renewal application before 11:59 p.m. on February 19, 2022. Does that mean I am automatically renewed?

No. Submitting your renewal application by February 19, 2022 will only ensure that your license or certificate will remain active UNTIL the Board is able to process your renewal application.

When the Board DOES process your renewal application, and it is determined that your application reflects that you meet minimum qualifications for renewal, then your license or certificate will be renewed and listed as active on the Board's website. If it is determined that you do not meet minimum qualifications for renewal, then your license or certificate will NOT be renewed and will be listed as non-renewed on the Board's website.

3. Will the Board's "Look Up a Licensee" database on the website show that I am active if I submit my renewal application before 11:59 p.m. on February 19, 2022?

Although, by operation of law, your license or certificate will remain active until your renewal application is processed by the Board, your license or certificate may be listed on the Board's website as non-renewed. This is because the Board's IT systems automatically change the status of a license or certificate to non-renewed if it is not renewed before the end of the 30-day grace period. As explained above, the receipt that you received from the Board upon submission of your application can serve as evidence that you submitted your renewal application by 11:59 p.m. on February 19, 2022 and, therefore, that your license will remain active until the Board processes your renewal application.

4. I submitted a renewal application before 11:59 p.m. on February 19, 2022. What if I did not keep or cannot find the receipt provided to me by the Board?

The Board's aim is to provide a process by which licensees, certificate holders, and their employers have a way to verify that a license or certificate has not expired while awaiting processing by the Board. For that process to work, it is imperative for the licensee or certificate holder to ensure that they retain their electronic or paper receipt received by the Board. The Board will not be able to fulfill requests for duplicate receipts in either form.

5. My license or certificate is scheduled to expire on December 28, 2021 or January 28, 2022. I already submitted my renewal application online weeks ago. Do I need to reapply?

No. The Board is processing all submitted applications in the order in which they were received. Please be patient as the Board works through the backlog of

renewal applications. Submitting another application may further delay the processing of your application.

6. How will I know when my license or certificate is successfully renewed?

You should frequently check the "Look Up a Licensee" database on the Board's website, which will be updated as applications are processed. If your expiration date has been extended to December 28, 2023 or January 28, 2024, that means your renewal was processed and your license or certificate has been successfully renewed.

7. I am an employer. How do I confirm that my employee holds an active license or certificate?

Employers should check the "Look Up a Licensee" database on the Board's website to check whether the employee's license or certificate was renewed. If the database does not reflect that the license or certificate was renewed (see FAQ #6), then the employer can request from their employee the electronic or paper application receipt that the Board provided. If the date of submission of the application was before 11:59 p.m. on February 19, 2022, then the license or certificate will remain active until the Board is able to process the licensee or certificate holder's application.

**Examples of the electronic or paper receipts
are included with this document.**

Sincerely,



*Karen E. B. Evans MSN, RN-BC, SD-LTC, RN-LTC, CLC
Executive Director
Maryland Board of Nursing*

In Person Receipt

RECEIPT		DATE <u>1/27/2022</u>	No. <u>063704</u>
RECEIVED FROM <u>Jane Doe</u>		\$ <u>XX.XX</u>	
		DOLLARS	
FOR RENT <u>"License Type" / R00000</u>			
ACCOUNT	<u> </u>	<input type="radio"/> CASH	Maryland Board of Nursing FROM <u>110 Patterson Avenue</u> <u>Baltimore, Md. 21205-0001</u> BY _____
PAYMENT	<u>XX XX</u>	<input checked="" type="radio"/> CHECK	
BAL. DUE	<u>00</u>	<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	

On-Line Renewal Receipt

1/21/22, 12:54 PM

Renew Your Maryland Nurse License On-line

Nursing License Renewal System

Welcome,



[Home](#) | [Process Status](#) |

User Options

- [Logout Now...](#)
- [Track My Orders](#)
- [Your Comments](#)

Related Links

- [MD Board of Nursing](#)
- [Look up a License or Certification](#)
- [Nursing Licensure](#)
- [Nursing Assistant Certification](#)
- [Medication Technician Certification](#)
- [Advanced Practice Nursing](#)
- [Maryland Nurse Practice Act](#)



Congratulations! You Have Completed Your License Renewal Process...

Our file indicates that you have completed your license renewal process for this year. The following is your current license status. If you want to see your transaction history, please use the "Track My Orders" function.

YOUR RENEWAL LICENSE INFORMATION	
Transaction ID	CO0F89EUVGP7
License Renewal Status	Success
Renewal License Type	Biennial Active
Adv. Practice Type	Not Applicable
License Renewed On	11/06/2021

Please e-mail us at support@mdbn.org if you have any questions or problems about your current license renewal status. You may contact the Maryland Board of Nursing Help Desk at (410) 585-1948 from 8 AM to 5 PM eastern standard time.


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Initial Application Receipt

Transaction and Payment History




Our records indicate that you have completed an Application for Exam. We apologize but you are not able to proceed further online. Please email: mdbon.nbxexam@maryland.gov for further information.

NOTE: Please see below information regarding your payments.

TRANSACTION ID	TRANS. DATE	PAYMENT TYPE	STATUS	AMOUNT
10-NOV-2021 09:34:19		VISA	Success	\$100

Endorsement Application Receipt

7/8/2021 <https://license.mdbon.org/NETS/Registration/Transaction.asp>



RECEIVED

JUL 7 2021

By _____

Your payment has been completed successfully

Thank you for your payment. You may print this page as record of your payment by using the "Print" command in your browser or the "PRINT" link at the bottom of the page. You may log back in to this site to track the status of your application at any time. If you have provided us a valid e-mail address, you will soon receive a confirmation e-mail of your payment.

Your Payment Transaction ID:

Application Information that You Have Registered...

Application Summary Information

Following is your application information. We will use your login account e-mail address to send you the final payment and transaction information and status.

Parent Profile		Applying Licensee	
NAME AND ADDRESS	E-MAIL ADDRESS	NURSING PRACTICE LICENSE Endorsement & Temporary RN License ADVANCED NURSING PRACTICE No Selection	LICENSE TYPE APPLICATION FEE Active \$140.00

Your Payment Information

Payment Information

For security reasons, only a portion of your credit card number is displayed.

Credit Card Information			Billing Information
CARD TYPE	CARD NUMBER	EXPIRATION DATE	BILLING NAME AND ADDRESS
VISA			