



APPLICATION CHECKLIST FOR REGISTERED OR PRACTICAL NURSE LICENSE BY ENDORSEMENT OR TEMPORARY PERMIT

In accordance with AS 08.68 and 12 AAC 44.320, the Board of Nursing authorizes that a license or a permit be issued to an applicant whose application meets the qualifications listed below. An application that does not meet the qualifications listed below must be reviewed by the Executive Administrator, a board member, or the entire board to determine if the applicant is qualified for a license by endorsement or a temporary permit.

Name of Applicant: _____

- Applying for:
- Registered Nurse License by Endorsement
 - Practical Nurse License by Endorsement
 - Temporary Permit

PART I. TEMPORARY PERMIT

An applicant who meets the following qualifications is eligible for a temporary permit:

- _____ 1. has submitted a complete application as required in Part II(1)(A);
- _____ 2. has submitted the permit fee and other fees as required in Part II (1)(B); (receipt # _____)
- _____ 3. has submitted verification of a current unrestricted license to practice as a registered nurse or a practical nurse issued by another state licensing jurisdiction or Canadian province or Canadian territory;
- _____ 4. has submitted one set of fingerprints and the processing fee as required in Part II(4); and
- _____ 5. has no derogatory information on NURSYS database.
- _____ 6. Employment as a nurse for 320 hours in the last 2 years.

Comments: _____

- Application meets requirements above and is approved.
- Application must be reviewed by the Executive Administrator or board member.

Authorized Board of Nursing Representative

Date: _____

- As the Executive Administrator or board member, I approve issuance of the permit.
- Application must be reviewed by the board.

Executive Administrator or Board Member

Date: _____

Temporary Permit No.: _____

Date Issued: _____

PART II. REGISTERED OR PRACTICAL NURSE LICENSE BY ENDORSEMENT

An applicant is qualified for a license by endorsement if the applicant has met the following requirements:

- _____ (1) documented compliance with the application requirements of 12 AAC 44.305 by submitting:
- _____ (A) a completed application on a form provided by the department that includes
- _____ i. personal identification information;
 - _____ ii. lists all nursing licenses ever held.
 - _____ iii. nursing education information;
 - _____ iv. "no" answers to questions on the form dealing with the applicant's physical and mental health;
 - _____ v. "no" answers to questions on the form dealing with criminal convictions and disciplinary questions;
 - _____ vi. nursing related employment history for the five years immediately before the date of application;
 - _____ vii. photograph of the applicant and the applicant's notarized signature certifying that the information on the form is correct to the best of the applicant's knowledge;
- _____ (B) the application fee and license by endorsement fee required in 12 AAC 02.280.
- _____ (2) is licensed in another state or authorized jurisdiction as a registered or practical nurse, and has submitted:
- _____ (A) a verification of nursing license form fully completed and signed by an authorized person representing the jurisdiction of original licensure or through Nursys:
original state of licensure: _____; original date of licensure: _____;
- _____ (B) evidence that the applicant holds a license in another jurisdiction that is current, active, and in good standing: current state: _____; expiration date: _____.
- _____ (C) evidence that the licensing jurisdiction where the applicant was originally licensed required
- _____ (i) successful completion of a recognized nursing education program;
 - _____ (ii) passing one of the following examinations:
 - _____ (a) NCLEX after October 30, 1988 with a score of "pass";
 - _____ (b) NCLEX between June 30, 1982 and October 30, 1988 with a score of 1,600 for a registered nurse candidate or a standard score of 350 for a practical nurse candidate.
 - _____ (c) State Board Test Pool exam before July 1, 1982 with a score of 350 on each section for registered nurses and 350 on the examination for licensed practical nurses;
 - _____ (d) another exam constructed by a licensing jurisdiction before 1953 with a score of 75 percent; or
 - _____ (e) CNATS after July 1980, but before July 1992, with a score of 400, or before August 1980 with a score of 350 on each part;
- _____ (3) submitted either
- _____ (A) a reference letter that
- _____ (i) is completed on a form provided by the department and signed by the applicant's past or current employer;
 - _____ (ii) verifies the applicant has been employed in a nursing capacity for 320 hours within two years prior to application; or
within five years prior to application + ___ CEUs ___ Prof. Activities OR
- _____ (B) evidence of completion of
- _____ (i) completed a accredited nursing education program within past 2 years; or
 - _____ (ii) a course of study (refresher course) predetermined by the board to be acceptable.

- _____ (4) has submitted one set of fingerprints on the required fingerprint card and the processing fee required in accordance with 12 AAC 44.305 and 12 AAC 44.319.
- _____ (5) the report of criminal justice information requested in accordance with 12 AAC 44.319 either
- _____ (A) has not yet been received; or
- _____ (B) includes no criminal justice information (or report has been reviewed by board investigator, executive administrator or board member and requires no further review).
- _____ (6) has no derogatory information on NURSIS database.

Comments:

- Applicant meets requirements above and is approved for licensure.
- Application must be reviewed by the Executive Administrator or board member.

Authorized Board of Nursing Representative

Date: _____

- As the Executive Administrator or board member, I approve this applicant for licensure.
- Application must be reviewed by the board.

Executive Administrator or Board Member

Date: _____

License Number: _____ **Issue Date:** _____ **Expiration Date:** _____