

Louisiana State Board of Nursing

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INSTRUCTIONS FOR APPLYING FOR APRN LICENSURE BY REINSTATEMENT

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 you an APRN license.

Following are instructions to apply for Advanced Practice Registered Nurse **licensure by reinstatement**. This application is to be completed if you were previously licensed as an APRN in Louisiana, but that license is inactive/lapsed. 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 not previously been licensed in Louisiana but are currently licensed as an APRN in another state or jurisdiction*, please see the separate application to apply for APRN licensure by Endorsement available on the LSBN portal. **An APRN license cannot be reinstated until the Louisiana RN licensure status is active.**

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. This application fee is \$100, and the fee for a criminal background check is \$39.25 if required as indicated below (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 REINSTATEMENT

1. Possess a current/valid, unrestricted Louisiana Registered Nurse (RN) license;
2. Have previously been licensed in Louisiana as an APRN;
3. Possess current national certification in the specific APRN role and population focus for which you are applying to LSBN for licensure;

****If the APRN is applying for reinstatement of an advanced practice role and population focus where national certification was not available at the time original Louisiana licensure was issued (i.e. by grandfathering"/commensurate provisions), contact the Director of the APRN department at LSBN for further information.**

4. Possess current clinical practice/competency or completion of the APRN educational program within 2 years;

SECTION B: REQUIREMENTS FOR COMPLETING THE APPLICATION

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

2. Applicant must cause to have mailed or emailed directly to the LSBN **Verification of Certification** sent directly to the LSBN by the certifying body;
3. Applicant must submit an APRN Verification of Practice Form - VOP. This form must be given to the APRN applicant's current employer to complete/sign. Applicant must submit the form to LSBN. If not currently working, have this form completed by the last nursing employer.
4. An original, signed, notarized "**Affidavit of Verification**" sent directly to the LSBN office **via US postal mail**; and
5. Applicant must submit to a **criminal background check (CBC)** if your Louisiana APRN license has been Inactive, Delinquent or Retired for *five (5) years or more*, or you have not previously submitted a CBC to LSBN. 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** if you meet the aforementioned requirement for submission. A complete CBC packet consists of: two (2) CBC authorization forms, two (2) FBI fingerprint cards, and the CBC fee.

NOTE – *If* you wish to have your fingerprints scanned in person ('LiveScan') at the Louisiana State Board of Nursing (LSBN) office, you must bring a copy of your receipt generated after you have successfully completed and submitted your APRN application for APRN licensure. You must also bring an additional \$10.00. Only a Money Order *or* Bank Cashier's Check are accepted. 'LiveScan' fingerprinting must be completed before 3:00 pm central standard time (CST). The LSBN office opens at 8:30 am (CST) but closed for all state and federal holidays. Please try to arrive at the LSBN office by midday to allow sufficient time for processing if using the 'LiveScan' CBC option. The nurse must have submitted the application electronically prior to presenting for the 'LiveScan'.
6. 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 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; *or*
- have applied (or now applying) to LSBN for reinstatement of your prior Louisiana APRN license, and national recertification is pending; *or*
- 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.