



**CHECKLIST INSTRUCTIONS  
ENDORSEMENT APPLICATION**

**Check One:**  RN \$190  LPN \$170

➤ **COMPACT INFORMATION:**

**Note:** Virginia is a compact state under the *Nurse Licensure Compact (NLC)*. Under the NLC, to receive and/or maintain an RN/LPN license with multi-state privilege(s), an applicant must meet all Uniform Licensure Requirements in accordance with [Virginia Code § 54.1-3040.3 C](#). If you do not meet all **Uniform Licensure Requirements (ULRs)** OR reside in a 'non-compact' state, you may be eligible for a single-state license authorizing practice only in Virginia.

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>.

- In accordance with Virginia law [Virginia Code §54.1-3040.3 \(C\)](#): If you meet **all Uniform Licensure Requirements (ULRs)** and your **PSOR is Virginia**, you will be granted a license with *multi-state privilege* that 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.

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

**Submit 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**.

**Complete fingerprint-based Criminal Background Check (CBC):** required by [Virginia Code § 54.1-3005.1](#): Register for fingerprinting exclusively through [Fieldprint Va](#).

- Online applicants will receive an **application confirmation receipt** that contains a VBON **Fieldprint Code** required to register for fingerprinting. \*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](#).

**Request License Verification from your original state of licensure (Exam state):**

- **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 (only for non-NURSYS participating states):** Request license verification be sent to our Board from the **state board of nursing** where you were **originally licensed by examination** (See page 2 for sending electronic license verifications).

**-OR IF APPLICABLE-**

**Submit 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**.

**INSTRUCTION CHECKLIST MUST BE INCLUDED WITH PAPER APPLICATION**

## Licensure by Endorsement: Application Instructions Continued



**Submit credential evaluation:** licensure applicants previously licensed in another U.S. jurisdiction but educated in a foreign country (except Canada) must submit a credential evaluation by a **Board approved** credential agency. For more information, go to [VBON International Applicant Resources](#).

- For endorsement applicants only: the Board accepts a **CGFNS CES report**, *ICHP Visa Screen* or *CGFNS Certificate* and a **Josef Silny & Associates** professional credential evaluation report or *VISA4Nurses*.
- Go to [CGFNS International, Inc.](#) or [Josef Silny & Assoc VA Application](#) for more information.

### SUPPORTING DOCUMENTS (IF APPLICABLE) Email to [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov)

- **Request for Authorization to Practice Letter (ATP):** if you intend to work in Virginia pending licensure and you do not have a current license issued with *multi-state privilege* you may submit a written request for a letter from the Board for authorization to practice. 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 it is advisable to wait to request a letter after **10 business days have expired from the date your application was received by VBON\***, as your license should be issued within 30 business days. (\*Your online 'checklist' reflects the date your application and fee was received).
  - Request may be emailed to [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov) and **include in the email subject line:** *Endorsement Applicant: Request ATP 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 1-2 **business** days from receipt of the request to [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov).
  - Employers may verify Authorization to Practice at: [Virginia Board of Nursing - Temporary Authorization List](#).
- **Court Documents:** Must be mailed or emailed **directly to the DHP CBC unit** at: [VDHPCBCUnit@dhp.virginia.gov](mailto:VDHPCBCUnit@dhp.virginia.gov)
- **Only if requested by Board staff:** submit acceptable proof of **Primary State of Residence (PSOR)**: includes copy of current (VA) driver's license, voter's registration card or military form #2058 (active duty military personnel only).
- **License Verifications (non-NURSYS participating states)** may be sent electronically to [appsupportdocs@dhp.virginia.gov](mailto:appsupportdocs@dhp.virginia.gov)

### ADDITIONAL INFORMATION

- License application processing times are approximately 30 **business** days to complete (e.g. starts from the date the **application fee** posts on *checklist* until licensure).
- **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.
- **If an application is not completed within one (1) year of the filing date, a new application and fee is required.**
- A licensure application shall be held in abeyance in accordance with the compact regulations when a license is under investigation in another compact state.
- Nursing laws and regulations may be obtained at [www.dhp.virginia.gov/Boards/nursing](http://www.dhp.virginia.gov/Boards/nursing).

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