

COMMONWEALTH OF VIRGINIA
Department of Health Professions - **Board of Nursing (VBON)**
Perimeter Center 9960 Mayland Drive, Suite 300
Henrico, VA 23233-1463

(804)367-4515 – PHONE

web: www.dhp.virginia.gov/nursing

**CHECKLIST INSTRUCTIONS
ENDORSEMENT APPLICATION**

Check One: RN \$190 LPN \$170

➤ **COMPACT INFORMATION:**

Virginia is a *compact* state under the Nurse Licensure Compact (NLC). If your **Primary State of Residence (PSOR)** is a **compact** state, you must apply for licensure in your **PSOR** (home state). *Primary state of residence (PSOR)* is defined by the NLC as: *the state of a person's declared fixed permanent and principal home or domicile for legal purposes.* If your PSOR is Virginia or a non-compact state you must obtain a Virginia license to practice as a nurse in Virginia. Please indicate on the application your primary state of residence. **For a current list of states in the NLC and NURSYS participating states go to:** www.nursys.com/NLV/NLVJurisdictions.aspx.

➤ Under Virginia nursing regulation [18 VAC 90-19-80](#):

- If your license is unrestricted in your prior home state or your **PSOR** is Virginia, you will be granted a *multi-state privilege* which allows you to practice in other *compact* states.
- If you now live in a *compact* state and are moving to Virginia, you may continue to practice under your former home state license during the processing of your application for a period not to exceed ninety (**90**) days. Once your Virginia license is issued, you must destroy your previous *compact* state license and notify your previous compact state that Virginia is now your **PSOR**.
- A licensure application shall be held in abeyance in accordance with the compact regulations when a license is under investigation in another compact state.

✓ **REQUIREMENTS** are listed below to submit an application for **Endorsement**. Please **check COMPLETED applicable items** that are included with your application:

- Completed application and required fee:** 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 *Treasurer of Virginia*. Your application will not be reviewed or considered until you have submitted payment and **fees are non-refundable**.
- Completed criminal history background check:** required by [Virginia Code § 54.1-3005.1](#): **Online applicants** will receive an **application confirmation receipt** which contains a VBON **Fieldprint Code required** to register for fingerprinting exclusively through [Fieldprint Va](#). ***Online applicants** will also see their **Fieldprint Code** at the top of the **checklist instructions** page. ***If you apply by mail**, you must contact the [VBON CBC unit](#) for your **Fieldprint Code** that is required to register for fingerprinting. More information for initiating the CBC may be found at [VBON CBC Info](#).
- License Verification Requested/Completed:**
 - **NURSYS:** if your original state of licensure participates in the *NURSYS* license verification system, go to <https://www.nursys.com/NLV/NLVTerms.aspx> to request the verification of licensure (\$30 fee).
 - **License verification form (only for non-NURSYS participating states):** *Complete only the top portion of the license verification form* and send it to the board of nursing where you were **originally licensed by examination**. Completed verifications will only be kept on file for 90 days and must be resubmitted if application is received after 90 day period.
- Verification of Clinical Hours Form completed by Nursing Employer(s):** Required only if you graduated from nursing program with less than 500 clinical hours (RN) or 400 clinical hours (LPN): Must include **evidence of 960 hours of clinical practice and an active unencumbered license in another US jurisdiction**.

THIS INSTRUCTION CHECKLIST MUST BE INCLUDED WITH PAPER APPLICATION

Licensure by Endorsement: Instructions Continued

- Foreign Education:** licensure applicants previously licensed in another U.S. jurisdiction but educated in a foreign country (except **Canada**) must provide their identification/certificate number issued by the Commission on Graduates of Foreign Nursing Schools (**CGFNS**). For more information, click on these regulation(s): [18 VAC 90-19-120](#) and [18 VAC 90-19-130](#).

SUPPORTING DOCUMENTS

- **Name Change:** If your name on the application for Virginia license is different from the name on file with your original board of nursing, a copy of your marriage certificate, naturalization certificate or the court order authorizing the change.
- **Request 30 day Authorization to Practice Letter (ATP):** if you intend to work in Virginia pending licensure and are licensed in a **non-compact state**, you may submit a written request for a letter from the Board for authorization to practice for 30 days. License applications that do not indicate conviction or discipline history will be eligible for an ATP.
 - Authorization to Practice letters are initially effective for 30 days, so please wait to request a letter until at least **three (3) weeks have expired from the date your application was received by VBON***, as your license should be issued within 30-45 business days. (*Your online 'checklist' reflects the date your application and fee was received).
 - Request may be emailed to appsupportdocs@dhp.virginia.gov and **include in the email subject line:** *Endorsement Applicant: Request 30 day letter* along with copies of: (1) **NURSYS license verification receipt** and/or your current license (**only for non-NURSYS participating states**) and (2) *Fieldprint (fingerprinting) appointment confirmation receipt*.
 - Authorization to Practice letters will be sent **by email** within 7-10 **business** days from receipt of the request to appsupportdocs@dhp.virginia.gov.

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 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.