

Travel nurse license & CE checklist

- 1. **List every license you hold.** State, license type (RN, LPN, APRN), single-state or multistate, and license number. Look each one up for free on Nursys QuickConfirm or the board's own lookup.
- 2. **Write down each expiration date and renewal window.** Each state page shows the board's cycle and deadline; compare them in renewal dates by state.
- 3. **Turn on free alerts.** Nursys e-Notify is free for nurses and sends expiration reminders (60 days by default; you can choose 180, 90, 60 or 30 days). Add NurseCETracker reminders for each state.
- 4. **Find the strictest hour total and the CE window for each license.** Many boards count only CE earned within the current licensing period. Texas, for example, requires CE within the licensing period, and extra hours can't carry over.
- 5. **List every mandatory topic for every license.** Use the topic guides: implicit bias and cultural competency, human trafficking, opioid and pain management, child abuse reporting and dementia.
- 6. **Check provider approval per state.** Florida's mandatory courses must be board-approved, except the 2-hour human trafficking course. Texas accepts CNE approved by the credentialing agencies it lists, such as ANCC.
- 7. **Report where a state requires it.** Some states check CE through CE Broker (CE Broker states); Texas requires entry in the Nurse Portal CE Module; others use attestation.
- 8. **Keep certificates in one folder for the longest retention period you're subject to.** Texas, for example, requires keeping CE records for 3 licensing periods or 6 years.
- 9. **When you move your home state, apply right away.** NCSBN says you have 60 days from the time you move to apply for a license by endorsement in your new compact home state. Then re-check whose CE rules apply.
- 10. **Calendar a 90-day check before each expiration date.** That leaves time to finish a missing topic course and for reporting to post.

State	License type (RN/LPN/APRN)	Single-state or multistate	License number	Expiration date	CE hours due	Mandatory topics	Reporting method (CE Broker/portal/attest)	Certificates stored at	Nursys e-Notify on? (Y/N)	90-day check date

NurseCETracker.com, free state CE data. Informational only; always confirm with each board of nursing. Last verified 2026-10-17.