THE STATE
of ALASKA
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Board of Nursing
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Send electronic transcripts to: boardofnursing@alaska.gov

LICENSED PRACTICAL NURSE BY EXAMINATION ONLINE APPLICATION INSTRUCTIONS

PLEASE READ the application instructions, statutes, and regulations before completing your application. Please retain this information for future reference. **YOU MUST HOLD A TEMPORARY PERMIT OR PERMANENT LICENSE TO PRACTICE NURSING IN ALASKA.**

APPLICATION PROCEDURES – 12 AAC 44.290

The following documents must be submitted:

1. A completed online application, including payment of fees.
   Fees: $375.00 total ($100.00 nonrefundable application fee, $200.00 license fee, $75.00 fingerprint processing fee).
   Note: You may only pay with a credit card when submitting an online application. The online application is not complete until you have completed the credit card payment online.
2. Notarized Signature Page (#08-4111**n**).
   The original notarized signature page must be mailed to our office in order to complete the initial application (12 AAC 44.290(a)(1)(F)).
3. Fingerprinting & Background Reports - One original 8" x 8" card provided by the State of Alaska (FD-258). An incorrect card will be automatically rejected. The fingerprint card submitted as part of this application packet will be sent to the Department of Public Safety (DPS) and the Federal Bureau of Investigations (FBI) to perform a criminal background check (AS 08.24.120).
   Please note that the fingerprint card will be rejected for the following reasons (28 CFR 50.12(b)):
   - Incorrect type of card,
   - incomplete personal information or signatures, or
   - improperly rolled prints

   If, however, an adverse report is received; you may decide to challenge the accuracy or completeness of your FBI report directly with the FBI at www.FBI.gov (28 CFR 16.30 through 16.34). Challenges to the accuracy or completeness of your State of Alaska criminal history report may directed to the Division of Statewide Services, Department of Public Safety at https://dps.alaska.gov/Statewide/R-I/Background/Home.Challenges may be given no later than 30 days after you have been notified by the department of an adverse report.
4. Nursing Program Verification form, sent directly from the school of nursing attended, verifying successful completion of an approved nursing program.
5. An official transcript sent directly from the college or school of nursing attended. The graduation date and the type of degree conferred must be posted on the transcript. (Send electronic transcripts to boardofnursing@alaska.gov)
6. Documents not in English must be accompanied by a certified English translation.

TEMPORARY PERMIT REQUIREMENTS – 12 AAC 44.320

To receive a temporary permit, submit items number 1, 2, 3 and 4 above. To be eligible for the temporary permit, an applicant must not have failed the NCLEX-PN examination, or failed to appear to take the NCLEX-PN examination for which the applicant was registered. The permit is nonrenewable and valid for six months or until the results of the NCLEX-PN are made available and notification of the results is received by the temporary permits holder, whichever occurs first. **If you are unsuccessful on the NCLEX-PN, the temporary permit becomes invalid and must be returned to the Board of Nursing.**

FOREIGN GRADUATES – 12 AAC 44.310

All foreign graduates must take the NCLEX. (Please read 12 AAC 44.290 & 310). All documents must be accompanied by certified English translations if the original documents are not in English. Applicants from schools outside the U.S. or Canada (except Quebec, Canada) must submit an evaluation of the applicant's nursing education by the CGFNS Credentials Evaluation Service, with a full education, course-by-course report.

12 AAC 44.290(a) (3) (D)

(D) graduated from a pre-licensure nursing program that was not taught with English as the primary language, English textbooks, and English testing modules, verification of passing one of the following English proficiency examinations, with at least the following minimum scores:

(i) International English Language Testing System (IELTS) examination – overall score of 6.5 with a minimum of 6.0 on all modules;

(ii) Test of English as a Foreign Language, paper-based test (TOEFL-PBT) – overall score of 560 with a score on the Test of Spoken English (TSE) of 50;

(iii) Test of English as a Foreign Language, computer-based test (TOEFL-CBT) – overall score of 220 with a score on the Test of Spoken English (TSE) of 50;

(iv) Test of English as a Foreign Language, Internet-based test (TOEFL-iBT) – overall score of 84 with a speaking score of 26;

EXAMINATION INFORMATION

You may register with PearsonVUE Professional Testing to take the NCLEX at anytime during the application process. When your application has been approved and after you have registered with PearsonVUE, the Board will then notify the testing company that you are eligible to take the examination. Your Authorization to Test (ATT) from PearsonVUE will be issued approximately 48 hours after the Board makes you eligible. The candidate website for the examination is: www.pearsonvue.com/nclex.

After you have passed the NCLEX-PN examination, your permanent license will be issued. If you did not achieve a passing score, you will be notified in writing (e-mail or USPS).

SPECIAL ACCOMMODATION TO TAKE THE NCLEX EXAM

Programs under the jurisdiction of the Division of Corporations, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require a special accommodation when taking the licensing examination, you must submit a complete Application for Examination Accommodation for Candidates with Disabilities form. This form is available on the board's website at *www.nursing.alaska.gov* or contact the Division to request the form.

GENERAL INFORMATION

Please be aware that the denial of an application for licensure may be reported to any person, professional licensing board, federal, state or local government agency, or other entity making a relevant inquiry or as may be required by law.

PROCESSING TIME

Applications will be processed according to the date received and generally within 15 business days. Every effort will be made to process your application in a timely manner. However, the process will be delayed if the application is incomplete or the required documentation is not submitted. Due to the high volume of application(s) received by the Board of Nursing, please apply well in advance of when the permit or license is needed.

You will be notified in writing as soon as your application is reviewed. Please allow 15 business days from the date of application receipt for your first status letter to reach you.

Wait for your first status letter to before calling the Division to ask for status updates.

FIRST DATE OF LICENSURE AND RENEWAL DATES

All LPN licenses expire on September 30 of even-numbered years regardless of when it was first issued, except new licenses issued within 90 days of the expiration date. The licenses will be issued with an effective date through the next biennium.

SOCIAL SECURITY NUMBERS

Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the Request for Exception from Social Security Number Requirement form located on the board's website at *www.nursing.alaska.gov* or contact the Division office for the form.

PAYMENT OF CHILD SUPPORT

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

Full Name _____
Last First

AFFIDAVIT

Information supplied with this application is considered public, unless required to be kept confidential pursuant to state or federal law. Information about licensees, including mailing address, is available on the Division's website at *www.commerce.alaska.gov/cbp/Main/Search/Professional*.

I HEREBY CERTIFY and declare that I am the person referred to in the foregoing application and that the information contained in this application is true and correct to the best of my knowledge and that all credentials supplied by me are true and correct. I understand that any false information or falsification of credentials may result in failure to obtain a license to practice nursing in the State of Alaska. I further understand that if information is provided in the Criminal History report from the State of Alaska or FBI that I did not report, my license may be subject to disciplinary action.

SIGN HERE
In the presence of the notary →

_____
Signature of Applicant

(NOTARY SEAL)

SUBSCRIBED AND SWORN before me, a Notary Public in

and for the State of _____

this _____ day of _____ 20_____

SIGN HERE →

_____
Signature of Notary Public

My Commission Expires: _____

WARNING: The Alaska Board of Nursing may deny, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to practice nursing by fraud or deceit. The person may also be subject to criminal charge for perjury or unsworn falsification. (AS 11.56.210 and AS 11.56.230)

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NURSING PROGRAM VERIFICATION FOR EXAMINATION APPLICATION: LICENSED PRACTICAL NURSE

SECTION I: *(Applicant - Complete Section I of this form and mail it or take it to the program or school where you received your nursing education. The program or school will then mail the completed form directly back to the Board of Nursing.)*

Name: _____ Other Names Used: _____
previous/maiden name

Social Security Number: _____ Date of Birth: _____

Address: _____
Street Address or P.O. Box *City* *State* *Zip Code*

(OFFICIAL USE ONLY)

SECTION II: *(School of Nursing - The above applicant is applying for licensure in Alaska. Please complete Section II and* ***return this form directly to the ALASKA BOARD OF NURSING*** *at the address above.* ***Faxed Copies are NOT acceptable.****)*

Name of School: _____

Address: _____
Street Address or P.O. Box *City* *State* *Zip Code*

Type of Program: ☐ LPN certificate ☐ Diploma ☐ Associate

Date Entered: _____ Date Completed: _____
(mm/dd/yyyy) *(mm/dd/yyyy)*

Do you recommend this applicant to sit for the National Council License Examination (NCLEX)? ☐ YES ☐ NO

Comments: _____

_____

Accreditation Status at Time of Graduation

State Board of Nursing: *(specify)*_____ ☐ YES ☐ NO

ACEN (*formerly* NLNAC): _____ ☐ YES ☐ NO

Other Accrediting Body: _____ ☐ YES ☐ NO

(SEAL)

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Fingerprinting Requirements

Your fingerprints will be used to check your criminal history records with the FBI (28 CFR 50.12(b)). Procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in 28 CFR 16.34.

This license application must be accompanied by a complete fingerprint card (may be used for the Alaska Department of Public Safety (DPS) and for the FBI national check). Fingerprint cards submitted must be those provided by the State of Alaska (printed in the pale blue ink); you may also use the standard *FBI Form FD-258*. Take the card, the instructions and photo identification to local law enforcement or other authorized agency to have the fingerprinting done. Please follow these instructions and the back of the fingerprint card.

DPS/the FBI will not accept any fingerprint cards that do not comply with the following:

1. No staples or staple holes are permitted in fingerprint cards. Also do not tape, tear or fold the cards.
2. Ensure the prints are done properly and well. Poor quality prints, smudging, non-rolled or incomplete fingerprints will cause the cards to be rejected DPS, the FBI or both.
3. All applicable sections of the top portion of the card must be legible and complete. The information/signatures must be typed, printed or signed in BLACK ink; no other color is permitted. Individual information blocks on the fingerprint cards must be filled in as follows:

NAME: Applicant's last name (comma), first name, then middle name if any; suffix denoting seniority (Jr., Sr., II, etc.) follow the middle or first name.

SIGNATURE OF PERSON FINGERPRINTED: Must be signed by the applicant.

RESIDENCE OF PERSON FINGERPRINTED: Enter the applicant's physical residence address.

DATE: Date fingerprinting was done.

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: Signature of the person who rolled the fingerprints.

EMPLOYER AND ADDRESS AND REASON FINGERPRINTED: These blocks to be completed by the State of Alaska.

ALIASES/AKA: List other names used by applicant that are different than that entered in NAME block; also list maiden names and all previous married names of females. Enter client number, 5097, at bottom of block.

CITIZENSHIP/CTZ: Enter US if a citizen of the United States; otherwise, enter correct country abbreviation.

YOUR NO./OCA: Leave this space blank (Originating Agency Case Number).

FBI NO./FBI: Enter applicant's assigned FBI number, if known.

ARMED FORCES NO/MNU: Leave this space blank.

SOCIAL SECURITY NO/SOC: List applicant's Social Security number.

MISC. NO/MNU: If Alaska resident, enter applicant's Alaska driver's license or state ID # if applicable.

ORIGINATING AGENCY IDENTIFIER (ORI): Leave blank, will be printed with AKAST0100, DPS, ANCHORAGE, AK.

SEX: F (female) or M (male). Note: Indicate if applicant is a transvestite (cross-dresser) or has had a sex change operation. List any opposite sex names used in the Aliases/AKA block.

RACE: Race must be indicated by one of the following one-character alphabetic codes:
A= Asian, Pacific Islander, Chinese, Japanese, Polynesian, Korean, Vietnamese
B= Black
I= American Indian, Alaskan Native, Eskimo
W= White, Mexican, Latin, Puerto Rican, Cuban, Central/South American and other Spanish cultures
U= Unknown

HEIGHT: Must be shown in feet and inches, fractions rounded off to nearest inch (i.e., 5'11" entered as 511)

WEIGHT: Must be expressed in pounds, fractions rounded off to nearest pound.

EYES: Indicate eye color by one of the following three-character codes:

BLK = Black	GRY = Gray	MAR = Maroon
BLU = Blue	GRN = Green	PNK = Pink
BRO = Brown	HAZ = Hazel	UNK = Unknown

HAIR: Indicate hair color by one of the following three-character codes:

BAL = Bald	BRO = Brown	SDY = Sandy
BLK = Black	GRY = Gray	WHI = White
BLN = Blonde	RED = Red	XXX = Unknown

PLACE OF BIRTH/POB: List the state, territorial possession, Canadian province, or country of birth. Use the correct abbreviation for foreign countries or correctly spell the country's name. Do not use city or county name as a POB.

DATE OF BIRTH/DOB: Enter birth date as month, day, year. Fingerprint cards of person 80+ years of age are not processed by the FBI. Note: If DOB is blank, the card will be immediately returned unprocessed.

FINGERPRINT IMPRESSION BLOCKS: (Individual and Simultaneous): It is very important care be taken to prepare the fingerprint cards properly. It will save much more time and avoid rejections to assure acceptability the first time. Use black printer's ink. Fingers should be clean and dry before being inked. Use neither too much nor too little ink nor too little nor too much pressure to make the impressions. To help ensure legibility, all 10 fingers must be rolled from nail to nail, and include the first flexion crease. Detail must be sufficient on all 10 individual prints to clearly define the loop, whorl, arch or other pattern. Roll the prints in the correct sequence.

All instructions must be followed correctly. All information on the card is essential. Please double check your work before sending the card. Illegible, incomplete or incorrect cards will be rejected and returned unprocessed.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- **You must be provided written notification[1] that your fingerprints will be used to check the criminal history records of the FBI and the State of Alaska.**
- **You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared. [2]**
- **If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.**
- **The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.**
- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.[3]**

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[4]

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

To challenge the accuracy or completeness of your State of Alaska criminal history records, go to the Division of Statewide Services, Department of Public Safety https://dps.alaska.gov /Statewide/R-I/Background/Home to request to correct criminal justice information.

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[1] Written notification includes electronic notification, but excludes oral notification.
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 28 CFR 50.12(b), and Alaska Regulation AAC 13.68.300.
[4] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018