WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES
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NEW NURSE PORTAL EFFECTIVE DECEMBER 17, 2015

PAPER APPLICATIONS FOR LICENSURE ARE NO LONGER AVAILABLE

Changes are here with regards to how you will interact with the Board to reinstate and renew your license, apply to the Board for the licensure exam, apply for licensure by endorsement, and utilize other services. The West Virginia LPN Board is the first Board of Nursing in the US to begin using a new Operations Management System offered by the National Council of State Boards of Nursing. **One significant change is that all actively licensed LPNs in West Virginia are required to have a valid email address to utilize the many new online services which will be offered. Also, you must use a credit or a debit card for all applications on the Nurse Portal**. Payment is managed by the WV State Treasurer's Office on their secure site. Please follow the instructions below for accessing the Nurse Portal:

1. Access the portal from www.lpnboard.state.wv.us by clicking the Nurse Portal link near the top of the Board's webpage.
2. **If you did not previously access the Portal during last year's renewal cycle, you will not already have an account on this new system**. Click the "Create an Account" box on the left side of the page.
3. **If you renewed your LPN license in 2015 you will already have established an account, so you may enter your email and password on this page and log in.**
4. If you are registering with the Portal for the first time, during the registration process you will be asked for an email address, and a verification email will be sent to that address. If you do not have an email address you can easily establish one at Yahoo.com or Google.com or another similar website. If you already have an email, you can put in your personal email, work email, or any other that you have access to. You must go to your email within 24 hours after you register with the Portal or the link contained in the email which permits you to complete the Portal registration will expire and you will have to begin the registration process again. Remember to always notify the Board if you change your email address since that is the primary way that we will contact you for updates or other information from the Board.
5. Choose the service that you are requesting (reinstatement of license, endorsement application, examination application, etc.) and follow the instructions on the Nurse Portal to complete the application process. Transactions on the Nurse Portal will be processed the next business day.

Please contact the Board Office Monday-Friday from 8:00am - 4:00pm if you have any questions.