

Renewal ready in 10 minutes.

A print-friendly, source-linked check before you open BreEZe. Use it to organize your own facts, certificates, and next actions. It does not submit a renewal or decide whether a course qualifies.

30 hours

standard active renewal

4 years

retain CE proof

90 days

earliest renewal window

First renewal note: If your initial RN license came from passing the national exam within the past two years, the BRN describes a CE exemption for the first renewal, except for its one-hour implicit-bias requirement. Verify that the exception matches your record before relying on it.

The pre-renewal check

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1. Confirm your official license record

Open [DCA License Search](#) and write down the license status and expiration date. Do not copy identity documents into ShiftProof.

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2. Choose the pathway that matches today

Separate a standard active renewal from a first renewal, inactive-to-active change, or delinquent renewal. Requirements and timing can differ.

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3. Check your renewal window

The BRN says a license cannot be renewed earlier than three months before expiration. It also states there is no grace period after expiration.

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4. Reconcile your CE total

For the standard active path, total 30 contact hours completed in the applicable renewal period. Do not count the same course content twice in one cycle.

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5. Verify each CE source

Confirm the course timing, nursing relevance, and provider status. The BRN advises checking the CEP number in BreEZe because an expired provider number is not eligible.

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6. Match every row to proof

For each counted course, record its title, completion date, contact hours, provider name or number, and the exact certificate filename.

FINISH THE RECORD / KEEP THE EVIDENCE

Ready to renew. Ready to explain.

Complete the final four checks, then keep this page beside your own renewal record.

- ☐
- 7. Keep original proof for four years**
The BRN states that all RNs are subject to random CE audits and must keep certificates or grade slips for four years.
- ☐
- 8. Recheck the live BRN instructions**
Open the [BRN renewal page](#) and confirm current fees, required disclosures, fingerprint status, and account-specific instructions.
- ☐
- 9. Renew only through BreEZe**
Use the official [BreEZe Online Services](#) route. Save the payment receipt; the BRN says online status can be checked after submission.
- ☐
- 10. Archive the final state**
Save the submitted date, receipt, post-renewal license status, your CE ledger, and original certificates. Keep a second backup you control.

Your renewal snapshot

License status	_____	Expiration date	_____
Renewal pathway	_____	CE total	_____
Submitted date	_____	Receipt saved at	_____

Course / certificate	Date	Hours	Provider / CEP

Official sources reviewed: [BRN continuing education](#) | [BRN renewal instructions](#) | [BRN renewal FAQs](#). Always recheck the live source before acting. ShiftProof is independent, not BRN/BreEZe; it does not approve courses, submit renewal, provide legal advice, or guarantee an outcome.

Use the free browser tracker

Count hours and organize course rows locally. [Open ShiftProof](#)

Need the complete record pack?

The Audit Pack is \$9 once: four-file ZIP, offline workbook, no subscription. [Review before buying](#)