

## **DIALYSIS TECHNICIAN RENEWAL SEASON BEGINS APRIL 13, 2015.**

You must renew online or send your paper renewal application by **June 5, 2015** in order to assure that you receive your renewal certificate by June 30, 2015. All certifications expire June 30, 2015. If you have previous convictions you will not be able to renew online, you must renew by paper. **Only Dialysis Technicians (DT's) with a permanent certification are required to renew at this time. DT's with a temporary permit are not required to renew until after they are issued a permanent certification.**

In order to renew online you will need to know your certification number which you can find on your certificate, the last four digits of your social security number, and have a credit or debit card. The renewal fee is \$100.00 and is non-refundable. **If you are not able to renew online, you must download and complete a paper renewal application or send an email to [rnboard@wv.gov](mailto:rnboard@wv.gov) to request a paper renewal.** Only complete one renewal, either online or paper. Do not complete two renewals. **You cannot change your name** on the online form.

### **TO RENEW ONLINE:**

Click on DT RENEWAL. This will take you to a search page where you will enter your certification number and the last four digits of your social security number. When you hit >Enter< your information will appear. Please check your address to make sure it is correct. If it is not, you may change it on the Internet. **You cannot change your name** on the online form. **To change your name** you must submit a paper renewal along with a certified copy of the document changing your name along with the fee of \$105.00 (renewal plus name change fee). A name change form is available on the Board web site under forms. If you have previous convictions you will not be able to renew online, you must renew by paper.

### **RENEWAL DUE DATE:**

The renewal application is due in the Board office within thirty (30) days of your receipt of the renewal notice. In order to assure you receive renewal confirmation by June 30, 2015, renew online or send in your paper renewal immediately upon receipt of notification that renewals are available online. If you renew immediately, you should receive your renewal confirmation by June 30, 2015. If your renewal is received after June 5, 2015, you may not receive renewal confirmation before June 30, 2015. Your renewal will be processed, however, the renewal confirmation may not be mailed in time for you to receive it by June 30, 2015. Renewals received after 4:00 pm on June 30, 2015 will result in a lapsed certificate.

If you do not renew your certification, your certification will lapse. This means you cannot work as a DT or represent yourself as a DT in West Virginia. If you work without a current certification, you will be violating the law and will be subject to disciplinary action. This may include a significant fine and administrative costs. If your certification does lapse, you are required to complete a reinstatement application, pay the fee of \$200.00 and meet all requirements set forth by the Board. A reinstatement application is available online at [www.wvrnboard.com](http://www.wvrnboard.com).

### **INACTIVE STATUS:**

If you wish to have your certification placed on inactive status, notify the Board in writing. An inactive status means that you are not currently practicing in West Virginia and do not plan to for a period of time. You will not be charged a reinstatement fee when you place the certification on an inactive status. You will pay the current renewal fee which is generally lower than the reinstatement fee. To reinstate from an inactive status, you will pay the current renewal fee and meet any requirements the Board may have at the time your reinstate.

If you have any questions, please send them via email to [rnboard@wv.gov](mailto:rnboard@wv.gov).

# DIALYSIS TECHNICIAN CERTIFICATION RENEWAL

WEST VIRGINIA BOARD OF EXAMINERS FOR  
REGISTERED PROFESSIONAL NURSES  
101 DEE DRIVE, SUITE 102, CHARLESTON, WV 25311-1620  
Phone: (304) 558-3596 Fax: (304) 558-3666  
e-mail: rnboard@wv.gov

You may renew online by going to [www.wvrnboard.com](http://www.wvrnboard.com)

- Directions:**
- \* Complete the entire application and send it in along with the required fee.
  - \* Incomplete renewals will be returned and not processed.
  - \* Mail the renewal to the Board office along with the fee of **\$100.00** in the form of a check or money order. **The fee is non-refundable.**
  - \* **Name change and renewal Fee is \$105.00** and requires a certified copy of the court document showing the name change, or a signed affidavit which is located on the Board's web site.

**Renewals must be received in the Board office no later than 4:00 P.M. June 30, 2015.**

The certification of an applicant who does not submit the completed renewal before the deadline will be lapsed. **You cannot practice without a current active certification.**

WV CERTIFICATION NUMBER \_\_\_\_\_ NATIONAL CERTIFICATION EXPIRATION DATE \_\_\_\_\_ INACTIVE \_\_\_\_\_

1. NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

2. MAIDEN NAME: \_\_\_\_\_ 3. SOCIAL SECURITY NUMBER: \_\_\_\_\_

4. OTHER NAMES: \_\_\_\_\_  
LIST ANY OTHER LEGAL NAMES YOU HAVE HAD

5. ADDRESS: \_\_\_\_\_  
STREET OR P.O. BOX NUMBER

\_\_\_\_\_ CITY STATE ZIP

6. MARITAL STATUS: a. Single b. Married c. Divorced d. Widow e. Other (list) \_\_\_\_\_

7. Do you have a court ordered child support obligation? YES NO

A. Do you have an arrearage that equals or exceeds the amount of child support payable for six (6) months? YES NO

B. Are you the subject of a child support subpoena or warrant? YES NO

8. Do you own all or part of a business that operates within West Virginia?  
YES NO If YES, list the FEIN# \_\_\_\_\_

WV Code §21A-2-6(18) provides that a board may not issue or renew a license for you to engage in the practice of a profession if you are in default under either the unemployment compensation laws or the worker's compensation laws, or under both laws of this State.

If answering **YES** to **ANY** of the questions below you may not complete an online renewal and must complete a paper renewal and attach an explanation and certified copies of related court documents and/or the appropriate regulatory Board. Contact the Board office to speak with someone in the discipline department. **If the information is already on file in the Board office, indicate this on the application and do not send duplicate information.**

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|-----|--|-----|----|
| 9.  | Have you ever been placed on the nurse aide abuse registry in any state?   | YES | NO |
| 10. | Have you <b>EVER</b> been convicted of a felony or a misdemeanor or pled nolo contendere to any crime? Speeding, parking, registration, no insurance, seatbelt violations do not have to be reported. All other violations must be reported.                                   | YES | NO |
| 11. | Do you have any criminal charges currently pending in any state, territory or country?   | YES | NO |
| 12. | Have you ever or are you currently serving in a branch of the military?<br>If so which branch _____<br>A. Have you ever been discharged from a branch of the military with anything other than an honorable discharge?   | YES | NO |
|     | <b>If yes send explanation and DD214</b>   | YES | NO |
| 13. | Have you ever or are you currently using illegal drugs?  | YES | NO |
| 14. | Do you currently possess any condition which may in any way impair your ability to practice or otherwise alter your behavior as it relates to the practice of a Dialysis Technician? If yes attach a letter of explanation. Additional information may be needed if necessary. | YES | NO |
| 15. | Has a complaint ever been filed against ANY professional or occupational license/certification in this state, or any other state territory or country?   | YES | NO |

16. **Certification Statement:** By signing this application, I hereby certify that the information provided on this application is complete and true. I understand that supplying false information is a violation of WV Code §30-7C-1 et seq. and subjects me to the full range of discipline described therein. If I fail to renew my certification, my certification will lapse and I may not work or represent myself as a Dialysis Technician (DT) until I have met the reinstatement requirements. If I do work or represent myself as a DT while my certification is lapsed, I am subject to fines, administrative costs and disciplinary action, as defined in WV Code §30-7C-1 et seq. and related laws and rules.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ Provide a daytime phone number.

Email address: \_\_\_\_\_