

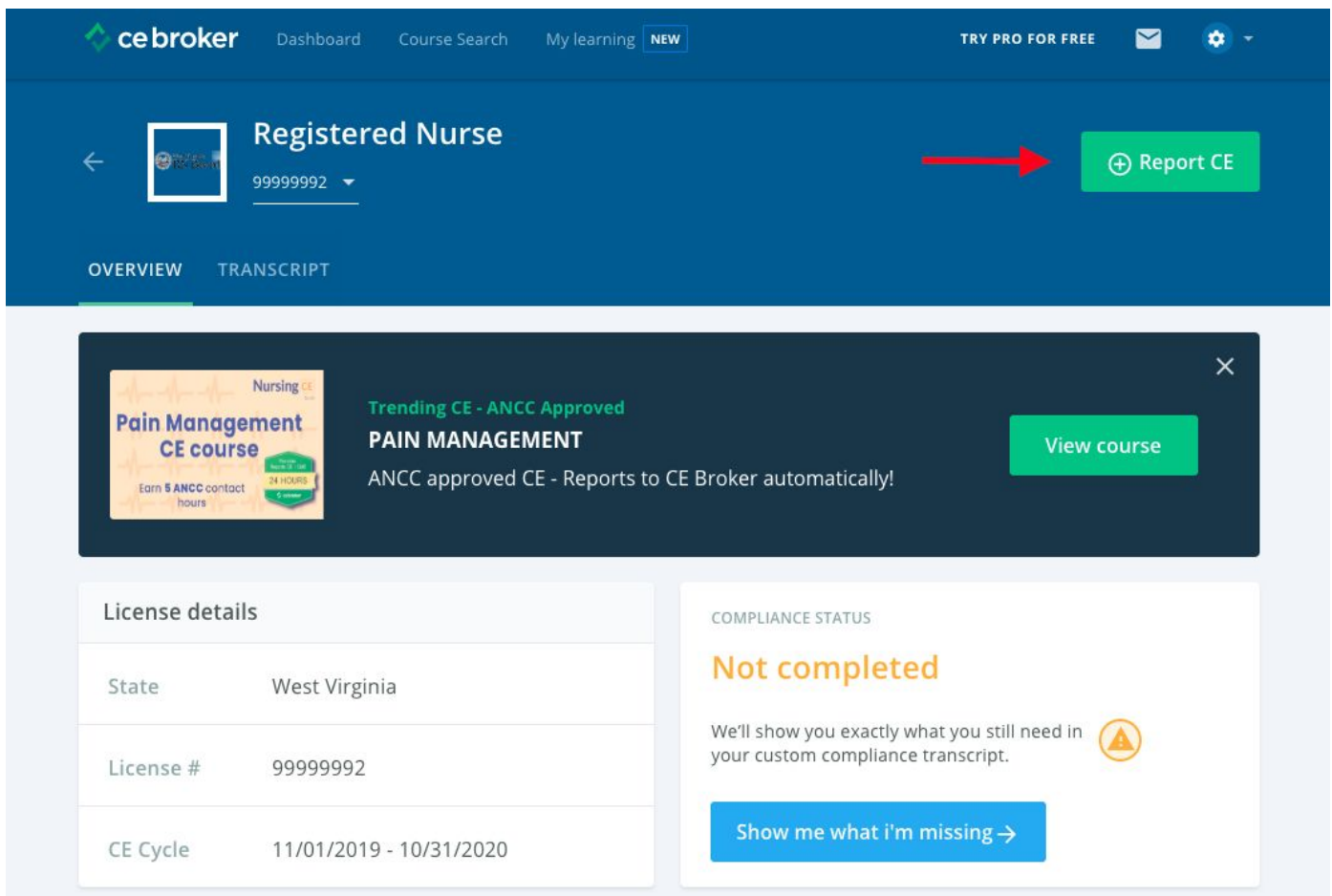
How to report a Drug Diversion Training and Best Practice Prescribing of Controlled Substances exemption?

West Virginia Board of Examiners for Registered Professional Nurses (Board)

A Board approved exemption fulfills the Drug Diversion Training and Best Practice Prescribing of Controlled Substance, and Training and Administration of Opioid Antagonist continuing education requirement for those that do not prescribe, administer or dispense controlled substances during the APRN license renewal timeframe.

To file your exemption:

1. Log into your CE Broker account, click **Manage License** and then **Report CE**



The screenshot shows the CE Broker user interface. At the top, there is a navigation bar with the CE Broker logo, 'Dashboard', 'Course Search', 'My learning', and a 'NEW' badge. On the right, there are links for 'TRY PRO FOR FREE', an email icon, and a settings gear. Below the navigation bar, the user's profile is displayed as 'Registered Nurse' with a profile picture and the license number '99999992'. A red arrow points to a green 'Report CE' button. Below the profile, there are two tabs: 'OVERVIEW' and 'TRANSCRIPT'. A dark blue banner advertises a 'Pain Management CE course' with a 'View course' button. Below the banner, there are two panels: 'License details' and 'COMPLIANCE STATUS'. The 'License details' panel shows the state as 'West Virginia', license number '99999992', and CE cycle '11/01/2019 - 10/31/2020'. The 'COMPLIANCE STATUS' panel shows 'Not completed' and a 'Show me what i'm missing' button.

License details	
State	West Virginia
License #	99999992
CE Cycle	11/01/2019 - 10/31/2020

COMPLIANCE STATUS	
Not completed	
We'll show you exactly what you still need in your custom compliance transcript.	
Show me what i'm missing →	

2. Click the **Report Exemption** tab
3. Enter the CE Cycle you are reporting the Exemption (typically will be the current cycle)
4. A list of available Exemptions will display, locate Exemption #4 and Click **Begin**

Report CE/CME **Report Exemption ²**

Select CE cycle: ³

1. Government Service or Active Military Duty

BEGIN

Report exemption to fulfill (general) continuing education requirements.

[Learn More](#) ▾

2. Hardship Waiver

BEGIN

Report exemption to fulfill (general) continuing education requirements.

[Learn More](#) ▾

3. Licensee did not Prescribe, Administer or Dispense Controlled Substances ⁴

BEGIN

You will need to create a document to sign, date and upload at the end of the reporting process.

Below is the text you can use to create that document. This screen displays after clicking **Begin** in the previous step. Click **Continue** to Proceed.

Requirements

3. Licensee did not Prescribe, Administer or Dispense Controlled Substances

Licensees are to sign and date a CE waiver request in writing that says the following:

I request an exemption waiver for the drug diversion training, best-practice prescribing of controlled substances training and training on prescribing and administration of an opioid antagonist because I did not complete the drug diversion training, best practice prescribing of controlled substances training and training on prescribing and administration of an opioid antagonist and I did not prescribe, administer or dispense controlled substances during the APRN license renewal timeframe of July 1, YYYY thru June 30, YYYY.

Signature, License Number and Date

Instruction: Upload scanned copy of a written CE Waiver request to your CE Broker account. Save the signed copy of your best prescribing exemption along with your original hard copy CE certificates of completion for the license renewal period in case you are audited by the Board.

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[CONTINUE](#)

Enter your name and the current date in the field below, click **Continue**.

Questions 1 of 1

3. Licensee did not Prescribe, Administer or Dispense Controlled Substances

I did not prescribe, administer or dispense controlled substances during the current APRN license renewal period. To attest to this statement type your full name and date in the box below

Jane Doe 08/21/2020

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[CONTINUE](#)

Click **Attach Document** to upload your prepared waiver request. You can either drag and drop the document (easy if document is saved to your desktop) or you can click browse to locate the document on your computer.

Once the upload is complete, the document will display at the bottom of the screen.

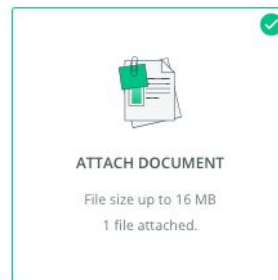
You're not done yet!!

Click **Continue** once your document upload is complete to finalize the entry.

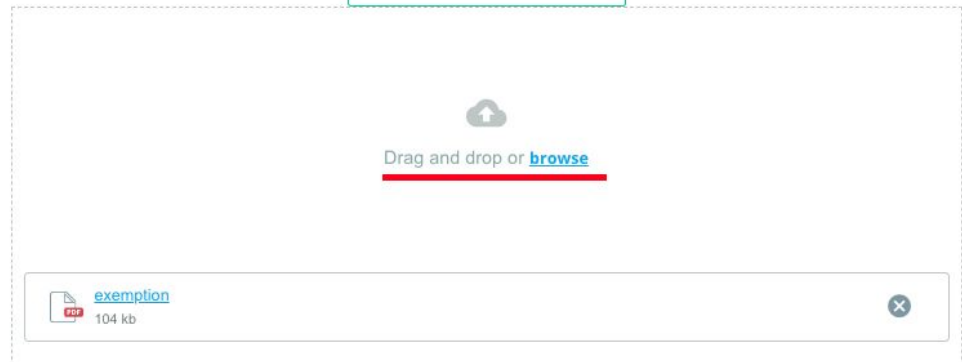
Attachments

3. Licensee did not Prescribe, Administer or Dispense Controlled Substances



Please be prepared to upload a signed and dated attestation requesting a waiver to the Best Prescribing CE Requirements. This waiver must include the following statement. I NAME did not prescribe, administer or dispense controlled substances during the current APRN license renewal period.



ATTACH DOCUMENT
File size up to 16 MB
1 file attached.



Drag and drop or [browse](#)

 [exemption](#) 104 kb 

[BACK](#)

[CONTINUE](#)



Attestation

1. Licensee does NOT prescribe, administer or dispense controlled substances

I hereby certify the answers are true and correct.

[BACK](#)

[SUBMIT NOW](#)


Click the Red **Submit Now** button

Once submitted your exemption will be immediately applied. You can verify the exemption was submitted correctly by clicking **Exemptions** in your course history

History

[COURSES](#) [EXEMPTIONS](#) [REMOVED](#)

Search Filter (0)

	NAME	PERIOD	STATUS
▼	 3. Licensee did not Prescribe, Administer or Dispense Controlled Substances Submitted 08/27/2020	06/30/2019 - 06/29/2021	APPROVED

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If you have questions or need help, just contact CE Broker at 877-434-6323 or support@cebroker.com.