



CHECKLIST INSTRUCTIONS REINSTATEMENT APPLICATION (Lapsed or Expired)

Pursuant to Virginia nursing regulation [18 VAC 90-19-190](#) a Nurse whose license has lapsed for **more than one (1) renewal period** shall apply for license reinstatement. 🙋 **However, if your license is not active because of a suspension or revocation you must file a Reinstatement Application After Discipline (Suspension or Revocation).** If you had a Virginia RN or LPN license and have a Board Order for suspension **stayed** with entry into HPMP, you must file this Reinstatement Application.

Note: 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. If your license has been **expired for less than 2 years** contact the Board @ nursebd@dhp.virginia.gov for instructions on how to **reactivate** your license – do **not** file a reinstatement application.

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. **For more information on the NLC go to:** <https://www.ncsbn.org/nurse-licensure-compact.htm>

REQUIREMENTS BELOW – COMPLETE Applicable Steps Below:

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|--------------------------|--|
| <input type="checkbox"/> | Submit Reinstatement Application and required Fee: Your application will not be reviewed or considered until you have submitted payment. Fees are non-refundable. |
| <input type="checkbox"/> | Complete fingerprint-based criminal history background check required by Virginia Code § 54.1-3005.1 - Register for fingerprinting exclusively through Fieldprint Va. <ul style="list-style-type: none"> <u>Online applicants</u> will receive an application confirmation receipt that contains a VBON Fieldprint Code required to register for fingerprinting. *<u>Online applicants</u> will also see their Fieldprint Code at the top of the checklist instructions page. <u>If you apply by mail</u>, 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. |
| <input type="checkbox"/> | Complete continued competency requirements (unless requesting waiver – see NOTE): Provide evidence of completing at least one (1) of the learning activities or courses specified in 18 VAC 90-19-160 during the two (2) years immediately preceding application for reinstatement. Applicable regulation regarding supporting documentation for compliance should be reviewed at: 18 VAC 90-19-170 . <ul style="list-style-type: none"> 30 contact hours required without active practice OR 15 contact hours required with a minimum of 640 hours of active practice. |
| <input type="checkbox"/> | Provide proof of Virginia residency (Driver's License, Voter Registration Card, or DD Form 2058 – Military Only) if you are requesting Multi-State Privilege. |

NOTE: The Board may waive all or part of the continued competency requirement(s) for a nurse who holds a **current, unrestricted license in another state** AND who has engaged in **active practice** during the period the Virginia license was lapsed.

Evidence must be provided to request that the VBON waive the continued competency requirements which includes:

- license verification **only** for non-NURSYS participating states.
- letter from employer(s) on official letterhead including name of facility **verifying:** [your] name/**position**/total work hours.

Additional Information:

- Application supporting documents may be uploaded if indicated OR emailed to appsupportdocs@dhp.virginia.gov
 - Subject line of email must be: 'Reinstatement – applicant # _____'
- Nursing laws and regulations may be obtained at [VBON Nursing Laws & Regulations](#).
- VBON may request additional evidence that the nurse is prepared to resume practice in a safe, competent manner.**
- Documents submitted with the application are property of the Board and cannot be returned.

READ THIS INSTRUCTION CHECKLIST BEFORE SUBMITTING APPLICATION