We are pleased that you are requesting licensure as an Advanced Practice Registered Nurse in Louisiana. In the State of Louisiana, licensure is mandatory for a Certified Nurse Practitioner (CNP), Clinical Nurse Specialist (CNS), Certified Nurse Midwife (CNM) and Certified Registered Nurse Anesthetist (CRNA). You may not practice as an APRN or utilize any associated titles in Louisiana until the Louisiana State Board of Nursing (LSBN) has issued to you an APRN license.

Following are instructions to apply for Advanced Practice Registered Nurse initial licensure by examination. You are expected to complete all applications and forms carefully, correctly, and accurately. Incorrect or incomplete applications will delay licensure. Falsifying applications is illegal. If you have ever been licensed as an APRN in another U.S. State, please see the separate application for Initial APRN licensure by Endorsement in the LSBN Nurse Portal. If you were previously licensed as an APRN in Louisiana, but that license is inactive/lapsed, instructions and forms on how to apply for Reinstatement are also available in the LSBN Nurse Portal.

**NOTE**: Louisiana nursing licenses initially issued are calendar year licenses that must be renewed before the expiration date. Subsequent renewals are biennial (every 2 years). All licenses expire January 31st if not successfully renewed online by the nurse prior to the expiration date.

All fees are non-refundable. The application fee is $100, and the fee for a criminal background check is $39.25 (and is subject to change periodically).

If you wish to apply for licensure in more than one role or population (i.e. FNP and AGACNP or CNM and WHNP), you must submit an application for APRN licensure and a separate application for licensure in an additional role/population. You may not apply for licensure in more than one role or population in a single application. The application for licensure in an additional role or population will not be processed until the initial licensure application is submitted and the APRN license has been issued.

*The applicant will be notified via the Nurse Portal when the application has been approved or if additional information is required.* Check the Nurse Portal for status updates as well as the email entered as the username in the Nurse Portal for correspondence. Any additional information needed and approval letters will be sent only to the email address associated with the Nurse Portal account.

**SECTION A: ELIGIBILITY CRITERIA FOR APRN LICENSURE BY EXAMINATION**

1. Possess a current/valid, unrestricted Louisiana Registered Nurse (RN) license;

2. Possess a minimum of a graduate degree or post graduate award with a concentration in the respective APRN role and population focus from an accredited college or university that meets the curriculum guidelines established by the Louisiana State Board of Nursing;

   *Consideration may be given to those who prior to December 31, 1995 had completed or been continuously enrolled in a formalized post-basic education program preparing for the APRN role and population focus.*

3. Possess current national certification in the specific APRN role and population focus for which you are applying to LSBN for licensure;

4. Completion of the APRN educational program must have occurred within the preceding 2 years;

5. Not have grounds for or pending disciplinary action upon your Louisiana RN or other APRN licenses;

6. Not have pending disciplinary action by any nursing or other health regulatory board in any US state or in a country outside the US; and

7. Not have pending civil or criminal charges in any US state or in a country outside the US;
SECTION B: REQUIREMENTS FOR COMPLETING THE APPLICATION

1. Applicant must submit a completed application for licensure by examination, fees and other required documents within one (1) year of LSBN having received the application;

2. Applicant must cause to have sent directly to the LSBN, an official set of transcripts. Electronic submissions are accepted from escip, Parchment, or the National Student Clearinghouse. Official transcripts are those provided directly from the university/school that issued course credit or the school’s authorized transcript service as previously named. Transcripts will not be accepted from applicants, even if mailed to the LSBN in a sealed envelope;

3. Applicant must cause to have mailed Verification of Advanced Practice Education (form AP2) directly to the LSBN by the university/school that awarded the educational degree;

4. Applicant must cause to have mailed or emailed Verification of Certification directly to the LSBN by the certifying body;

5. An original, signed, notarized Affidavit of Verification sent directly to the LSBN office via US postal mail; and

6. Applicant must submit to a criminal background check (CBC). The criminal history record information check is authorized under the Nurse Practice Act, Louisiana Revised Statutes 37:920.1 and are required as part of the licensure process. The CBC packet along with a copy of your receipt of payment must be submitted directly to the LSBN via postal mail after you have submitted the APRN application. A complete CBC packet consists of: two (2) CBC authorization forms, two (2) FBI fingerprint cards, and the CBC fee. Obtain the forms and instructions at http://www.lsbn.state.la.us/Portals/1/Documents/orbs/ENDFingerprintAuthorizationsForm.pdf.

7. Submit a copy of a current/valid government issued photo identification (i.e. US Residency Card or Green Card, passport or driver’s license) which is required to be electronically uploaded during the application process.

SECTION C: APRN TEMPORARY PERMITS

APRN TEMPORARY PERMITS are available only in very select circumstances and are not available to new graduates. To be eligible to request an APRN temporary permit, you must meet one (1) of the following criteria:

- have a two (2) or more year gap between education and/or clinical experience and the date your application for licensure as an APRN is submitted to LSBN;
- have applied (or now applying) to LSBN for reinstatement of your prior Louisiana APRN license, and national recertification is pending;
- have otherwise been directed by the Board regarding eligibility to apply for the temporary permit.

If you meet one of the requirements for an APRN temporary permit as explained above, please provide along with your application a signed written explanation that indicates which criteria applies.

If you have any questions regarding the APRN application process, please call (225) 755-7517 or (225) 755-7500 (option # 6) and ask to be connected to the Licensing Analyst handling APRN licensure.

****Prior to engaging in medical diagnosis and management as an APRN, including writing orders and/or prescriptions, the APRN must obtain a letter of approval issued to the nurse by LSBN indicating approval for prescriptive authority (PA) privileges in the State of Louisiana in collaboration with licensed physician(s). The separate application required to apply for initial PA privileges in Louisiana is available on the LSBN Nurse Portal. The nurse must wait until his/her Louisiana APRN license has been issued (i.e. ‘active’) before the nurse can submit application forms to obtain LSBN approval for PA privileges. Please Note – If you have ever had a previous arrest (even if charges/arrest were later expunged or dismissed) and/or past board action that was not already disclosed and reviewed by LSBN Board staff, then additional documentation will be required when applying for APRN licensure. Along with the APRN application, submit the information requested in the associated compliance question within the application.
VERIFICATION OF ADVANCED PRACTICE NURSING EDUCATION

PART I – APRN Applicant Information

Applicant Instructions: Fill out the top portion of this form and forward to the educational institution from which you obtained your advanced practice nursing education. This form must be completed and submitted to the Louisiana State Board of Nursing (LSBN) office directly by the educational institution. An official set of transcripts indicating an advanced practice nursing degree was conferred (or certificate issued if post-grad) must also be mailed directly to LSBN by the School.

Name (First, Middle, Maiden, Married):

Street Address:

City: State: Zip Code:

Social Security #: Date of Birth:

Louisiana RN License Number: Expiration Date:

Signature of Applicant: Date Signed:

PART II – Verification of Advanced Practice Education

Educational Institution Instructions: Please complete the following information, noting any exceptions to the information requested. Please fill out all portions of this form and mail to the Louisiana State Board of Nursing (LSBN) at the address noted above. An official set of the applicant's conferred transcripts must also be mailed to LSBN directly from the School.

Name of Educational Institution: ___________________________________________________________________________

I certify that ___________________________________________________________ completed the advanced nursing program indicated below and completed ALL requirements for conferring a Master’s degree in nursing or Post Graduate award/certificate as of the date this form has been signed and not after.

Type of Advanced Nursing Educational Program: [ ] * Certificate [ ] Diploma [ ] Masters [ ] Other (specify): [ ] Post Graduate [ ] Doctorate

Advanced Practice Role: [ ] Certified Nurse Midwife (CNM) [ ] Certified Registered Nurse Anesthetist (CRNA) [ ] Clinical Nurse Specialist (CNS) [ ] Certified Nurse Practitioner (CNP)

* Certificate or Diploma only applicable if enrolled prior to December 1995

Provide the specific APRN Role and Population Focus completed by graduate: (Examples: CRNA; CNM; Family NP; Adult NP; Pediatric NP; Adult Psychiatric Mental Health CNS, etc.)

Date Enrolled: __________________ Date Completed (provide month, day, and year): __________________

(SEAL)

Signature of Program Administrator __________________ Date Signed __________________
FINGERPRINT INSTRUCTIONS FOR CRIMINAL BACKGROUND CHECK (CBC)

1) Authorization Forms: Complete, sign and date both CBC authorization forms included on the pages that follow these instructions.
   * CBC1a: Authorization for Criminal Background Check – Page I
   * CBC1b: Authorization for Criminal Background Check – Page II

   Submit the authorization forms to LSBN at the address above together with the two (2) fingerprint Federal Bureau of Investigation (FBI) cards.

   *Students submit completed cards to the office of your program head.

2) Fingerprinting: Submit to the LSBN office two (2), separate official FBI level fingerprint cards on the fingerprint form FD-258. Fingerprinting must be completed by trained individuals who are authorized to provide fingerprinting services at their agency (i.e. law enforcement facilities including state or local police/sheriff’s offices, campus security, private vendors). Contact the agency to inquire about the procedures, fees and locations for fingerprinting services. If the agency does not have blank FBI cards, print paper cards at the following link to bring to the agency for fingerprinting services: https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view.

   Each of the two (2) FBI cards need a separate and distinct set of your fingerprints. If the agency utilizes an electronic scan system (‘LiveScan’), request they scan both hands for your fingerprints and print the first (1st) FBI card, then scan your hands again to print your fingerprints on the second (2nd) FBI card.

   The following suggestions may improve the quality of your fingerprints to ensure LSBN receives the results of your CBC promptly:
   - Hands must be clean and dry. Wash your hands vigorously with warm water and dry thoroughly immediately prior to being fingerprinted.
   - If hands are very dry or cracked, wash hands and apply a touch of moisturizer onto fingertips, removing any excess lotion with paper towel prior to being fingerprinted. This may help raise the ridges for printing.

   L.A.C.46:XLVII.3330 J-K states:
   - If the fingerprints are returned from the Department of Public Safety as inadequate or unreadable, the applicant, or licensee must submit a second set of fingerprints and fees, if applicable, for submission to the Department of Public Safety.
   - If the applicant or licensee fails to submit necessary information, fees, and/ or fingerprints, the applicant or licensee may be denied licensure on the basis of an incomplete application or, if licensed, denied renewal, until such time as the applicant or licensee submits the applicable documents and fee.

   View both FBI cards before you leave the fingerprinting agency where you’re being fingerprinted. If any of the fingerprints appear too light or too dark, or are obviously smudged, or are outside of the boxes on the fingerprint card, request that the technician prepare an additional set of cards and submit both sets (all four cards) along with your forms. Protect all FBI cards from smudges. Do not fold or staple. Do not submit 2 copies of the same prints.

   All fingerprint cards must be signed by the applicant/nurse with all sections filled out completely with the exception of the “employer and address” section.

3) Fee due to LSBN for CBC:
   - $39.25 – Paid electronically with submission of applications through the Louisiana Nurse Portal.
   - Contact the LSBN office about payment of the fee if you are submitting to a background check and have not submitted the fee in association with an application.

   NOTE: If you are submitting to a CBC because you are applying for licensure or permission to enroll in clinical nursing courses, please read the application instructions carefully regarding payment of fees. Some application instructions will provide a ‘total fee’ to submit along with the application which may include the CBC fee noted above.

***Criminal history records check is authorized under the Nurse Practice Act, Louisiana Revised Statutes 37:920.1

Revised: 2/08, 6/11, 3/12, 2/15, 8/18, 11/18, 12/18, 6/19, 11/20
Criminal history records check is authorized under the Nurse Practice Act, Louisiana Revised Statutes 37:920.1. See instructions for submission of fees.
Authorization for Criminal Background Check (CBC) – Page II

APPLICANT PROCESSING-DISCLOSURE
BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION
P.O. BOX 66613 (MAIL SLIP A-6)

LOUISIANA STATE BOARD OF NURSING
AGENCY

17373 Perkins Road
MAILING ADDRESS

Baton Rouge   LA   70810
CITY     STATE      ZIP CODE

Provide/print the following information below:

_/   _/
APPLICANT’S FULL NAME (print)   DATE OF BIRTH   RACE    SEX

SOCIAL SECURITY NUMBER

ALL INFORMATION RELEASED MUST REMAIN STRICTLY CONFIDENTIAL AND ONLY THOSE AUTHORIZED BY LAW TO RECEIVE THIS INFORMATION MAY SUBMIT A REQUEST.

DO NOT WRITE BELOW THIS LINE: (FOR BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION USE ONLY

NOTICE: The response to your request for a criminal history check is based on a review of the State of Louisiana’s criminal history records database as is available at the time of request. This does not preclude the possible existence of conviction information not available in our database.

CRIMINAL HISTORY DETERMINATION:

☐ RAPSHHEET ATTACHED

☐ RESPONSE BELOW

FORM NBR: CBC – 1b
REQUEST CORRECTION TO APPLICATION

Complete and submit this form if you have submitted an application online that is currently being processed and you have made an error in completion of that application and are requesting to make a correction to the information provided. Do not submit this form if you submitted the wrong application or wish to revise your response to eligibility questions #1-20. You may be asked to provide additional supporting documentation to support your request. Applicants are expected to complete all applications and forms carefully, correctly, and accurately. Incorrect or incomplete applications will delay processing of an application. Falsifying applications is a violation of the Louisiana Nurse Practice Act and LSBN Rules.

*** Submit this form by composing and sending a message through the Message Center in your Louisiana Nurse Portal account. Select the application type as the topic of the message and upload this completed document as an attachment when sending the message.

Name: __________________________________________ Date of Birth: __________________________________________

Last 4 digits of social security#: __________________________________________

Application type submitted with an error (i.e. endorsement, student clinical, etc.): _______________________

Select One:

☐ I am requesting to revise an error in my request for controlled substance privileges.

☐ I am requesting to revise an error in my demographic information (i.e. spelling of name, date of birth, etc.).

☐ I am requesting to revise an error in my ____________________________________________________.

All applicants must provide specific details below regarding the error made and correction requested:

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

________________________________________________________ ______ ______________
Signature of Applicant   Date

Revised 11/2018