# 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, and then click **Report CE**
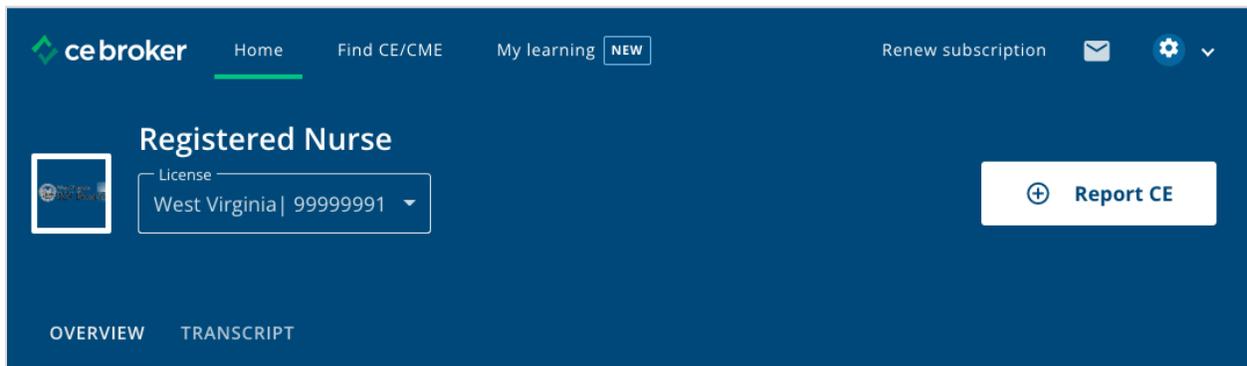
2. Click the **Additional Options** tab
3. Enter the CE Cycle you are reporting the Exemption (typically will be the current cycle)
4. A list of available Exemptions will display, locate Exemption #1 and Click **Begin**
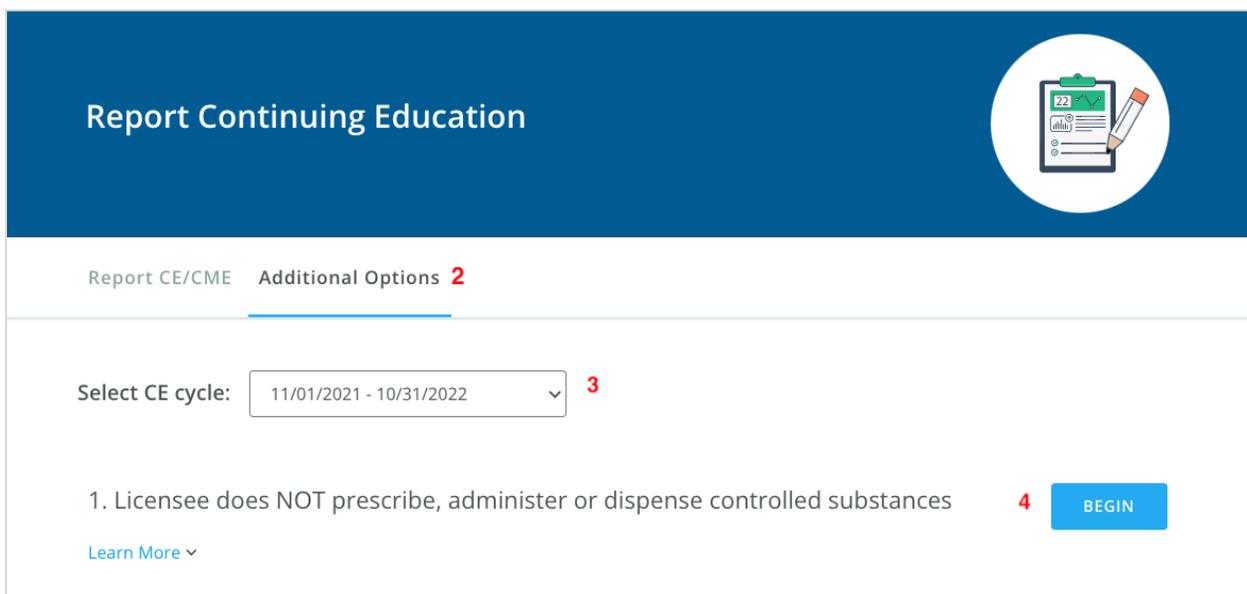
You will need to create a waiver document, sign and date it, then upload it as the last step of filing the exemption.

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.

BACK   CONTINUE

Questions 1 of 1

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

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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

BACK   CONTINUE

Click **Attach Document** to upload your prepared waiver request. You can either drag and drop the document (easy if the 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.

Click the Red **Submit Now** button

Once submitted your exemption will be immediately applied. You can verify the exemption was submitted correctly by clicking **Additional Options** in your Course History.

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

Course history

Not complete? To figure out what's missing, compare course completions for the current license cycle to your **renewal requirements**. ↗

| COURSES | ADDITIONAL OPTIONS | REMOVED |

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	APPROVED

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