



## APPLICATION FEE SCHEDULE

### ENDORSEMENT

Submit the correct **TOTAL FEE** with your application, made payable to the **Board of Registered Nursing** by check or money order (U.S. currency). **ALL FEES ARE NON-REFUNDABLE.** The portion of the fee for processing the fingerprint card or Live Scan process is subject to change without notice by the California Department of Justice.

**PLEASE NOTE:**

There are **two (2) methods available** for completing the fingerprint requirement:

- Method 1: **Live Scan** Application Process
- OR**
- Method 2: **Fingerprint Card (Hard Card)** Application Process

The fees payable to the Board of Registered Nursing depend on which fingerprint process you select.

Method 1	Method 2																								
<p><b>“LIVE SCAN” APPLICATION PROCESS</b></p> <p><b><u>APPLICATION ONLY:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Application</td> <td style="text-align: right;">\$ 100.00</td> </tr> <tr style="background-color: #cccccc;"> <td><b>TOTAL FEE:</b></td> <td style="text-align: right;"><b>\$ 100.00</b></td> </tr> </table> <p><b><u>APPLICATION &amp; TEMPORARY LICENSE:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Application</td> <td style="text-align: right;">\$100.00</td> </tr> <tr> <td>Request for Temporary License</td> <td style="text-align: right;">\$ 50.00</td> </tr> <tr style="background-color: #cccccc;"> <td><b>TOTAL FEE:</b></td> <td style="text-align: right;"><b>\$ 150.00</b></td> </tr> </table> <p><b>NOTE: Applicants are required to pay the fingerprint processing and live scan fees at the live scan site in addition to the application fee payable to the Board of Registered Nursing.</b></p>	Application	\$ 100.00	<b>TOTAL FEE:</b>	<b>\$ 100.00</b>	Application	\$100.00	Request for Temporary License	\$ 50.00	<b>TOTAL FEE:</b>	<b>\$ 150.00</b>	<p><b>“FINGERPRINT CARD” APPLICATION PROCESS</b></p> <p><b><u>APPLICATION ONLY:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Application</td> <td style="text-align: right;">\$ 100.00</td> </tr> <tr> <td>One Fingerprint Card</td> <td style="text-align: right;">\$ 49.00</td> </tr> <tr style="background-color: #cccccc;"> <td><b>TOTAL FEE:</b></td> <td style="text-align: right;"><b>\$ 149.00</b></td> </tr> </table> <p><b><u>APPLICATION &amp; TEMPORARY LICENSE:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Application</td> <td style="text-align: right;">\$100.00</td> </tr> <tr> <td>One Fingerprint Card</td> <td style="text-align: right;">\$ 49.00</td> </tr> <tr> <td>Request for Temporary License</td> <td style="text-align: right;">\$ 50.00</td> </tr> <tr style="background-color: #cccccc;"> <td><b>TOTAL FEE:</b></td> <td style="text-align: right;"><b>\$ 199.00</b></td> </tr> </table>	Application	\$ 100.00	One Fingerprint Card	\$ 49.00	<b>TOTAL FEE:</b>	<b>\$ 149.00</b>	Application	\$100.00	One Fingerprint Card	\$ 49.00	Request for Temporary License	\$ 50.00	<b>TOTAL FEE:</b>	<b>\$ 199.00</b>
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## **Endorsement Application Requirements Checklist**

Applicants must provide the following:

- Appropriate **Fees**.
- Completed **Application for Licensure by Endorsement** including a U.S. social security number.
- Completed fingerprints using either the **Live Scan Process** or the **Applicant Fingerprint Card (Hard Card)** processing method as directed in the INSTRUCTIONS FOR SUBMITTING FINGERPRINT CARD. Submit the appropriate non-refundable TOTAL FEE as directed on the attached Application Fee Schedule.
- One recent 2" x 2" passport-type **photograph**.
- Completed **Verification of License** form **OR** if your board of nursing participates in **Nursys®**, visit [www.nursys.com](http://www.nursys.com) to complete a paperless verification online. **International graduates** must submit license verification from the board of nursing where the examination was taken. (See detailed instructions.)
- Request For Transcript** form(s) completed and forwarded directly from the nursing school(s) with certified transcripts.
- If applicable, documents and/or letters explaining prior convictions or disciplinary action and attesting to your rehabilitation as directed in Section II of the General Information and Instructions.**
- For International Graduates:**  
Send **Breakdown of Educational Program for International Nursing Programs** form to your school with the **Request for Transcript** form. Also, provide the **Certified English Translation** form to your certified translator if your transcript is not in English. (See Supplemental Application Instructions for International Graduates.)

### **ACTIVE DUTY MILITARY SPOUSES OR PARTNERS RECEIVE EXPEDITED REVIEW**

The board is required to expedite the licensure process for an applicant whose spouse or partner is an active duty member of the U.S. Armed Forces and meets other criteria pursuant to Business and Professions Code section 115.5. (Please refer to the General Information and Instructions for further information on this requirement.)

### **Board Address & Web Site**

**Mailing** Address: Board of Registered Nursing  
P.O. Box 944210  
Sacramento, CA 94244-2100

**Street** Address for overnight or in-person delivery:  
Board of Registered Nursing  
1747 North Market Blvd., Suite 150  
Sacramento, CA 95834

**Web Site:** [\*\*www.rn.ca.gov\*\*](http://www.rn.ca.gov)

The Nursing Practice Act (NPA) is available on the Board's web site.

Many licensing questions are answered on the web site. Due to the heavy volume of telephone calls to the Board, we encourage use of the web site to avoid busy signals or long waits.

# CALIFORNIA BOARD OF REGISTERED NURSING APPLICATION FOR LICENSURE AS A REGISTERED NURSE

## General Information and Instructions

### By Endorsement

#### I. **INTRODUCTION**

To qualify for endorsement into California as a registered nurse, you must hold a current and active license in another state or Canada, have completed an educational program meeting all California requirements, **and** have passed the national licensure examination or acceptable five-part Canadian examination. The Canadian Comprehensive Examination is not acceptable. *If you do not possess these qualifications, you must apply for licensure by examination.* Please contact the Board of Registered Nursing at (916) 322-3350 to request an application for examination or download the application from the Board's web site at [www.rn.ca.gov](http://www.rn.ca.gov).

*Note: If you are seeking licensure in California as a Licensed Vocational Nurse, please contact the Board of Vocational Nursing and Psychiatric Technicians at (916) 263-7800. You may also visit their web site at [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov).*

#### **PLEASE NOTE THE FOLLOWING IMPORTANT ISSUES:**

- Processing times may vary, depending on when the Board receives documents from schools, agencies, and other states or countries. The time to process an application indicating a prior conviction(s) may take longer than other applications. Delays may also occur with the fingerprint processing by the Department of Justice (DOJ) and/or the Federal Bureau of Investigation (FBI).
- If you change your name and/or address after submitting an application for licensure, you must notify the Board immediately in order to receive current information. Applicants are required to submit legal documentation of a name change to the Board. Examples of acceptable forms of legal documentation are a birth certificate, marriage certificate, divorce decree, and/or court documents, social security card or passport. A copy of a driver's license is not acceptable.
- Pending application files are not public record, therefore an applicant must sign and submit a release of information before the Board will release information to the public (employers, relatives, or other third parties).
- Once you are licensed, your address of record must be disclosed to the public upon request, under California law.
- Applicant fees are earned; therefore, fees are non-refundable even if an applicant is found ineligible.

## II. REPORTING PRIOR CONVICTIONS OR DISCIPLINE AGAINST LICENSES

Applicants are required under law to report all misdemeanor and felony convictions. "Driving under the influence" convictions must be reported. Convictions must be reported even if they have been adjudicated, dismissed or expunged or even if a court ordered diversion program has been completed under the Penal Code or under Article 5 of the Vehicle Code. Also, all disciplinary action against an applicant's registered nurse, practical nurse, vocational nurse or other health care related license or certificate must be reported. Also any fine, infraction, or traffic violation over \$1,000.00 must be reported.

### Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license.

When reporting prior convictions or disciplinary action, **applicants are required to provide a full written explanation of:** circumstances surrounding the arrest(s), conviction(s), and/or disciplinary action(s); the date of incident(s), conviction(s) or disciplinary action(s); specific violation(s) (cite section of law if convicted), court location or jurisdiction, sanctions or penalties imposed and completion dates. Provide **certified** copies of arrest and court documents and for disciplinary proceedings against any license as a RN or any health-care related license; include copies of state board determinations/decisions, citations and letters of reprimand.

NOTE: For drug and alcohol convictions include documents that indicate blood alcohol content (BAC) and sobriety date.

To make a determination in these cases, the Board considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation.

The burden of proof lies with the applicant to demonstrate acceptable documented evidence of rehabilitation. Examples of rehabilitation evidence include, but are not be limited to:

- Recent, dated letter from applicant describing the event and rehabilitative efforts or changes in life to prevent future problems or occurrences.
- Recent and signed letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, Support Group Facilitators or sponsors, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.
- Letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse.
- Submit copies of recent work evaluations.
- Proof of community work, schooling, self-improvement efforts.
- Court-issued certificate of rehabilitation or evidence of expungement, proof of compliance with criminal probation or parole, and orders of the court.

All of the above items should be mailed **directly** to the Board by the individual(s) or agency who is providing information about the applicant. Have these items sent to the Board of Registered Nursing, Licensing Unit, P.O. Box 944210, Sacramento, CA 94244-2100.

**It is the responsibility of the applicant to provide sufficient rehabilitation evidence on a timely basis so that a licensing determination can be made.** All evidence of rehabilitation must be submitted **prior to being found eligible** for licensure.

An applicant is also required to immediately report, in writing, to the Board any conviction(s) or disciplinary action(s) which occur between the date the application was filed and the date that a California registered nursing license is issued. Failure to report this information is grounds for denial of licensure or revocation of license.

NOTE: The application must be completed and signed by the applicant under the penalty of perjury.

### III. **INSTRUCTIONS FOR SUBMITTING A FINGERPRINT CARD OR LIVE SCAN PROCESS**

All applicants for licensure by endorsement are required to complete and submit one (1) set of fingerprints. All requests from the Board of Registered Nursing for background checks of applicants must be submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) either by Live Scan or on an Applicant Fingerprint Card (Hard Card). The Applicant Fingerprint Card (Hard Card) or Request for Live Scan Service Applicant Submission form (BCII 8016) must be submitted in the **same name** as shown on your application for endorsement.

There are **two (2) methods available** for completing the fingerprint requirement:

#### **Method 1 -- Live Scan Process**

For applicants residing in or near California, the Board of Registered Nursing recommends you use Live Scan to submit your fingerprints in order to shorten the time for your fingerprint process. Applicants must complete and submit the Request for Live Scan Service Applicant Submission form (BCII 8016) at a Live Scan site. Simply download 3 copies from our web page, complete the sections marked with a red X, and take it to a Live Scan site along with your fee for processing.

#### **Processing Fee for Live Scan Service:**

The fee for the Live Scan service varies, so please contact the Live Scan site directly to obtain the correct information. To see a listing of the California Department of Justice (DOJ) applicant Live Scan agency locations, fees and hours of operation, go to [www.ag.ca.gov/fingerprints/publications/contact.php](http://www.ag.ca.gov/fingerprints/publications/contact.php).

When using the Live Scan process, the fingerprint processing fee must be paid at the Live Scan site when you provide your live scan fingerprints. Do not send your fingerprint processing fee to the Board. Please be aware that these processing fees are in addition to the "rolling" fee charged by the Live Scan operator.

Once your fingerprints have been scanned and you have completed the sections marked with a red X, the Live Scan operator will complete the downloaded copies and return the second and third copies to you. **The second copy of this form must be submitted to the Board with your application as proof of complying with the Fingerprint requirement in order for the Board to process your application.** You may retain the third copy for your records.

Using Live Scan can speed your licensure because the Board receives fingerprint results from this new technology much quicker than through the manual fingerprint card process. On average, Live Scan results take 1-2 weeks, while manual fingerprint cards can take 1-2 months. (Processing times at DOJ and FBI vary.)

#### **Method 2 -- Applicant Fingerprint Card (Hard Card)**

Applicants must complete all items which are marked by a black "X" on the card. To facilitate prompt and accurate processing of the fingerprint card by the DOJ and FBI, type or print legibly in BLACK INK all requested information on the card. If any color other than black is used, the card will be rejected and another card will have to be completed and submitted.

Use the abbreviations listed below for the physical description items:

- **Height (HGT)** - Express in feet and inches. Do not use fractions of an inch; round off to the nearest inch. DO NOT USE THE METRIC SYSTEM. Correct example: 5' 9".
- **Weight (WGT)** - Express in pounds. Do not use fractions of a pound; round off to the nearest pound. DO NOT USE THE METRIC SYSTEM. Correct example: 139 lbs.



## VI. **GENERAL INFORMATION ON LICENSURE BY ENDORSEMENT**

Endorsement is the licensure method for registered nurses who have previously been licensed in another state in the United States and for some Canadian registered nurse licensees. To qualify for licensure by endorsement, you must meet **all** of the following requirements:

1. Completion of the nursing program in an accredited school of professional nursing which meets **all** of California's educational requirements. If you are deficient in any requirement, you **must** make up the deficiency prior to becoming licensed.
2. Passage of the National Council Licensure Examination (NCLEX) or the State Board Test Pool Examination (SBTPE) for Registered Nurses in the United States, or the five-part licensing examination in Canada. **The Canadian Comprehensive Examination is not acceptable.** An English comprehension examination is required if you did not take the Canadian examination in English. Passage of the Test of English as a Foreign Language (TOEFL) is acceptable for English competency. TOEFL is located at P.O. Box 6151, Princeton, NJ 08541-6151; phone number (609) 771-7100. You may also visit their web site at [www.toefl.org](http://www.toefl.org).

International graduates who have not passed one of the acceptable licensing examinations are not eligible for licensure by endorsement and should contact the Board at (916) 322-3350 to request an application for licensure by examination or download the application from the Board's web site at [www.rn.ca.gov](http://www.rn.ca.gov).

3. Possession of a current and active license from another state in the United States or from Canada. (If you do not have a current license in the other state, it must be updated prior to California licensure.)

## VII. **VERIFICATION OF LICENSE**

There are two (2) methods available for obtaining license verification:

### **Method 1 – Verification of License form**

The state board from which you are submitting proof of clear, current and active RN licensure must complete the enclosed **Verification of License** form. Be sure to include the processing fee that is required by that state.

**OR**

### **Method 2 – Nursys® License Verification Request Application**

If you are licensed as an RN in a state that is a member of the **Nursys®** verification system, visit [www.nursys.com](http://www.nursys.com) to complete the online verification request application process. Nursys.com applicants can pay by credit card using the secure and private payment system. Once the application is complete and the credit card payment approved, the verification is posted immediately. The fee for verification of an RN license is \$30.

**For International Graduates:** In addition to obtaining license verification from the state where you hold a current and active license, you must also obtain verification of passage of the appropriate licensing examination from the board of nursing where you took the examination (NCLEX-RN, SBTPE, or five-part licensing examination in Canada).

**No telephone verifications will be made.** Official license verification must be received in writing from the other state board before a temporary or permanent license can be issued by this board.

## VIII. REQUEST FOR TRANSCRIPT

Mail the **Request for Transcript** form to your nursing school(s) with the fee required by the school. **The official transcripts must include all completed coursework and reflect the degree awarded and date conferred.** Transcripts **are not accepted** from applicants or if stamped “issued to student.” Transcripts are required from all colleges you attended that reflect courses required for a degree in nursing, including general education course requirements and all nursing courses.

## IX. TEMPORARY LICENSE

The Board may issue a Temporary License to practice nursing for a period of six months, allowing an applicant to work pending issuance of a permanent RN license.

Temporary Licenses cannot be issued until the processing of the fingerprint card or live scan has been completed by the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) and the Board has been notified of the results.

To qualify for a Temporary License, the endorsement applicant must submit:

- Appropriate **Fees**.
- **Application for Licensure by Endorsement** including a U.S. Social Security, the request for a Temporary License, and a recent 2” x 2” passport-type photograph.
- One completed **Fingerprint Card (Hard Card) or second copy of the Live Scan Service Applicant Submission form (BCII 8016)**. Additionally, before a Temporary License can be issued, fingerprint results from the DOJ and the FBI must be received and processed by the Board.
- **Verification of License form** from the other state(s) or Canada which must be received by the Board via: sealed envelope from State Board of Nursing or a **Nursys® Verification Request Application** if you are licensed in a state that is a member of the Nursys® verification system as proof of a clear, active, and current RN license.
- If educated outside of the United States, you must submit **official transcripts which include all completed coursework, the degree awarded and date conferred.** Transcripts **are not accepted** from applicants or if stamped “issued to student.” Transcripts are required from all colleges you attended that reflect courses required for a degree in nursing, including general education course requirements and all nursing courses. Transcripts must be reviewed and approved prior to the issuance of a Temporary License.

If you have not received notification of permanent licensure approximately four weeks prior to the expiration of your Temporary License, contact the Board at (916) 322-3350 for instructions on how to apply for a second Temporary License.

## X. ADVANCED PRACTITIONERS/PUBLIC HEALTH NURSES

In order to use the title or hold yourself out as a nurse practitioner, psychiatric/mental health nurse, nurse midwife, nurse anesthetist, clinical nurse specialist or public health nurse, California law requires registered nurses to be certified by the Board. If you wish to practice in one of these areas, please request the applicable additional application for certification.

**XI. ACTIVE DUTY MILITARY SPOUSES OR PARTNERS RECEIVE EXPEDITED REVIEW**

The board is required to expedite the licensure process for an applicant whose spouse or partner is an active duty member of the U.S. Armed Forces and meets other criteria. (Business and Professions Code section 115.5.) If you would like to be considered for this expedited review and process, please answer the following questions and provide required documentation.

1. Are you married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders?

If “yes,” please attach a copy of the marriage certificate or certified declaration/registration of domestic partnership filed with the Secretary of State AND military orders establishing duty station in California. For other forms of “legal union” not recognized by California, you may submit other documentary evidence of legal union issued by the State that recognizes your legal union for consideration by the board in meeting this requirement.

2. Do you hold a current license in another state, district, or territory of the United States in the profession or vocation for which you seek licensure from the board?

If “yes,” please attach a copy of the current license in another state, district, or territory of the United States.

**NOTE: Expediting your application does not exempt you from meeting all licensure requirements.**

**XII. HONORABLY DISCHARGED MEMBERS OF THE U.S. ARMED FORCES RECEIVE EXPEDITED REVIEW**

Notwithstanding any other law, on and after July 1, 2016, a board within the department shall expedite, and may assist, the initial licensure process for an applicant who supplies satisfactory evidence to the board that the applicant has served as an active duty member of the Armed Forces of the United States and was honorably discharged (Business and Professions Code section 115.4.).

If you would like to be considered for this expedited review and process, please provide the following documentation with your application:

**1. Report of Separation form.**

The report of separation form issued in most recent years is the **DD Form 214, Certificate of Release or Discharge from Active Duty**. Before January 1, 1950, several similar forms were used by the military services, including the WD AGO 53, WD AGO 55, WD AGO 53-55, NAVPERS 553, NAVMC 78PD and the NAVCG 553.

Information shown on the Report of Separation may include the service member's date and place of entry into active duty, date and place of release from active duty, last duty assignment and rank, military job specialty, military education, total creditable service, separation information, etc.



**BOARD OF REGISTERED NURSING**  
 PO Box 944210, Sacramento, CA 94244-2100  
 P (916) 322-3350 F (916) 574-8637 | [www.rn.ca.gov](http://www.rn.ca.gov)

**APPLICATION FOR LICENSURE BY ENDORSEMENT**

**APPLICATION FEE - \$100.00**

**READ ALL DETAILED INSTRUCTIONS**

- To be eligible for endorsement, you must have passed the NCLEX-RN, SBTPE or acceptable Five-part Canadian examination. (See detailed instructions.)
- Submit the APPROPRIATE FEE. (See attached fee schedule.)  
Please submit a check or money order in U.S. CURRENCY only. DO NOT SEND CASH.
- Attach a recent 2" x 2" passport type photograph where indicated on the back of this application.
- Submit one (1) completed fingerprint card or Live Scan Service Applicant Submission form.
- Submit a Verification of License form to the board where you hold a current, active license.  
International Graduates: Must also submit a Verification of License form to the board of nursing where the examination was taken. (See detailed instructions.)
- If you are licensed as an RN in a state that is a member of the Nursys® verification system, visit [www.nursys.com](http://www.nursys.com) to complete the online verification request application process.  
International Graduates: Must also submit a Nursys® Verification Request Application form from the board of nursing where the examination was taken. (See detailed instructions.)
- Submit a Request for Transcript form to your school of nursing.

For Office Use Only	
Live Scan: _____	Approved By _____
FP Card: _____	Approved By _____
FP Card Fee: Y N	Approved By _____
Transcript(s): _____	Approved By _____
Verification: _____	Approved By _____
Nursys: _____	Approved By _____
Photo: _____	Approved By _____
CA School Code: _____	By _____

**MILITARY HONORABLE DISCHARGE** - Check here if you served as an active duty member of the Armed Forces of the United States and were honorably discharged.

**MILITARY SPOUSES/PARTNERS** - Check here if you are relocating to CA as a result of your spouse's/partner's active duty military service.

PRINT OR TYPE

<b>LAST NAME:</b>		<b>FIRST NAME:</b>			<b>MIDDLE NAME:</b>	
<b>ADDRESS: Number and Street</b>					<b>DATE OF BIRTH: (Month/Day/Year)</b>	
<b>City</b>		<b>State</b>	<b>Country</b>	<b>Postal/Zip Code</b>	<b>U.S. SOCIAL SECURITY NUMBER or INDIVIDUAL TAXPAYER ID NUMBER:**</b>	
<b>TELEPHONE NUMBER:</b> Home ( ) Alternate ( )		<b>PREVIOUS NAMES: (Including Maiden)</b>		<b>MOTHER'S MAIDEN NAME: (Last Name Only)</b>		
<b>E-MAIL ADDRESS:</b>				<b>PRIMARY LANGUAGE:</b>		
<b>COLOR OF EYES:</b>	<b>HEIGHT:</b> FT: IN:	<b>YEAR GRADUATED HIGH SCHOOL OR PASSED GED:</b>		<b>ORIGINAL STATE OF RN LICENSURE:</b> State: Year Issued:		

**PROFESSIONAL EDUCATION**

<b>NAME AND ADDRESS OF PROFESSIONAL REGISTERED NURSING SCHOOL:</b>				<b>CURRENT LICENSE TO PRACTICE REGISTERED NURSING:</b>	
Name of Nursing School				State or Country: _____	
Number and Street				License Number: _____	
City State Country Postal/Zip Code				Expiration Date: _____	
<b>TYPE OF PROGRAM:</b>				<b>NAME OF STATE IN U.S. OR COUNTRY WHERE YOU WERE LICENSED BY EXAMINATION:</b>	
<input type="checkbox"/> ASSOCIATE DEGREE	Entrance Date		Graduation Date		
<input type="checkbox"/> DIPLOMA	_____		_____		
<input type="checkbox"/> BACCALAUREATE DEGREE	_____		_____		
<input type="checkbox"/> MASTERS DEGREE/NURSING	_____		_____		
				<b>LIST ALL STATES WHERE YOU HAVE EVER HELD AN RN LICENSE:</b>	
				_____	
				_____	
				_____	

**\*\* U.S. SOCIAL SECURITY NUMBER/ITIN DISCLOSURE STATEMENT**

Disclosure of your U.S. Social Security Number/ITIN is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA (c)(2)(C) authorizes collection of your U.S. Social Security Number/ITIN. Your U.S. Social Security Number/ITIN will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or order for family support in accordance with section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your U.S. Social Security Number/ITIN, your application for initial or renewal license will not be processed and you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

NAME OF APPLICANT: \_\_\_\_\_

Have you served or are you currently serving in the military?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been issued a license as an RN In California? <b>If yes, STOP. Do not continue.</b> Please contact the Board regarding the renewal or reinstatement of your California RN license.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever taken the RN licensing examination while applying for licensure in California? If yes, Year _____ Full name at time of application: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever applied for a license as an RN in California? If yes, Year _____ Full name at time of application: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever had disciplinary proceedings against <b>any</b> license as a RN or <b>any</b> health-care related license or certificate including revocation, suspension, probation, voluntary surrender, or any other proceeding in any state or country? If yes, please provide a detailed written explanation, including the date and state or country where the discipline occurred.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted of <b>any</b> offense other than minor traffic violations? If yes, explain fully as described in the applicant instructions. Convictions must be reported even if they have been adjudicated, dismissed or expunged or if a diversion program has been completed under the Penal Code or Article 5 of the Vehicle Code. Traffic violations involving driving under the influence, injury to persons or providing false information must be reported. The definition of conviction includes a plea of nolo contendere (no contest), as well as pleas or verdicts of guilty. <u>YOU MUST INCLUDE MISDEMEANOR AS WELL AS FELONY CONVICTIONS.</u>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been denied RN or any other health-care related licensure in any state/territory? If yes, State/Territory _____ Month _____ Year _____ Type of License _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**REQUEST FOR TEMPORARY LICENSE**

**Check here if requesting a Temporary License.**

*If checked, an additional Temporary License **non-refundable fee** is required. (See the attached fee schedule)*

Applicants may apply for a Temporary License to practice professional nursing for a period of six months, allowing an applicant to work pending issuance of a permanent license.

I understand that I am required to report immediately to the California Board of Registered Nursing if I am convicted of **ANY** offense that occurs between the date of this application and the date that a California registered nurse license is issued. I am also required to report to the California Board of Registered Nursing any disciplinary action and/or voluntary surrender against **ANY** health-care related license/certificate that occurs between the date of this application and the date that a California registered nurse license is issued. I understand that failure to do so may result in denial of this application or subsequent disciplinary action against my license/certificate.

**I certify, under penalty of perjury under the laws of the State of California, that all information provided in connection with this application for licensure is true, correct and complete. Providing false information or omitting required information is grounds for denial of licensure or license revocation in California.**

Attach a recent 2"x2" passport type photograph.

Please tape on all four sides.

Head and shoulders only

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**





BOARD OF REGISTERED NURSING
PO Box 944210, Sacramento, CA 94244-2100
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REQUEST FOR TRANSCRIPT

TO APPLICANT: Send this form to your basic school(s) of nursing. If you need to contact more than one school, this form may be reproduced. Transcripts are required from each school where nursing requirements or general education courses were completed. Transcripts must include all completed coursework, clinical practice of training and reflect the degree awarded. Your school may require a processing fee.

A. TO BE COMPLETED BY APPLICANT

Form with fields: LAST NAME, FIRST NAME, MIDDLE NAME, ADDRESS (Number and Street), DATE OF BIRTH (Month/Day/Year), City, State, Country, Postal/Zip Code, U.S. SOCIAL SECURITY NUMBER or INDIVIDUAL TAXPAYER ID NUMBER, PREVIOUS NAMES (Including Maiden), NAME OF PROFESSIONAL REGISTERED NURSING SCHOOL, YEARS ATTENDED, LOCATION (City, State, Country, Postal/Zip Code), YEAR GRADUATED.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

B. TO BE COMPLETED BY THE OFFICE OF THE SCHOOL OFFICIAL RELEASING TRANSCRIPTS

The above applicant has applied for a license to practice as a registered nurse in California. Please provide the following information and attach a complete official transcript. Please mail to the Board of Registered Nursing at the above address. DO NOT SIGN OR SUBMIT THIS FORM PRIOR TO COMPLETION DATE OF THE REGISTERED NURSING PROGRAM.

ENTRANCE DATE: DATE DIPLOMA/ DEGREE AWARDED: DATE NURSING REQUIREMENTS COMPLETED:

If degree received prior to entering nursing program, list name of school and type of degree:

NAME OF SCHOOL: TYPE OF DEGREE:

SIGNATURE OF SCHOOL OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_
TITLE: \_\_\_\_\_

NOTE: ALL INTERNATIONAL NURSING PROGRAMS: Please include Breakdown of Educational Program for International Nursing Programs form. Transcripts received from the school in a foreign language will require an English translation by a certified translator or translation service. The original foreign language transcript and the English translation of the transcript must both be sent to the Board of Registered Nursing.





## Translation of International Academic Credentials

For the Board to fairly evaluate compliance with California requirements, any applicant with non-English, non-U.S. academic credentials must provide both 1) original, certified transcripts and 2) certified translations of those original transcripts and academic documents. **Original language transcripts must be forwarded directly from the school of nursing and sent directly to the Board (photocopies are not accepted).** When requesting official transcripts and academic documents, an applicant whose education was completed at an institution in a bilingual country where English is one of the official languages, may be able to avoid the necessity of arranging for a translation by asking the school to generate an English language version of the transcript. Please note that in this instance, the original language transcript must accompany the English translation and be forwarded directly to the Board.

Applicants must have their transcripts translated by an independent, professional translator who is not related to the applicant. Each translator must provide an original declaration with each translation attesting to his/her fluency in the particular language and certifying under penalty of perjury that the translation is complete and accurate to the best of the translator's ability and knowledge. (See attached form.) The Board refers applicants with non-English academic credentials to one of the following sources for translation:

- 1. Translator accredited by the American Translators Association (ATA):** The ATA accredits individual translators by examination. Although accreditation is available only to individuals, ATA membership includes not only individuals but also companies that employ accredited translators. An accredited translator must sign the translation and declaration in the presence of a Notary Public, unless the translation is a service provided by a known translation agency which affixes the document with its own official seal. ATA membership includes accredited translators residing in the US, Canada, Mexico, and overseas. Although the ATA does not make referrals, a listing of accredited translators and member companies is available through its web site at [www.atanet.org](http://www.atanet.org). The ATA may be reached by phone at 703-683-6100 or by e-mail at [ata@atanet.org](mailto:ata@atanet.org).
- 2. Certified or registered court interpreter:** Some state court systems offer examinations for certification or registration of court interpreters. In California, the Judicial Council is charged with these functions. Information on court interpreters is available through the Judicial Council at 415-865-7530. General information is available via its web site, [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov). The Judicial Council has contracted with Cooperative Personnel Services (CPS) for examination and certification of Certified Administrative Hearing and Medical Interpreters. A master list of these interpreters is available at the CPS web site, [www.cps.ca.gov](http://www.cps.ca.gov), or telephone at 916-263-3600. The court interpreter must sign the translation and declaration in the presence of a Notary Public. Applicants residing outside California but within the United States may call the National Center for State Courts at 757-259-1517 for information on certification and registration of interpreters in other states.

Applicants who present documents in a language for which accredited translators or certified/registered court interpreters are not readily available may require special assistance. The usual next step is to inquire at the nearest consulate representing the nation in which the documents originated.



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**CERTIFIED ENGLISH TRANSLATION**

Name of Applicant:

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>PREVIOUS NAMES: (Including Maiden)</b>		<b>DATE OF BIRTH: (Month/Day/Year)</b>

**TO BE COMPLETED BY TRANSLATOR**

I, \_\_\_\_\_, solemnly declare, under penalty of perjury, that to the best of my knowledge and belief the English-language translation of the \_\_\_\_\_ language documents named below are true, accurate and complete.

Please list translated documents below: *(i.e. transcripts, license, diploma, curriculum, etc.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

These documents have been translated by: \_\_\_\_\_  
*(Print Name)*

Please list translator's qualifications, certifications and accreditations below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I certify, under penalty of perjury under the laws of the State of California, that all above information provided is true, correct and complete and that this declaration is executed at \_\_\_\_\_ this date \_\_\_\_\_.*  
*(City/State or Country)*

Name and Address of Translation Agency: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Web Site: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Translator**



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**BREAKDOWN OF EDUCATIONAL PROGRAM FOR INTERNATIONAL NURSING PROGRAMS**

PRINT OR TYPE

<b>STUDENT'S LAST NAME:</b>		<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>DATE OF BIRTH:</b> <i>(Month/Day/Year)</i>	<b>PREVIOUS NAMES:</b> <i>(Including Maiden)</i>	<b>HIGH SCHOOL GRADUATION:</b> <i>(Year)</i>	
<b>NAME AND LOCATION OF PROFESSIONAL REGISTERED NURSING SCHOOL:</b>			
<b>ENTRANCE DATE:</b>		<b>GRADUATION DATE:</b>	

All of the information requested on this form must be submitted including complete official transcript(s) along with the course description(s)\*\* stated below. Failure to submit all requested documents will result in application processing delays.

<b>COURSE NUMBER or TITLE</b>	<b>THEORY HOURS OF INSTRUCTION</b>  (Total Hours)	<b>SKILLS, LAB or SIMULATION HOURS OF INSTRUCTION AT SCHOOL</b>  (Total Hours)	<b>CLINICAL PRACTICE HOURS OF INSTRUCTION IN HOSPITAL</b>  (Total Hours)
WRITTEN & ORAL COMMUNICATIONS _____	<input type="text"/>		
GENERAL PSYCHOLOGY _____	<input type="text"/>		
SOCIAL SCIENCE _____	<input type="text"/>		
ANATOMY & PHYSIOLOGY _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
MICROBIOLOGY _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
MEDICAL NURSING ** _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
SURGICAL NURSING ** _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
OBSTETRIC NURSING _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
PEDIATRIC NURSING _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
PSYCHIATRIC NURSING _____	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*\* Send course description(s) attached to this form showing evidence of geriatric content in these nursing areas. Failure to submit course description(s) will result in delays in processing the application.

<b>SIGNATURE OF SCHOOL OFFICIAL:</b> _____	<b>DATE:</b> _____
<b>TITLE:</b> _____	

(SCHOOL OR HOSPITAL SEAL/STAMP)



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## INFORMATION COLLECTION AND ACCESS

The Information Practices Act, Section 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

Agency Name:		<b>BOARD OF REGISTERED NURSING</b>	
Title of official responsible for information maintenance:		<b>EXECUTIVE OFFICER</b>	
Address:	Telephone Number:		
<b>P.O. BOX 944210, SACRAMENTO, CA 94244-2100</b>	<b>(916) 322-3350</b>		
Authority which authorizes the maintenance of the information: <b>SECTION 30, SECTION 2732.1(a), BUSINESS AND PROFESSIONS CODE</b>			
<b>ALL INFORMATION IS MANDATORY.</b>			
The consequences, if any of not providing all or any part of the requested information: <b>FAILURE TO PROVIDE ANY OF THE REQUESTED INFORMATION WILL RESULT IN THE APPLICATION BEING REJECTED AS INCOMPLETE.</b>			
The principal purpose(s) for which the information is to be used: <b>TO DETERMINE ELIGIBILITY FOR LICENSURE. YOUR U.S. SOCIAL SECURITY NUMBER/ITIN WILL BE USED FOR PURPOSES OF TAX ENFORCEMENT, CHILD SUPPORT ENFORCEMENT AND VERIFICATION OF LICENSURE AND EXAMINATION STATUS. SECTION 30 OF THE BUSINESS AND PROFESSIONS CODE AND PUBLIC LAW 94-455 (42 USCA 405(c)(2)(C)) AUTHORIZE COLLECTION OF YOUR U.S. SOCIAL SECURITY NUMBER/ITIN. IF YOU FAIL TO DISCLOSE YOUR U.S. SOCIAL SECURITY NUMBER/ITIN, YOU WILL BE REPORTED TO THE FRANCHISE TAX BOARD, WHICH MAY ASSESS A \$100 PENALTY AGAINST YOU. YOUR NAME AND ADDRESS LISTED ON THIS APPLICATION WILL BE DISCLOSED TO THE PUBLIC UPON REQUEST IF AND WHEN YOU BECOME LICENSED.</b>			
Any known or foreseeable interagency or intergovernmental transfer which may be made of the information: <b>POSSIBLE TRANSFER TO LAW ENFORCEMENT, OTHER GOVERNMENT AGENCIES AND REPORTING U.S. SOCIAL SECURITY NUMBER/ITIN TO THE FRANCHISE TAX BOARD OR FOR CHILD SUPPORT ENFORCEMENT PURPOSES PURSUANT TO SECTION 30 OF THE BUSINESS AND PROFESSIONS CODE.</b>			
<b>EACH INDIVIDUAL HAS THE RIGHT TO REVIEW THE FILES ON RECORDS MAINTAINED ON THEM BY THE AGENCY, UNLESS THE RECORDS ARE EXEMPT FROM DISCLOSURE.</b>			

## **MANDATORY REPORTER**

**Under California law each person licensed by the Board of Registered Nursing is a “Mandated Reporter” for child abuse or neglect purposes. Prior to commencing his or her employment, and as a prerequisite to that employment, all mandated reporters must sign a statement on a form provided to him or her by his or her employer to the effect that he or she has knowledge of the provisions of Section 11166 and will comply with those provisions.**

**California Penal Code Section 11166 requires that all mandated reporters make a report to an agency specified in Penal Code Section 11165.9 [generally law enforcement agencies] whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter must make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter must prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.**

**Failure to comply with the requirements of Section 11166 is a misdemeanor, punishable by up to six months in a county jail, by a fine of one thousand dollars (\$1,000), or by both imprisonment and fine.**

**For further details about these requirements, consult Penal Code Section 11164, and subsequent sections.**