

LOUISIANA STATE BOARD OF NURSING

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APPLICATION INSTRUCTIONS FOR INITIAL LICENSURE BY EXAMINATION FOR REGISTERED NURSES

GENERAL INFORMATION

- **This application is for Louisiana Registration by Examination.** Registration in Louisiana is mandatory to practice as a Registered Nurse.
- **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;
 - Pass the NCLEX-RN within four attempts and within four years of graduation;
 - Submit application to the Board at least 60 days prior to graduation; and
 - An official transcript verifying RN degree conferred or RN Diploma granted must be submitted to the LSBN directly from the educational institution.
- If you are a graduate of a nursing school program *outside* of the United States, you may *not* apply for licensure by examination. Please contact the Board office for information about applying by *Endorsement*.
- **Please read all application instructions before completing your application.**
- By signing 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 at our website, www.lsbn.state.la.us.

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SECTION I APPLICATION FOR LICENSURE AS REGISTERED NURSE BY EXAMINATION

- **Application for initial licensure must be downloaded with hard copy mailed to the Louisiana State Board of Nursing (LSBN); and the application forms may not be submitted electronically as notarized affidavits are required.**
 - 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 than 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.)
 - **NOTE: Incomplete Applications cannot be processed.**
 - Should your address change after submitting forms, immediately notify the Board's office in writing. Failure to change your address with the Board can result in a delay of your receipt of the examination results.
 - **NOTE: Mail regarding Licensure cannot be forwarded.**
 - **Most nursing programs collect completed applications from their graduates to enable the program head to complete the affidavit verifying the graduates' candidacy for graduation. The program head generally sends applications as a bundle to the LSBN.**

SECTION II TRANSCRIPT REQUIREMENTS

- Official Transcripts with *Degree Conferred* must be sent from school to the attention of the Education Department.
- Transcripts delivered by student 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 and grade.
- If graduated from an LPN-RN bridge program, official LPN transcript must be submitted.

- All course work required in the curriculum must be identified on the official transcript. If nursing education courses were taken at more than one institution, LSBN will need an official transcript from each institution.
- Transcripts with Nursing Courses identified only by a number (i.e. Nursing I, - Nursing VIII) **must** supply curriculum plan and course descriptions from the time of study to identify care across the lifespan and clinical hours for each nursing course.

SECTION III TEMPORARY PERMITS

- **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 must allow up to three weeks after your graduation date and issuance of transcript by school to verify issuance of your temporary permit on LSBN website.**
- 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 LAC46: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.
- You may register for *Pearson* when you submit your application to LSBN. You do not have to wait for Temporary Permit to register for ATT.
- The RN Applicant's *temporary permit is good for 90 days from the candidate's date of graduation*. 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.
 - ❖ **Please allow up to three weeks after your graduation date to verify issuance of your temporary permit on LSBN website.**

Temporary permits become null and void 90 days after graduation or when NCLEX results are received (Whichever occurs first).

SECTION IV FINGERPRINT CARD PACKETS

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 WITH THEIR APPLICATION.

Instructions for submission of a criminal background check packet:

- You may obtain cards at Law Enforcement Agencies. However, the Cards must have demographics on the front.
OUT OF STATE EXAM APPLICANTS -- You may download the forms from LSBN website under "EDUCATION" and request cards from LSBN or obtain cards at Law Enforcement Agencies. However, the Cards must have demographics on the front.
- Download the Licensure Exam Fingerprint Instructions and *Authorization for Criminal Background Check* form from the LSBN website. **NOTE:** The *Authorization for Criminal Background Check* form **MUST** accompany the print cards.
All forms can be located at: <http://www.lsbn.state.la.us/Education/RNStudents.aspx>
- 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.
- **The fee for the fingerprint process is \$40.75 in the form of a money order payable to the LSBN.** The fee and the completed fingerprint forms *must* accompany the fingerprint cards and the application for licensure.

SECTION V FEES

- **All fees must accompany the application.** Applications will not be processed unless fees are submitted. All fees are non-refundable.
- **Remit in the form of a money order or a cashier's check, the fee of \$100.00 payable to LSBN.**
- **Remit with the application and fee noted above, the fingerprint card packet, and a money order for \$40.75 made payable to the LSBN.**
- **NOTE: You may submit both fees to LSBN in one money order.**

SECTION VI REGISTRATION FOR NCLEX-RN AND AUTHORIZATION TO TEST

- You must register with PEARSON VUE receive an ATT after graduation.
- 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 ATT.
- The registration form is available online at www.pearsonvue.com/nclex
- You may register by telephone using a valid VISA, MasterCard or American Express credit card. (1-866-496-2539)
- Payment of \$200.00 is to be made to the NCLEX OPERATIONS. Payment options and instructions are available at www.pearsonvue.com/nclex.
- Once LSBN has official transcript(s) with *Conferred Degree*, eligible candidates will be made eligible with Pearson VUE.
- An Authorization to Test will be sent from NCSBN Pearson VUE within two weeks.

SECTION VII EXAMINATION RESULTS

- A list of testing sites will be included with the Authorization to Test.
- Official Examination results are mailed to the candidate **within three weeks after testing.**
**NCLEX-RN results are not provided by telephone.
- 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 in on the website, follow the instructions for Quick Results Service to order and pay for these services.

SECTION VIII UNSUCCESSFUL APPLICANTS

- If a candidate fails, LSBN will issue instructions to request re-take of the NCLEX-RN examination **within three weeks after testing.** **NCLEX-RN results are not provided by telephone.
- Candidates may re-register with the Board and Pearson VUE, but will not be able to schedule a test less than 45 days from original test date.
- Unsuccessful applicants may not be employed as RN Applicants. The RN Applicant permit becomes null and void once NCLEX results are sent by LSBN.
 - Please refer to LSBN Rules and Regulations LAC46;XVII:4303 (Employment of Unlicensed Persons)
- Applications for licensure by examination shall pass the exam within four attempts and within four years of graduation (LAC46;XLVII:33325.D)
 - Four attempts include testing for any other jurisdiction prior to Louisiana.

SECTION IX LICENSURE

- Candidates verify their licensure status via the LSBN website, www.lsbn.state.la.us. Once at the website, click on licensure verification and provide the information requested which includes the candidate's social security number.

Please allow 3-5 business days to verify your licensure online.

Unexpired temporary permits will remain valid until official RN License is issued and results are mailed by LSBN

- Official results and Certificate of Initial Louisiana Licensure will be mailed to the address of record within 2 weeks of licensure.
- The RN Applicant permit becomes null and void once NCLEX results are received.

SECTION X SUMMARY AND CHECK LISTS

FIRST TIME CANDIDATES

- Application for Initial Licensure Form
- Bureau of Criminal Identification Forms (2 forms) (**if required** - see Fingerprint section)
- 2 Fingerprint cards (**if required** - see Fingerprint section)
- Cashier's check or money order for **\$100.00** made payable to the LSBN
- Money Order for **\$40.75** made payable to LSBN (**if required** - see Fingerprint section)
- 2"x 2" **Passport** photo with candidate's signature and date photo was taken on the back
- Registration with NCSBN Pearson VUE to take NCLEX-RN examination. (**Do not send the \$200.00 NCLEX fee to the Board.**)
- Graduates of Excelsior College** must submit web verification from LSBPNE and Transcript verifying LPN or completion of 50% of a traditional program

NOTE: The LSBN must receive an official transcript directly from the candidate's institution. Eligibility to take NCLEX may not be made without an official *Degree Conferred* transcript. A temporary permit or registered nurse license may not be issued until the official transcript of the candidate bearing the seal of the institution granting the degree or diploma is in the LSBN office.

EX01

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