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

Virginia law and regulations require that nurse practitioners, certified nurse midwives, and certified registered nurse anesthetists be licensed as nurse practitioners by the Boards of Nursing and Medicine prior to beginning practice in the Commonwealth. Also, nurse practitioners, certified nurse midwives, and certified registered nurse anesthetists 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*. For a copy of the nurse practitioner laws, please 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 1ST 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 LNP license in accordance with 18 VAC 90-30-80 by examination or by endorsement* (* if you have been licensed as a nurse practitioner 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. 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 to a current Virginia LNP license (See page 2).

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

☐ Submit official transcript from a graduate degree program in nursing designed to prepare nurse practitioners sent directly from the education institution to our office by mail or emailed to appsupportdocs@dhp.virginia.gov.

◆ LICENSED NURSE PRACTITIONER APPLICATION – (BY ENDORSEMENT*)

("If currently/previously licensed as a nurse practitioner - See: 18 VAC 90-30-85):

☐ Request verification of licensure as a nurse practitioner or advanced practice 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 emailed to 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.

PLEASE NOTE:
Separate application and fee required for Authority to Prescribe in Virginia pursuant to 18 VAC 90-40-30

THIS COMPLETED INSTRUCTION CHECKLIST MUST BE SUBMITTED WITH PAPER APPLICATION
## LICENSED NURSE PRACTITIONER APPLICATION – ADD A SPECIALTY:

1. **Submit Paper Application and fee:** Email a request for a paper application to 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.

2. **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. We are not able to accept a copy of the card, certificate or email verification from the applicant.

3. **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:

1. **Required** application supporting documents may be emailed to: appsupportdocs@dhp.virginia.gov.

2. 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.

3. If required to file a paper application, may request the application by email to: appsupportdocs@dhp.virginia.gov.

4. License application processing times are between 30-45 **business** days to complete.

5. Check your license application status at: [https://www.license.dhp.virginia.gov/apply/](https://www.license.dhp.virginia.gov/apply/)

6. Check your license status on License Lookup (*license information is posted in real time).

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