



CHECKLIST INSTRUCTIONS APPLICATION: CLINICAL NURSE SPECIALIST REGISTRATION

Pursuant to Virginia nursing regulation [18 VAC 90-19-210](#) the Board may accept an application for registration as a Clinical Nurse Specialist who meets the required qualifications. **Virginia requires a current Virginia RN license or RN license with multi-state privilege* in another compact state in order to file an application to register as a Clinical Nurse Specialist.**

Note: *Virginia is a *compact* state under the Enhanced Nurse Licensure Compact (eNLC). If your **primary state of residence (PSOR)** is a **compact** state, you must apply for licensure in your PSOR (compact state). If your primary state of residence is Virginia or a non-compact state, and your Virginia license has been **expired for more than two years**, you may apply in Virginia for reinstatement. Indicate on the application your primary state of residence. **For current information on the NLC go to:** <https://www.ncsbn.org/nurse-licensure-compact.htm>.

REQUIREMENTS BELOW - Check applicable COMPLETED items that are included with your application:

<input type="checkbox"/>	Completed Application and required fee (\$130): acceptable fees include payment by credit/debit card (online applicants only); or if required to apply by mail, include check or money order made payable to <i>Treasurer of Virginia</i> . Your application will not be reviewed or considered until you have submitted payment and fees are non-refundable .
<input type="checkbox"/>	Current license as a registered nurse in Virginia or a current multistate licensure privilege as a registered nurse: must meet this requirement to be eligible to for a clinical nurse specialist registration.
<input type="checkbox"/>	Current national clinical nurse specialist certification in accordance with Virginia Code § 54.1-3018.1.

ADDITIONAL INFORMATION:

- License application processing times are between 30-45 **business** days to complete.
- **Periodically log into your DHP license application portal:** <https://www.license.dhp.virginia.gov/apply/Login.aspx> to monitor progress of your application and remember “unchecked” items may have been received but are **pending** review.
- **Check your license/registration status by going to:** [License Lookup](#) (*license information is posted in *real time*).
- Documents submitted with the application are property of the Board and cannot be returned.
- An incomplete application for licensure will be retained on file only as required for audit. If not completed within one year, a new application may be necessary.
- Nursing laws and regulations may be obtained at www.dhp.virginia.gov/nursing.

THIS COMPLETED INSTRUCTION CHECKLIST MUST BE SUBMITTED WITH PAPER APPLICATION