

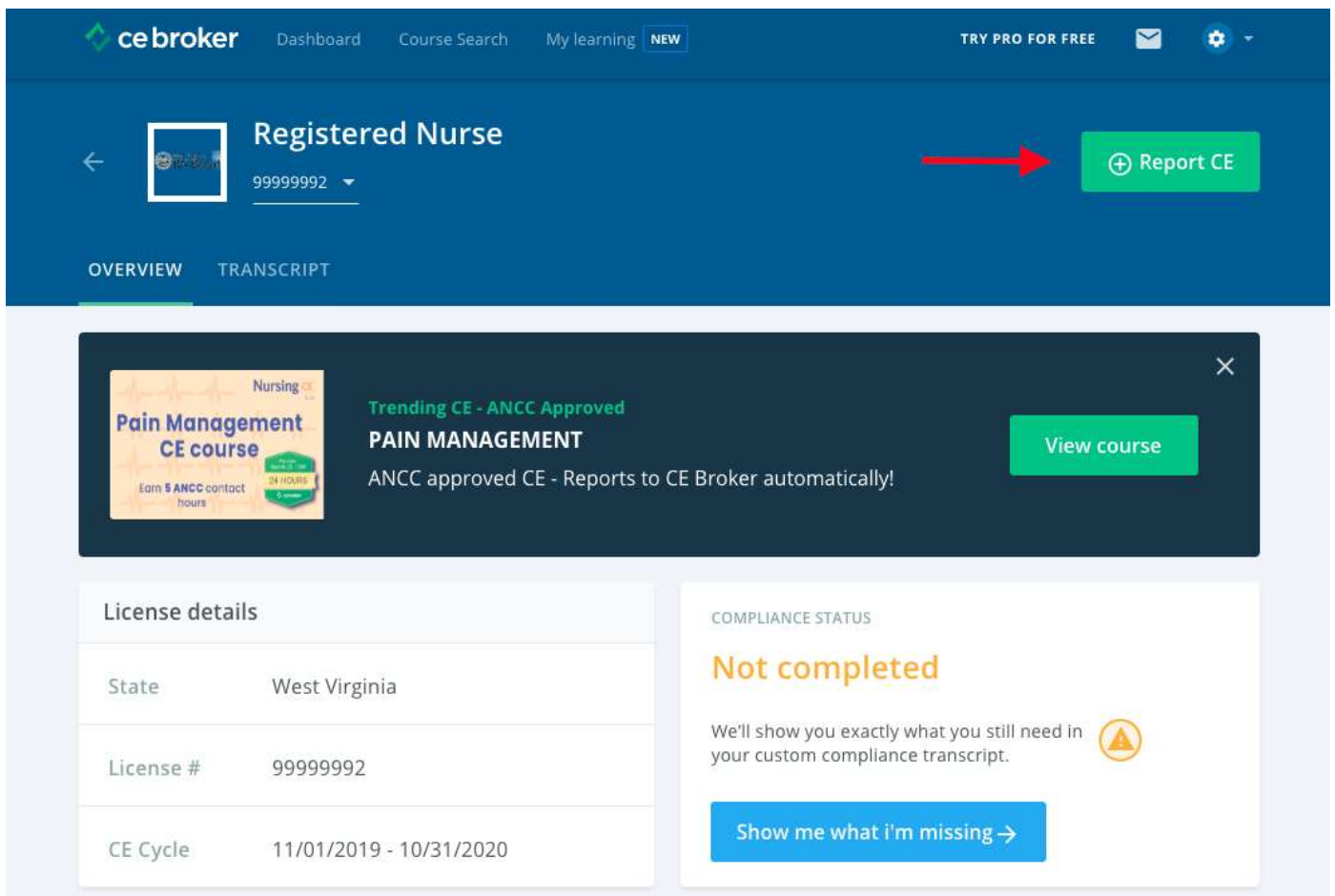
# How to report a best prescribing continuing education exemption?

West Virginia Board of Registered Nurses

A Board approved exemption fulfills the best prescribing and drug diversion continuing education requirement for those that do not prescribe, administer or dispense controlled substances during a RN 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 'cebroker' logo, 'Dashboard', 'Course Search', 'My learning', and a 'NEW' badge. On the right side of the navigation bar, there is a 'TRY PRO FOR FREE' button, an email icon, and a settings icon. Below the navigation bar, the user's profile is displayed as 'Registered Nurse' with a profile picture placeholder and the license number '99999992'. A red arrow points to a green button labeled '+ Report CE'. Below the profile, there are two tabs: 'OVERVIEW' and 'TRANSCRIPT'. A promotional banner for a 'Pain Management CE course' is visible, featuring a course image and text: 'Trending CE - ANCC Approved PAIN MANAGEMENT ANCC approved CE - Reports to CE Broker automatically! View course'. Below the banner, there are two main sections: 'License details' and 'COMPLIANCE STATUS'. The 'License details' section contains a table with the following information:


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

The 'COMPLIANCE STATUS' section shows 'Not completed' in orange text, followed by a warning icon and the text: 'We'll show you exactly what you still need in your custom compliance transcript.' Below this, there is a blue button labeled '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 #1 and Click **Begin**

You will need to create a waiver document, sign and date it, then upload it as the last step of filing the

## Report Continuing Education



Report CE/CME   Report Exemption **2**

Select CE cycle:  **3**

1. Licensee does NOT prescribe, administer or dispense controlled substances **4**

[BEGIN](#)

exemption.

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

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

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

I request a waiver of the best prescribing drug diversion training continuing education because I did not prescribe, administer or dispense controlled substances during the RN license renewal timeframe of November 1, YYYY thru October 31, 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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Enter your name and the current date in the field below, click **Continue**.

## Questions 1 of 1

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

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

Jane Doe 2/25/2020

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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.

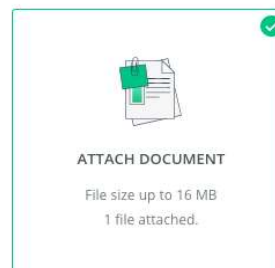
You're not done yet!!

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

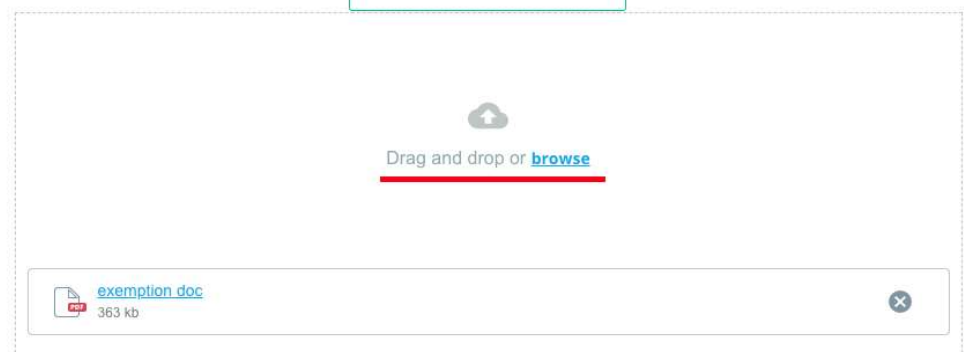
### Attachments

1. Licensee does 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 RN license renewal period.



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



Drag and drop or browse

exemption.doc  
363 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

### 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 →](#)

### History

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

Q Search Filter (0)

	NAME	PERIOD	STATUS
▼ 	1. Licensee does NOT prescribe, administer or dispense controlled substances Submitted 02/26/2020	10/31/2019 - 10/30/2020	<u>APPROVED</u>

If you have questions or need help, just contact CE Broker at 877-434-6323 or [support@cebroker.com](mailto:support@cebroker.com).