



**CHECKLIST INSTRUCTIONS
ENDORSEMENT APPLICATION**

Check One: RN \$190 LPN \$170

➤ **COMPACT INFORMATION:**

Note: Virginia is a compact state under the *Enhanced Nurse Licensure Compact (eNLC)*. Under the eNLC, 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 you 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 form (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. Due to the COVID-19 pandemic, license verifications from other state Board of Nursing may be impacted. Therefore, our Board may be able to access primary source license information obtained from the state Board of Nursing that originally issued your license by examination.*

-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**. **Regulation 18 VAC 90-19-120 A1: Requirement Waiver under Executive Order 51**

INSTRUCTION CHECKLIST MUST BE INCLUDED WITH PAPER APPLICATION

Licensure by Endorsement: Application Instructions Continued



Submit credential evaluation by CGFNS: 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](#).

- For endorsement applicants only, the Board accepts the *CES report*, *ICHP Visa Screen* or *CGFNS certificate*.
- Go to [CGFNS International, Inc.](#) for more information on available services.

SUPPORTING DOCUMENTS (IF APPLICABLE) Email to 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.
 - Due to the declared state of emergency, Authorization to Practice letters will authorize practice until the emergency declaration expires.
 - Request may be emailed to 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.
 - Employers may verify Authorization to Practice at: [Virginia Board of Nursing - Temporary Authorization List](#).
- **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, a federal income tax return, military form #2058 (active duty military personnel only) or W2 from U.S. government. **Due to the COVID-19 pandemic, you may be issued a single-state license only (authorizes practice in VA only) until you obtain acceptable proof of Virginia residency required for a license with multi-state privilege (MSP).**
- **License Verifications (non-NURSYS participating states)** may be sent electronically to appsupportdocs@dhp.virginia.gov

ADDITIONAL INFORMATION

- License application processing times may be shorter due to the declared state of emergency (normally 30 business days).
- **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. ***Due to the COVID-19 pandemic, we may experience higher volume of inquiries and we strongly encourage you to monitor your application status for updates or check your license status via License Lookup.**
- **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 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.

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