



Board Ordered Course Instructions

You have been ordered by the Arkansas State Board of Nursing (ASBN) to complete one or more courses. The following will assist you in notifying the Board of course completion.

1. Allow yourself sufficient time to complete the course and upload the course completion certificate prior to the due date that is specified in the Order.
 - A. Some courses can take several weeks to complete.
 - B. Individual instructors may have time requirements to grade your work and submit evidence of completion.
 - C. It is your responsibility to meet the Board ordered deadlines, not the instructor's.
2. Information regarding the required course(s) is enclosed with your copy of the final order. Courses included in this packet are approved. Questions about the course should be directed to the course provider/instructor.
3. Alternate courses may be taken through a healthcare facility, college or university as an alternative to the course provided in this packet. **Prior to enrolling in the course, submit the course syllabus to Board staff via your nurse portal account for approval.** The alternate course must have similar course content and requirements as the course that is provided. You will receive notification through your nurse portal account if the alternate course is accepted.
4. Board ordered courses **cannot** be used to meet the continuing education requirement for renewing your nursing license.
5. Upon completion of the course, submit your **Certificate of Completion** to ASBN through the message center in the ASBN Nurse Portal. Click on "Inbox" in the message center section. Select "Compose New Message." Choose "Discipline/Monitoring" in the topic drop-down. Click on "Attach File." Click on "Add File." Upload your certificate in one of the following formats: .pdf, .png, .jpg, or .jpeg. Click on "Save." Add message in the text box if need and click "Send." Do not send your payment receipt or any other document as confirmation. Only a course completion certificate will satisfy the requirement.
6. Upon review of your file after the specified deadline, **you will be notified through your nurse portal you met the requirement(s) of the reprimand. Failure to submit your course completion certificate by the due date is considered non-compliant and may result in additional disciplinary action.**