

LOUISIANA STATE BOARD OF NURSING
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**INSTRUCTIONS FOR
INITIAL LICENSURE BY EXAMINATION FOR REGISTERED NURSES**

- This application is for Louisiana Registration for RN Licensure by Examination. Registration in Louisiana is mandatory to practice as a Registered Nurse.
- Please read all application instructions before completing your application.
- By submitting the application for initial licensure, you are attesting that you have read and understand the Louisiana Nurse Practice Act (NPA) and Rules and Regulations that govern licensure in Louisiana. The NPA and The Rules and Regulations may be accessed on our website at www.lsbns.state.la.us.

Eligibility criteria for applicants by examination include:

- ♣ Completion of a nursing education program approved by the Board, or completion of a nursing program that meets or exceed the educational standards for programs in Louisiana;
- ♣ Freedom from restriction of any form by any nursing or health regulatory board in any state;
- ♣ No civil or criminal charges pending;
- ♣ No allegation of cause for denial of licensure;
- ♣ MUST have US Social Security Number;
- ♣ Submit application to the Board at least 60 days prior to graduation;
- ♣ An official transcript verifying RN degree conferred or RN Diploma Granted must be submitted to the LSBN directly from the educational institution; and
- ♣ MUST Pass the NCLEX-RN within four attempts and within four years of graduation.

Internationally Educated Nurse Graduates

*If you are a graduate of a nursing school program outside of the United States and have already taken the NCLEX-RN or State Board test Pool Examination (SBTPE) you must apply for Licensure through Endorsement.

* If you have never taken the NCLEX-RN or the SBTPE you must complete an application for Licensure by Examination and register with PearsonVue.

* Full instructions for International Education Nurse may be accessed through the nurse portal at www.lsbns.state.la.us/Portals/1/Documents/Forms/IEN.pdf.

U.S. SOCIAL SECURITY NUMBER

- All applicants applying for licensure in Louisiana are required to have a Social Security Number issued by the United States Social Security Administration. Social security numbers from Canadian Provinces are not accepted.
- Your social security number is used to verify your identity for licensing purposes as well as compliance with the Federal codes outlined below. All endorsement applicants must include their U.S. social security number **on the licensure by examination application**
 - United States Federal Code (U.S.C.) Title 42, chapter 7, subchapter IV, part D, §666 (a) (13) (A) states: *Recording of social security numbers - Procedures requiring that the social security number of – any applicant for a professional license,...(or) occupational license,...be recorded on the application;*
 - Additionally, the Code of Federal Regulations (CFR) Title 45, part 61, subpart B §61.7 regarding reporting final adverse actions against health care providers and practitioners states: *Federal and State licensing and certification agencies must report to the HIPDB (Healthcare Integrity and Protection Data Bank) ... personal identifiers, **including** social security number.*

All Applicants MUST submit the following documents through the Nurse Portal:

- ♣ Application
- ♣ Supporting documents identified on application
- ♣ Verification of out of state testing (if applicable)
- ♣ Notarized Affidavit of Verification
- ♣ Accommodation Request Documents
- ♣ Demographic Changes- Name, Phone, Email address, Postal Address
- ♣ Completed Affidavit of Graduation (graduates of programs not on the Louisiana approved program list on the LSBN website)

Applicants MUST submit the following documents through postal mail (after submission of application):

- ♣ Criminal Background Check packet (If not submitted with Clinical Approval Application)
 - ♣ 2 fingerprint cards
 - ♣ Fingerprint Authorization forms
- ♣ Copy of verification of fee payment (\$38.00) submitted via portal (if applicable as above)
- ♣ Original Verification of out of state testing (if applicable)
- ♣ Original Notarized Affidavit of Verification (all applicants)
<http://www.lsbns.state.la.us/Portals/1/Documents/Forms/AffadavitofVerificationRN.pdf>

- ♣ Original Affidavit of Graduation completed by nursing education program head (For graduates of programs not on the Louisiana approved program list on the website, you will be required to upload a copy in the portal and submit the original via postal mail)

Louisiana Nursing Education Program Administrators MUST submit the following documents through the Portal:

- ♣ Affidavit of Graduation

Louisiana Nursing Education Program Administrators MUST submit the following documents to LSBN through postal mail:

- ♣ List of applicants submitting applications
- ♣ List of applicants graduating

All Nursing Education Program Administrators MUST submit the following documents through the postal mail:

- ♣ Transcript with undergraduate nursing degree conferred

Transcript Requirements

- ♣ Official Transcripts with degree conferred must be sent from school to the attention of the Education Department.
- ♣ Transcripts delivered by applicants are not acceptable as official transcripts.
- ♣ Schools using third party vendors for submission of transcripts must have a letter on file with LSBN for acceptance.
- ♣ All pre-requisites and nursing courses must be identifiable on transcript with credit hours granted. If your program does not identify this, it is your responsibility to send all original transcripts.
- ♣ If nursing education was split between more than one institution, an official transcript from each institution is required.
- ♣ Transcripts with Nursing Courses identified only by a number (i.e. Nursing I, Nursing VIII) may be requested to supply curriculum plan and course descriptions from the time of study to identify care across the lifespan and clinical hours for each nursing course.

COMPLETION OF APPLICATION

General Information

NOTE: Incomplete Applications cannot be processed

- All documents must be accurately completed. This application and all documents submitted will be a permanent part of your record. Answer all questions honestly as the Board may deny your application if you provide false information or if you fail to provide relevant information.

- Please use your full legal name. Nicknames are not acceptable. If your birth certificate name is significantly different from your current legal name (other than marriage), attach a letter of explanation. Documentation may be required. If your name changes after the forms are submitted, a notarized statement showing the change or marriage certificate must be submitted to the Board's office. (If you are using a hyphenated name, please make sure to use it on all forms.)

- The applicant will be notified via the nurse portal when the application has been approved or if additional information is needed. Check the Nurse Portal for status updates and correspondence as well as the e-mail entered as the username for correspondence.

- Email address- Must use personal e-mail for Board correspondence. (do not use e-mail for school)
- Applicant is responsible for changing contact information in the Nurse Portal.

NOTE: Mail regarding Licensure cannot be forwarded.

- Forms may be accessed through the Nurse Portal (Refer to previous instructions for method of submission to LSBN. Please keep your original for your files).

<http://www.lsbm.state.la.us/Education/RNStudents.aspx>

1. Verification for registration and/or testing with other Boards of Nursing
2. Accommodations Documents
3. Clinical Diagnostician Form
4. Criminal Background Check Packet (original Signature Must be submitted)
5. Affidavit of Graduation (out of state graduates)
6. Affidavit of Verification

<http://www.lsbm.state.la.us/Portals/1/Documents/Forms/AffadavitofVerificationRN.pdf>

Criminal Background Check

APPLICANTS WHO HAVE SUBMITTED A CRIMINAL BACKGROUND CHECK TO LSBN WITH AN APPLICATION FOR PERMISSION TO ENROLL IN CLINICAL COURSES IN LOUISIANA ARE NOT REQUIRED TO SUBMIT A NEW CRIMINAL BACKGROUND CHECK PACKET UNLESS DIRECTED BY LSBN STAFF.

APPLICANTS WHO HAVE NEVER SUBMITTED A CRIMINAL BACKGROUND CHECK PACKET TO LSBN MUST SUBMIT A COMPLETE PACKET

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 since an incomplete application or, if licensed, denied renewal, until the applicant or licensee submits the applicable documents and fee.

Instructions for submission of a criminal background check packet:

*Instate applicants submit the packet to their school of nursing.

*Applicants from out of state programs submit the packet via postal

1. Download the Licensure Exam Fingerprint Instructions and Authorization for Criminal Background Check form from the LSBN website.
2. Each of the two (2) FBI cards need a separate and distinct set of your fingerprints. If the agency utilizes an electronic scan system, request that they scan your fingerprints and print the first FBI card, then scan your fingerprints again and print the second FBI card.
3. The fee for the fingerprint process is \$38.00 is paid through the Nurse Portal
4. Print off a copy of confirmation of application submission and fee payment and mail to LSBN with the fingerprint packet.
5. Submit original cards, authorization forms, and copy of verification of submission of application and payment via post service.

Fees

- All fees must be submitted through the Nurse Portal. All fees are non-refundable.
\$100.00 for Application for Licensure by Examination
\$38.00 for Criminal Background Check (if applicable)

Temporary Permits

• In accordance with R.S. 37:920, the Board of Nursing may issue temporary permits to practice as a registered nurse. Working permits may be issued to a graduate of an approved school pending the results of the first licensure examination, provided:

1. Examination is taken within 3 months of graduation
2. Person resides in Louisiana and plans to work in Louisiana
3. No evidence of violation of LAC 46: XLVII:3331 and
4. There are no allegations or acts of omission which constitute grounds for disciplinary action as defined in R.S.37:921 and LAC 46: XLVII:3403 and 3405.

• The RN Applicant temporary permit is good for 90 days from the date of graduation of the candidate. Permits are verifiable on LSBN website after the Board receives written notice from the educational program of satisfactory completion and a final Conferred Degree transcript, which shows the degree and the date the degree was granted. Temporary permits become null and void 90 days after graduation or when NCLEX results are received (whichever occurs first).

- Please allow up to three weeks after your graduation date to verify issuance of your temporary permit on the LSBN website.

During graduation time, LSBN experiences high volume of transcripts and processes them in order of receipt. Please do not call the LSBN to see if transcript has been received.

- You may register for Pearson Vue when you submit your application to LSBN. You do not have to wait for Temporary Permit to register for an ATT.

Registering for the NCLEX-RN

- You must register with PEARSON VUE.
- Registration can be done as soon as you submit your application. You do not have to have a temporary permit to register. Waiting until after receiving permit will result in a delay of receiving an ATT.
- The registration form is available online at www.pearsonvue.com/nclex
- You may register by telephone by calling (1-866-496-2539). You may use a valid VISA, MasterCard or American Express credit card. • Payment is to be made to the NCLEX OPERATIONS. Payment options and instructions are available at www.pearsonvue.com/nclex.

Eligibility (authorization to test) for NCLEX-RN

- Once LSBN has official transcripts with conferred degree, LSBN confirms eligibility for Licensure.
- An Authorization to Test will be sent from NCSBN PearsonVUE
- Instructions and a list of testing sites will be included with the Authorization to test

NCLEX-RN Results

- Official Examination results are released to the candidate within three weeks after testing.

It is the candidate's responsibility to maintain current contact information in the Nurse Portal (e-mail and mailing address).

**NCLEX-RN results are not provided by telephone.

**Licensure results cannot be forwarded.

- Quick Results Service is available through Pearson VUE website (www.pearsonvue.com/nclex) for a fee. These are unofficial results and cannot be used to authorize practice. Please wait two business days after your test before requesting these unofficial results. After signing into the website, follow the instructions for Quick Results Service to order and pay for these services.

- If a candidate fails the NCLEX-RN, the retake exam application may be accessed through the Nurse Portal. Registering for PearsonVUE is required.

NOTE: Candidate will not be able to schedule a test less than 45 days from original test date.

- Candidates unsuccessful in other states and are now applying to Louisiana are required to complete Initial Licensure by Examination application and provide verification of previous testing.

www.lsbm.state.la.us/Portals/1/Documents/Forms/OOSNCLEXVerificationForm.pdf

- Unsuccessful applicants **may not** be employed as RN Applicants. The RN Applicant permit becomes null and void once NCLEX results are issued by LSBM.

- Please refer to LSBM Rules and Regulations LAC 46: XVII.4303 (Employment of Unlicensed Persons)

- **Applicants for licensure by examination shall pass the exam within four attempts and within four years of graduation (LAC 46: XLVII.3325.D)**

- Four attempts include testing for any other jurisdiction prior to Louisiana