

Louisiana State Board of Nursing
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www.lsbn.state.la.us

INSTRUCTIONS FOR APPLYING FOR INITIAL RN LICENSURE BY EXAMINATION

We are pleased that you are requesting licensure as a Registered Nurse (RN) in Louisiana. You may not practice as an RN or utilize any associated titles in Louisiana until after the Louisiana State Board of Nursing (LSBN) has issued a RN license to you or you must have a privilege to practice under a multistate license (MSL) issued by the nursing regulatory agency in your primary state of residence.

Applications for licensure are online through Louisiana's Nurse Portal at: <https://lsbn.boardsofnursing.org/lsbn>.

This application is for RN Licensure by Examination. Please read all instructions before completing your application.

Louisiana is a member of the Nurse Licensure Compact (NLC). See Section I for important information about the NLC and the MSL. You must declare Louisiana as your primary state of residence within the application to be eligible for consideration for a MSL. If you do not declare Louisiana as your primary state of residence or are otherwise not granted a MSL and you receive a single state license from LSBN, you are only authorized to practice in Louisiana.

By submitting the application for 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 Rules and Regulations may be accessed on our website at www.lsbn.state.la.us.

During the online application process, be prepared to:

- ▶ upload a copy of a current government issued photo ID in PDF format;
- ▶ declare and attest that Louisiana is your primary state of residence (PSOR);
- ▶ upload documents in PDF format that are associated with any "yes" response to compliance questions if applicable (i.e. documents related to past arrests, documents related to malpractice payouts, court documents, etc.);
- ▶ pay fees via credit card;
- ▶ send to the LSBN office via US postal mail the completed CBC packet and affidavit of verification described below in Section B;
- ▶ upload and submit accommodation request documents (if applicable). Obtain forms at <http://www.lsbn.state.la.us/Education/RNStudents.aspx>; and
- ▶ upload and submit verification of out of state testing (if applicable). Obtain forms at <http://www.lsbn.state.la.us/Education/RNStudents.aspx>

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

You will be notified through the message center in 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 through the Nurse Portal or to the email address associated with the Nurse Portal account.

NOTE: Louisiana nursing licenses initially issued are **calendar** year licenses. Check your license expiration date carefully, as you are responsible for renewing before the expiration date to maintain an active license. 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.

The following are instructions to apply for RN licensure in the State of Louisiana **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 been licensed as an RN *in another U.S. State*, please see the separate instructions and forms on how to apply for initial RN licensure by Endorsement on the LSBN website or in the LSBN Nurse Portal. If you were previously licensed as an RN in Louisiana, but that license is inactive or retired, instructions and forms on how to apply for Reinstatement are also available on the LSBN website and in the LSBN Nurse Portal.

If you wish to be informed regarding when documents are received in the LSBN office, please send them via a trackable method so that you can track such documents and processes.

SECTION A: ELIGIBILITY CRITERIA FOR RN LICENSURE BY EXAMINATION

1. Applicant must have successfully completed a nursing education program approved by the Board or completed a nursing program that meets or exceeds the educational standards for programs in Louisiana;
2. Applicant must successfully pass the NCLEX-RN Examination **within four attempts and within four years of graduation**;
3. Applicant must have no grounds for or pending disciplinary action by any nursing or other health regulatory board in any US state or in a country outside the US;
4. Applicant must have no pending civil or criminal charges in any US state or in a country outside the US;
5. Applicant must have evidence of proficiency in the English language if a graduate of a nursing program offered internationally;
6. Applicant must have been issued a United States Social Security Number (SSN). Social insurance numbers from Canadian Provinces are not accepted;
7. In order to be eligible for a multistate license issued by Louisiana, the applicant must meet the criteria above **and** all of the following:
 - a. Have no state or federal felony convictions;
 - b. Have no misdemeanor convictions related to the practice of nursing (determined on a case-by-case basis);
 - c. Not currently be a participant in an alternative program;
 - d. Self-disclose participation in an alternative program; and
 - e. Declare Louisiana as your primary state of residence.

SECTION B: REQUIREMENTS FOR COMPLETING THE APPLICATION

1. Applicant must submit a completed application for examination, fees and other required documents. If the applicant or licensee fails to submit necessary information, fees, fingerprints, forms or other requested and required documents, the applicant may be denied licensure;
2. Applicant must submit an original, signed, notarized **Affidavit of Verification** sent directly to the LSBN office via US postal mail. Obtain the form at:
<http://www.lsbn.state.la.us/Portals/1/Documents/Forms/AffadavitofVerificationRN.pdf>;
3. Applicant must submit to a **criminal background check (CBC)** as part of the licensure process and as authorized under the Nurse Practice Act, Louisiana Revised Statutes 37:920.1. Obtain the forms and instructions at <http://www.lsbn.state.la.us/Portals/1/Documents/orbs/ENDFingerprintAuthorizationsForm.pdf>. LSBN does not offer a “walk-through” service.

The CBC packet along with a copy of your receipt of payment must be submitted *directly to LSBN via postal mail or dropped off in person after* you have submitted the application. A complete CBC packet consists of: two (2) CBC authorization forms and two (2) FBI fingerprint cards. If the fingerprints are determined to be of low quality or returned from the Department of Public Safety as inadequate or unreadable, the applicant must submit an additional set of fingerprints and fees, if applicable, for submission to the Department of Public Safety.

4. Applicant must 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.
5. Applicants that have never taken the NCLEX-RN must register with Pearson VUE (see section G). Registration should be done immediately after you submit your application for licensure. Registering with Pearson VUE before you have submitted an application for licensure or delaying registration with Pearson VUE will cause delays in processing your application.

SECTION C: RN TEMPORARY PERMITS

LSBN offers a 90-day temporary graduate permit that allows the applicant to practice nursing in Louisiana until full RN licensure can be issued. The permit does not authorize practice in any other state or jurisdiction.

1. Working permits may be issued to a graduate of an approved school pending the results of the first licensure examination, provided:

- Examination is taken within 3 months of graduation;
- Applicant resides in and plans to work in the state of Louisiana;
- There is no evidence of violation of LAC 46: XLVII:3331;
- 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 Board must receive evidence of completion of the nursing program.
 - For in-state programs, this evidence must be provided from the school through the Affidavit of Graduation Portal, available only to the educational program, indicating the program was successfully completed **and the degree was conferred**;
 - For out-of-state programs, this evidence must be provided from the school through completion of the Affidavit of Graduation form **and submission of an official transcript** indicating the degree was conferred.
- The Board must receive approval from the school through an Affidavit of Graduation form, indicating the program was successfully completed and the degree was conferred (for programs that have not been approved by LSBN);

2. The RN Applicant temporary permit is **good for 90 days from the date of graduation** of the candidate.

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

4. Allow up to three weeks after your graduation date to verify issuance of your temporary permit on the LSBN website.

SECTION D: FEES

\$139.25 - application for licensure by examination. This total includes: \$100.00 application fee and \$39.25 CBC processing fee.

All fees are non-refundable and must be paid electronically through the Nurse Portal.

SECTION E: ADDITIONAL REQUIREMENTS FOR INTERNATIONALLY EDUCATED NURSES (IENs)
(educated outside the US)

IENs applying for licensure are required to provide a detailed report from an approved credentials evaluation service. The credentials evaluation services must provide a detailed report directly to LSBN for review. A certificate or brief report is not acceptable for the purposes of issuance of licensure. LSBN accepts the Credentials Evaluation Service Report (CESPR) from the Commission on Graduates of Foreign Nursing Schools (CGFNS-<https://www.cgfns.org>) and the credentials evaluation report from Josef Silny & Associates, Inc. International Education Consultants (<https://www.jsilny.org/pdf/nursing.pdf>).

NOTE: IENs are not eligible for the 90-Day Temporary Permit.

All IENs must have been issued a US SSN. If you do not have a US SSN:

- 1) Contact the US Social Security Administration directly and apply at www.ssa.gov. This process can be lengthy and should be started as soon as possible. RN licensure will not be issued without a US SSN.
- 2) Applicants will not be able to apply for or be issued licensure without a US SSN. Applicants should apply for licensure AFTER they have received their US SSN. Please contact the LSBN board office (endorsements@lsbn.state.la.us) with any questions and for further instructions.

Options for licensure:

1) Licensure by **examination** (applies to IENs who have not taken the NCLEX-RN or SBTPE in any country, US state or territory):

- *A: Contact the Commission on Graduates of Foreign Nursing Schools (CGFNS) and register to take the CGFNS Qualifying Exam. After you have passed the CGFNS Qualifying Exam, you must have CGFNS issue an official certificate directly to the LSBN.
 - *B. Contact an approved credentials evaluation services as indicated above (CGFNS or Josef Silny & Associates, Inc.) and request that the required report be issued directly to LSBN.
 - *C: Pass an English proficiency examination administered by either the Test of English as a Foreign Language (TOEFL or TOEFL iBT); the International English Testing System (IELTS) (academic version); the Test of English for International Communication (TOEIC); the Pearson Test of English (PTE Academic); or the Michigan English Language Assessment Battery (MELAB). After you have passed the examination, you must have a test report from the educational testing service issued directly to LSBN.
 - *D: Complete and submit an application for **licensure by examination** to the LSBN, along with required fees and supporting documents, including a copy of current/valid government issued photo identification (i.e. US Residency Card or Green Card, passport or driver's license).
 - *E: After LSBN staff has received all necessary fees and documents, staff will determine your eligibility status to sit for the NCLEX-RN. You will be notified in writing when the review process has been completed.
- *If you have attempted to take the NCLEX-RN examination four times and have been unsuccessful or if it has been greater than four years since you graduated from the nursing education program, you are not eligible for RN licensure by examination in Louisiana.**

2) Licensure by **endorsement** (applies to IENs who have taken the NCLEX-RN in any country, US state or territory):

See the separate instructions and application for endorsement on LSBN's website.

SECTION F: RESPONSIBILITIES OF LOUISIANA NURSING EDUCATION PROGRAM ADMINISTRATORS

1. Use the Affidavit of Graduation portal to review and approve graduates for the NCLEX-RN. Program administrators may only provide final attestation and **approval of the affidavit indicating that the student has successfully completed the nursing education program AFTER the degree has been conferred.** Program administrators must not provide the attestation prior to the graduation date. Doing so may delay processing of applications and effect program approval;
2. Submit a list of applicants from their program that are submitting applications to LSBN; and
3. Submit a list of applicants graduating.

***Do not submit transcripts from in-state programs** that have been approved by LSBN as listed on the website: <http://www.lsbn.state.la.us/Portals/1/Documents/Forms/Schools.pdf>.

SECTION G: RESPONSIBILITIES OF OUT-OF-STATE NURSING EDUCATION PROGRAM ADMINISTRATORS

1. Submit Affidavit of Graduation form to verify completion of the nursing program;
2. Submit an official transcript indicating the degree was conferred.
 - a. Official transcripts with degree conferred must be sent from school to the attention of the Education Department.
 - b. Transcripts delivered by applicants are not acceptable as official transcripts.
 - c. Schools using third party vendors for submission of transcripts must have a letter on file with LSBN for acceptance.
 - d. 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.
NOTE: This **includes LPN transcripts** for LPN-RN bridge programs.
 - e. If nursing education was split between more than one institution, an official transcript from each institution is required.
 - f. 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.

SECTION H: ADDITIONAL INFORMATION ABOUT NCLEX-RN

Registering

1. Registration with Pearson VUE should be done immediately **after** you submit your application for licensure Registering with Pearson VUE *before* you have submitted an application for licensure or delaying registration with Pearson VUE will cause delays in processing your application.

*If you delay registration with Pearson VUE, it is your responsibility to notify LSBN staff by submitting a message in the message center of your nurse portal account indicating that you have registered and are ready to receive your authorization to test.

2. You are not required to have a temporary permit to register. Waiting until after receiving a permit will result in a delay in receiving an authorization to test (ATT).
3. The registration form is available online at www.pearsonvue.com/nclex.
4. 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-ATT)

1. Once LSBN has validated that the nursing degree has been conferred, LSBN confirms eligibility for Licensure.
2. An Authorization to Test will be sent to you directly from NCSBN Pearson VUE
NOTE- Your temporary permit may expire before your ATT. Please plan testing accordingly in order to test prior to expiration of the temporary permit which is 90 days **after graduation**.
3. Instructions and a list of testing sites will be included with the Authorization to test
4. If you need to change your test date/time or location, contact Pearson VUE directly.

NCLEX-RN Results:

1. Official Examination results are released to the candidate within three weeks after testing.
2. 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.
3. 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.
4. If a candidate fails the NCLEX-RN, the retake exam application may be accessed through the Nurse Portal. Registering for Pearson VUE is required.
NOTE: Candidate will not be able to schedule a test less than 45 days from original test date.
5. 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. Obtain the form at www.lsbn.state.la.us/Portals/1/Documents/Forms/OOSNCLEXVerificationForm.pdf.
6. Unsuccessful applicants **may not** be employed as RN Applicants. The RN Applicant permit becomes null and void once NCLEX results are issued by LSBN.
 - Please refer to LSBN Rules and Regulations LAC 46: XVII.4303 (Employment of Unlicensed Persons)
7. 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.

SECTION I: INFORMATION ABOUT THE NURSE LICENSURE COMPACT (NLC) and MULTISTATE LICENSURE

- ▶ To be eligible for a multistate license (MSL) from LSBN, applicants must declare Louisiana as their "home state"/primary state of residence (PSOR) and if another state becomes their PSOR, they must apply for licensure in the new PSOR without delay.
- ▶ The PSOR is typically represented as the state within which the applicant votes and holds a driver's license or the state identified on the military form 2058.
- ▶ Nurses with an active MSL must disclose to their home state, which is the state that issued the MSL, if they become a participant in an alternative to discipline program in any jurisdiction within 10 days of enrollment in the program.
- ▶ Nurses with an active MSL are authorized to practice in any compact state provided no discipline or restriction is taken on the license or privilege to practice.
- ▶ Nurses must practice according to the Nurse Practice Act within the state in which they are practicing.
- ▶ Nurses with an active MSL are not authorized to practice in any non-compact states without being properly licensed in that state.

- ▶ Nurses with an active MSL must apply for single state licensure in another state if they wish to practice in a non-compact state.
- ▶ Nurses with an active MSL whose PSOR changes to a non-compact state must obtain single state licensure in the non-compact state and contact LSBN to revise the MSL to a single state license in Louisiana.
- ▶ Nurses may only hold one active MSL. If a nurse holds an active MSL issued by LSBN and during the licensure period obtains an MSL in another compact state, LSBN will inactivate the MSL issued by Louisiana.
- ▶ The MSL is not a separate license that needs to be renewed separate and apart from your RN license but rather a “type” of RN license which renews upon completion of the renewal application. Submitting the renewal application will renew the license type you have at the time (i.e. single vs multistate).
- ▶ See LSBN’s website for further details about the NLC and the MSL.

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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

STATE OF _____
PARISH/COUNTY OF _____

AFFIDAVIT OF VERIFICATION

BEFORE ME, the undersigned Notary, _____ [name of Notary whom Affidavit is sworn], on this ____ day of _____ [month], 20____, personally appeared _____ [name of affiant], being duly sworn, acknowledged by me to be of lawful age, who being by me first dully sworn, on ____ [his or her oath], deposes and says:

I am the person referred to in this application for licensure as a Registered Nurse with the Louisiana State Board of Nursing; that the statements, documentation and information submitted via the online application through an Internet interface are true, correct and complete in every respect; that I have not used a false or fictitious name in said application; that I have not knowingly made a false statement or knowingly concealed material facts and/or committed any fraud in completing this application for a license or permit; and that I have read and understand the questions and statements in the application and this affidavit of verification.

I further understand that falsification of any information accompanying or contained on this application may result in denial of licensure. I hereby authorize the Louisiana State Board of Nursing to conduct a criminal records check and hereby authorize the Louisiana State Police and the Federal Bureau of Investigations to release all criminal record information maintained in their files, which may confirm or deny my eligibility for licensure.

SIGNATURE OF REGISTERED NURSE APPLICANT

Date of Birth (MM/DD/YY)

SUBSCRIBED AND SWORN to me on this ____ day of _____, 20____,

SIGNATURE OF NOTARY

NOTARY SEAL

PRINTED NAME OF NOTARY

NOTARY PUBLIC
MY COMMISION EXPIRES: _____, 20____