



**CHECKLIST INSTRUCTIONS: APPLICATION FOR LICENSURE - ADVANCED PRACTICE REGISTERED NURSE (APRN)**

Virginia law and regulations require that **Advanced Practice Registered Nurses**, to include **certified nurse midwives, certified registered nurse anesthetists and clinical nurse specialists** be licensed as **Advanced Practice Registered Nurses** by the Boards of Nursing and Medicine prior to beginning practice in the Commonwealth. Also, Advanced Practice Registered Nurses **must have a current license as a registered nurse in Virginia or a current multi-state privilege license as a registered nurse in a compact state\* to be eligible for a Advanced Practice Registered Nurse license.**

All initial Advanced Practice Registered Nurse license applicants that meet Virginia requirements for Rx (prescriptive) *Authority* will be granted one license that will include *Rx Authority* designated on the license issued, as reflected on [License Lookup](#). Advanced Practice Registered Nurses licensed in the category of Certified Registered Nurse Anesthetists (CRNAs) only will have *Rx Authority* by operation of law but there will be no *Rx Authority* designated on the license issued, as reflected on License Lookup. For a copy of the Advanced Practice Registered Nurse laws/regulations, go to: [Virginia Board of Nursing - Laws and Regulations](#).

**If you do not currently have a Virginia RN license or RN license with multi-state privilege (from a compact state), you must also file a RN Endorsement application. A RN license is a pre-requisite in Virginia for Advanced Practice Registered Nurses. For current compact\* state information go to: <https://www.ncsbn.org/nurse-licensure-compact.htm>.**

**REQUIREMENTS BELOW - Please ensure that the applicable items are submitted to the VBON**

**ALL APPLICANTS MUST PROVIDE 1<sup>ST</sup> THREE (3) ITEMS:**

- (1) Evidence of a current Virginia RN license OR RN license with multi-state privilege (from a compact state).
- (2) **Complete Online Application:** An **online** application may be submitted only if you are applying for an initial APRN license in accordance with [18 VAC 90-30-80](#) by examination or by endorsement\* (\* if you have been licensed as a Advanced Practice Registered Nurse or advance practice nurse in another state in accordance with [18 VAC 90-30-85](#)). A completed application and required fee submitted through the **online license application portal**.
- (3) Request verification of **professional certification** that is consistent with the specialty area of the applicant's educational preparation issued by one of the agencies listed in [18 VAC 90-30-90](#) sent directly from the professional certifying organization to our office by mail or emailed to: [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov). We are not able to accept a copy of the card, certificate or email verification from the applicant.

**Note:** A Paper application is required if adding a specialty or *Rx Authority* to a current Virginia APRN license ([See page 2](#)).

**◆ LICENSED ADVANCED PRACTICE REGISTERED NURSE INITIAL APPLICATION – (BY EXAMINATION):**

- Submit official transcript from a graduate degree program in nursing designed to prepare Advanced Practice Registered Nurses sent directly from the education institution to our office by mail or email to [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov).

**◆ LICENSED ADVANCED PRACTICE REGISTERED NURSE APPLICATION – (BY ENDORSEMENT)  
(If currently/previously licensed as a Advanced Practice Registered Nurse - See: [18 VAC 90-30-85](#)):**

- Request **verification** of licensure as a Advanced Practice Registered Nurse in another U.S. jurisdiction with a license in good standing or eligible for reinstatement if lapsed, sent directly from the jurisdiction to our office by mail or email to [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov).

 **Endorsement Applicants Only:** Do not request that your transcripts be sent directly to the Virginia Board of Nursing (VBON) unless specifically instructed to do so by VBON staff.

**THIS COMPLETED INSTRUCTION CHECKLIST MUST BE SUBMITTED WITH PAPER APPLICATION**

◆ LICENSED ADVANCED PRACTICE REGISTERED NURSE APPLICATION – ADD A SPECIALTY AND/OR Rx (PRESCRIPTIVE) AUTHORITY:

- Submit **Paper** Application and fee: Email a request for a paper application to [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov) or request by mail to VBON address above. If submitting a **paper** application, attach the fee in the form of a check or money order paid to the **Treasurer of Virginia**. Note: **Advanced Practice Registered Nurses licensed as Certified Registered Nurse Anesthetists (CRNAs) do NOT need to apply for or add Rx Authority.**
- Request **verification of professional certification** that is consistent with the specialty area of the applicant's educational preparation issued by one of the agencies listed in [18 VAC 90-30-90](#) sent **directly** from the professional certifying organization to our office by mail or emailed to: [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov). We are not able to accept a copy of the card, certificate or email verification **from the applicant**.
- Request to add Rx Authority** to an existing Advanced Practice Registered Nurse license (except CRNAs) requires the following evidence:
- **Current unrestricted license as a Advanced Practice Registered Nurse in Virginia.**
  - **Current (national) professional certification in accordance with 18 VAC 90-30-90; OR** (If you do not have a current professional certification, see the options listed below):
  - Transcript or letter sent to the Board from an educational program verifying satisfactory completion of a graduate level course in pharmacology or pharmacotherapeutics obtained as a part of your Advanced Practice Registered Nurse or nurse-midwifery education within the past five years; **OR**
  - Evidence of a minimum of 1,000 practice hours and 15 hours of continuing education in the last two years; **OR**
  - Evidence of **30 hours** of education in pharmacology or pharmacotherapeutics taken within the last five years which includes: applicable federal and state laws, prescription writing, drug selection, dosage, route and interactions, information resources, and clinical application related to your area of practice. This evidence must be either an official transcript from the institution offering a formal course or copies of documents verifying non-credit continuing education offerings.

 **Do not request that your transcripts sent directly to the Virginia Board of Nursing (VBON) unless specifically instructed to do so by VBON staff.**

◆ ADDITIONAL INFORMATION:

- ✓ **Required** application supporting documents may be emailed to: [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov).
- ✓ If you are required to file an **RN Endorsement license application**, you must complete a criminal background check. See [VBON CBC Info](#) for additional instructions.
- ✓ If required to file a **paper** application, may request the application by email to: [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov).
- ✓ **Prescribers are required to have a practice agreement in accordance with [Virginia Code § 54.1-2957.01](#) unless exempt under subsection I of [Virginia Code § 54.1-2957](#).**
- ✓ License application processing time - 30 **business** days to complete from the date application submitted to the Board.
- ✓ Check your **license application** status at: <https://www.license.dhp.virginia.gov/apply/>
- ✓ Check your **license status** on [License Lookup](#) (license information is posted in *real time*). Once the license is issued, allow 24-48 hours for your 'specialization(s)' (e.g. Family, Pediatric, Rx Authority) to appear on *License Lookup*.

**THIS COMPLETED INSTRUCTION CHECKLIST MUST BE SUBMITTED WITH PAPER APPLICATION**