



### CHECKLIST INSTRUCTIONS: APPLICATION FOR LICENSURE - NURSE PRACTITIONER (LNP)

Virginia law and regulations require that **nurse practitioners**, to include **certified nurse midwives**, **certified registered nurse anesthetists** and **clinical nurse specialists** be licensed as **nurse practitioners** by the Boards of Nursing and Medicine prior to beginning practice in the Commonwealth. Also, nurse practitioners **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 nurse practitioner license.

All initial nurse practitioner 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](#). Nurse Practitioners 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 nurse practitioner 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 Nurse Practitioners. 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:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | (1) Evidence of a current Virginia RN license <u>OR</u> RN license with multi-state privilege (from a compact state).  |
| <input type="checkbox"/> | (2) <b>Complete Online Application:</b> An online application may be submitted <u>only</u> if you are applying for an initial LNP license in accordance with <a href="#">18 VAC 90-30-80</a> by <u>examination</u> or by <u>endorsement</u> * (* if you have been licensed as a nurse practitioner or advanced practice nurse in another state in accordance with <a href="#">18 VAC 90-30-85</a> ). A <u>completed</u> application and required fee submitted through the <b>online license application portal</b> .          |
| <input type="checkbox"/> | (3) Request verification of <b>professional certification</b> that is consistent with the specialty area of the applicant's educational preparation issued by one of the agencies listed in <a href="#">18 VAC 90-30-90</a> sent directly from the professional certifying organization to our office by mail or emailed to: <a href="mailto:appsupportdocs@dhp.virginia.gov">appsupportdocs@dhp.virginia.gov</a> . We are <u>not</u> 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 LNP license ([See page 2](#)).

#### ◆ LICENSED NURSE PRACTITIONER INITIAL APPLICATION – (BY EXAMINATION):

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Submit official transcript from a graduate degree program in nursing designed to prepare nurse practitioners or advanced practice registered nurses sent directly from the education institution to our office by mail or email to <a href="mailto:appsupportdocs@dhp.virginia.gov">appsupportdocs@dhp.virginia.gov</a> . |
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#### ◆ LICENSED NURSE PRACTITIONER APPLICATION – (BY ENDORSEMENT) (If currently/previously licensed as a nurse practitioner - See: [18 VAC 90-30-85](#)):

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Request <b>verification</b> of licensure as a nurse practitioner or 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 <a href="mailto:appsupportdocs@dhp.virginia.gov">appsupportdocs@dhp.virginia.gov</a> . |
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 **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 NURSE PRACTITIONER APPLICATION – ADD A SPECIALTY AND/OR Rx (PRESCRIPTIVE) AUTHORITY:**

<input type="checkbox"/>	Submit <b>Paper</b> Application and fee: Email a request for a paper application to <a href="mailto:appsupportdocs@dhp.virginia.gov">appsupportdocs@dhp.virginia.gov</a> or request by mail to VBON address above. If submitting a <b>paper</b> application, attach the fee in the form of a check or money order paid to the <b>Treasurer of Virginia</b> . <b>Note:</b> Licensed Nurse Practitioners licensed as Certified Registered Nurse Anesthetists (CRNAs) do <b>NOT</b> need to apply for or add <i>Rx Authority</i> .
<input type="checkbox"/>	Request <b>verification of professional certification</b> that is consistent with the specialty area of the applicant's educational preparation issued by one of the agencies listed in <a href="#">18 VAC 90-30-90</a> sent <b>directly</b> from the professional certifying organization to our office by mail or emailed to: <a href="mailto:appsupportdocs@dhp.virginia.gov">appsupportdocs@dhp.virginia.gov</a> . We are <u>not</u> able to accept a copy of the card, certificate or email verification <b>from the applicant</b> .
<input type="checkbox"/>	<p><b>Request to add Rx Authority</b> to an existing nurse practitioner license (<u>except CRNAs</u>) requires the following evidence:</p> <ul style="list-style-type: none"> <li>• <b>Current unrestricted license as a Nurse Practitioner in Virginia.</b></li> <li>• <b>Current (national) professional certification in accordance with 18 VAC 90-30-90; OR</b> (If you do not have a current professional certification, see the <u>options</u> listed below):</li> <li>• 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 nurse practitioner or nurse-midwifery education within the past five years; <b>OR</b></li> <li>• A statement from a superior or a personal affidavit attesting to no less than 1000 hours of practice in each of the last two years and copies of documents verifying <b>15 hours</b> of continuing education in each of the last two years; <b>OR</b></li> <li>• Evidence of <b>30 hours</b> of education in pharmacology or pharmacotherapeutics taken within the <u>last five years</u> 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.</li> </ul>

 **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 times are between 30-45 **business** days to complete.
- ✓ 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*.

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