

For Office Use Only

12. Have you previously been licensed as an: LMHT Yes ___ No ___
LPN Yes ___ No ___

If yes, please list license number, state where license was issued, and date of issue: _____

13. Nursing Education _____

(for current application): Name of School _____ City _____ State _____ Grad Date _____

Please check type of education:

___ LPN ___ RN, Diploma ___ RN, Baccalaureate Degree
___ RN, Associate Degree

14. NCLEX Program Code: _____

(NCLEX Program Code is the number for your school and is found in the NCLEX Candidate Bulletin)

15. Which NCLEX Exam are you applying for: PN ___ RN ___

Have you ever made application to take this NCLEX exam in any state? Yes ___ No ___

If yes, please list state and date of application: _____

Number of times this NCLEX exam taken _____ Dates exam taken: _____

16. Other Education Completed: Please check all that apply

___ LPN ___ RN, Diploma ___ Masters in Nursing
___ LMHT ___ RN, Associate Degree ___ Masters, Other Field _____
___ RN, Baccalaureate Degree ___ Doctorate in Nursing
___ Baccalaureate, Other Field _____ ___ Doctorate, Other Field _____

This AFFIDAVIT must be signed by you before a Notary Public.

Being duly sworn, I state I am the person whose photograph is attached and who is referred to in the foregoing application for licensure in the state of Kansas: that statements therein are strictly true in every respect; that I have complied with/will comply with all requirements of law; and that I have read and understand this affidavit.

Signature of Applicant

Date

AFFIDAVIT TO BE COMPLETED BY A NOTARY PUBLIC

State of _____, County of _____ ss.

SUBSCRIBED AND SWORN TO before me, this _____ day of _____ 20____

Signature of Notary Public

My Commission Expires _____ (NOTARY PUBLIC SEAL)

DO NOT WRITE BELOW THIS LINE (FOR OFFICE USE ONLY)

Date of Examination: _____

Date of Certificate: _____ Certificate Number: _____

KANSAS STATE BOARD OF NURSING

Landon State Office Building
900 SW Jackson, Suite 1051
Topeka, Kansas 66612
785 296-2967

INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR LICENSURE REGISTERED PROFESSIONAL NURSE AND LICENSED PRACTICAL NURSE

Application Checklist

Applications are legal documents

- _____ All required blanks are complete – typed or in blue or black ink
(Corrections made with fluid or tape are not permitted)
- _____ Valid Photo is attached
- _____ Application is signed, dated, and notarized
- _____ Appropriate fee is attached
- _____ All required additional documents are attached
- _____ Completed Fingerprint Card and Fee
- _____ Completed Fingerprint Waiver Agreement and Statement

All information on the attached application must be complete and accompanied by the appropriate fee. All blanks must be complete unless otherwise noted (e.g. optional). Mail the original application you completed; no photocopies of completed applications are accepted.

Both the NCLEX application and fee and the Kansas application and fee should be submitted approximately 30 days before graduation. List your anticipated graduation date.

KSBN APPLICATION REQUIREMENTS:

Application fees may be paid by personal check, money order or cashiers check made payable to the Kansas State Board of Nursing. The application fee must accompany the complete application. Pursuant to K.A.R. 60-3-107 (b) Applications for initial licensure by examination while awaiting documentation of qualifications shall be active for six months. (1) The expiration date of each application shall be based upon the date of receipt at the agency. (2) Once the application has expired, each individual seeking licensure shall file a new application along with the appropriate fee as prescribed by K.A.R. 60-4-101.

Name: Use the same name in completing both the Kansas application and the NCLEX application. Single women should not repeat their maiden name. Either enter it as the maiden name or the last name, but not both. Do not use nicknames. If you do not have a middle name, that space should be left blank. If you have an initial for a first or middle name, write it in the space requested.

Photograph: Attach a recent passport or professional 2 ½ by 3 inch photo using rubber cement or glue. Do not use paste or lard type products. Do not tape or staple the picture to the application. Snapshots, dime store, home Polaroid and glamour pictures are not acceptable. The picture must clearly show your face and may go down to the shoulders, but not below that.

Requirements for Additional Documents:

- **CONVICTIONS:** If you have been **convicted** of a misdemeanor and/or felony, specific **certified/dated** copies of court documents (for EACH) conviction are **REQUIRED** when you submit your application. The certified/dated copies must be current (dated within the past 3 months). Without the **REQUIRED** documents, the application is considered incomplete and may result in a denial of licensure.

Please note: a successfully completed court-ordered Diversion is NOT a conviction, and therefore need not be reported to KSBN. Also note that different courts may use different titles for similar court documents.

The following list is not all inclusive but represents the types of court documents that can be obtained from the office of the Clerk of the Court where the conviction/diversion occurred – City (municipal), county (district/circuit) or federal court:

- Uniform Notice to Appear and Complaint (e.g. ticket), Complaint/Petition or Indictment: DO NOT submit information regarding speeding or parking tickets
 - Amended Complaint/Petition or Indictment (indicates charges were increased/decreased from the original charges)
 - Journal Entry of Judgment (Conviction) and Sentencing (this may be on the back side of the ticket or a separate piece of paper entitled “Journal Entry”)
 - Probation Agreement (if any) and current status
 - Diversion Agreement (if any) and current status
 - Proof that all fines, fees, costs and/or restitution have been paid or record of payment to date
- **DISCIPLINARY ACTION:** If you have been **disciplined** by any Board (e.g. professional licensure) or governmental agency (e.g. Department of Health and Environment regarding CNA or HHA certification, Department of Revenue regarding a driver's license suspension, cancellation and/or revocation for any reason), you are **REQUIRED** to provide a certified/dated copy of that Board order or disciplinary/administrative action. You may obtain a copy of your current Driver's record by going to any driver's license exam station with a current photo ID and requesting the document. A small fee is usually charged for a copy of your driving record.
 - **EXPLANATORY LETTER:** You are **REQUIRED** to submit an explanatory letter regarding EACH conviction and/or disciplinary/administrative action. The letter should include the following information:
 - Date of the criminal offense or disciplinary/administrative action
 - Circumstances leading up to the arrest or disciplinary/administrative action
 - Actual conviction or disciplinary/administrative action
 - Actual sentence or board/regulatory agency order
 - Current status of sentence or order
 - Rehabilitation (if any)

If you answer yes to question 8, 9, 10 or 11, the required documentations must be received with your application or it will be considered incomplete and will be returned. Every completed application will have to be reviewed and considered. Some will be referred to the Kansas State Board of Nursing's Investigative Committee for final review before a license is granted. The Investigative Committee meets in conjunction with the Board meetings so approval may take some time. If you test before your application is approved you may not receive the pass results or your license until the application has been approved.

If you have questions about the conviction or disciplinary action requirements, please contact the Kansas State Board of Nursing legal department at (785) 296-4325.

Background Checks Required for Nursing License

GENERAL INFORMATION

An applicant for a Kansas license by endorsement or exam is required to provide one completed fingerprint card in order to conduct background checks with the Kansas Bureau of Investigation and FBI. A fingerprint card must be obtained from the Kansas State Board of Nursing (KSBN) because it contains specific identifying information. **It takes about one (1) month to receive background check results.** Exam applicants should apply for a license at least one month prior to the graduation date in order to prevent delays. **The Board of Nursing will not license a person until the background checks are received. Enclose a check or money order for \$50.00 payable to the Kansas State Board of Nursing. Fees are nonrefundable.**

HOW TO COMPLETE THE FINGERPRINT CARD

If you are fingerprinted by using ink and a card, you MUST use the card provided by KSBN-call 785-296-4929 to request a card.

- To facilitate prompt and accurate processing of the fingerprint card:
- Type or print legibly in black ink
- Stay within the blocks-DO NOT OVERLAP THE BLUE LINES
- Your name on the card must be identical to the name of your application
- no staples anywhere on the card
- DO NOT FOLD FINGERPRINT CARD
- You must return the fingerprint card and application together using a 9X12 envelope

Complete the following boxes on the card

- Last name, first name, middle name
- Signature of person fingerprinted
- Aliases (other names you have used, including nicknames, maiden name, other married names, etc.)
- ORI (this block should read: KS920150Z State Board of Nursing, Topeka, Ks.)
- Date of birth (numeric month, numeric day, and numeric year)
- Residence of person fingerprinted (street address or post office box, city, state, zip)
- Citizenship (i.e., United States, England, Philippines)
- Sex, race, height, weight, eyes (color), hair (color)
- Sex: M=Male; F=Female
- Race: A=Asian; W=White; B=Black; I=American Indian; U=Unknown; (If Hispanic use "W")
- Eyes: BLU=Blue; BRO=Brown; BLK=Black; GRY=Gray; GRN=Green; HAZ=Hazel;
- MAR=Maroon; PNK=Pink; XXX=Unknown
- Hair: BAL=Bald; BRO=Brown; SDY=Sandy; BLK=Black; GRY=Gray; WHI=White; BLN=Blond; RED=Red; XXX=Unknown
- Place of birth (city, state, or foreign country)
- Employer and address ("none" if you are unemployed)
- Social Security number
- Leave all other spaces blank (OCA, FBI, MNU, MNU)

Prints may be taken by any law enforcement official trained in taking fingerprints. The fingerprint card will be taken by the applicant to the facility that is taking the print. The facility taking the print **MUST** mail the card and waiver directly to KSBN upon completing the prints. A fee is occasionally charged. Staff of the Board of Nursing is also trained to take electronic prints and can be done in the board office and the fee is \$7.50. Prints must be rolled from nail to nail and the ridges should be sharp and distinct. The signature of the person taking the prints must appear on the fingerprint cards. **If reprints are required, a different individual than the one who originally took the prints must take them.**

Transcripts: An official transcript, showing completion of the nursing program with the degree posted, must be sent to the Board of Nursing by the registrar/school.

FOR NURSES EDUCATED IN COUNTRIES OTHER THAN THE UNITED STATES: See Special Instructions For Nurses Educated in Countries Other Than the United States.

Signature and Notary: You must sign your legal name -- no nicknames or initials and no printing. Your application must be notarized.

NCLEX EXAMINATION REQUIREMENT:

To be considered for licensure you must file a completed application with the Kansas State Board of Nursing and apply for and successfully complete the NCLEX examination.

The NCLEX Examination Candidate Bulletin can be found as a PDF file at www.pearsonvue.com/nclex. The Candidate Bulletin contains information about how to register for the NCLEX examination, how to schedule your examination, the kind of identification you will need to bring to the examination, a brief overview of the content of the examination, the program code for your school, and other important information about the examination process. You must review the Candidate Bulletin before you register with NCLEX.

Register for the NCLEX Exam using one of the following methods:

1. Go to the NCLEX Candidate web site, www.pearsonvue.com/nclex, register online and pay with a credit card.
2. Go to the NCLEX Candidate web site, www.pearsonvue.com/nclex, register online, print a payment voucher and mail the voucher and a money order or cashier's check to Pearson Vue.
3. Call NCLEX Candidate Services at 1-866-496-2539, register for the examination and pay with a credit card.

The examination is given by appointment and can be taken 5 or 6 days a week. There are testing centers in Kansas and throughout the United States. The examination can be taken at any approved center. A fee must be submitted to NCLEX with the completed application.

Summary of the Application/Licensure Process:

1. Applicant completes KSBN Licensure application
2. Applicant completes NCLEX Application
3. Applicant requests copy of official transcript(s) to be mailed to KSBN as soon as the degree is posted
4. KSBN receives Approval to test Notice or official transcript. If approval to Test is sent, official transcript must be mailed to KSBN when degree is posted.
5. KSBN will verify for Pearson VUE that a complete application has been received
6. Pearson VUE will e-mail/mail applicant Authorization to Test with phone numbers of testing centers.
7. Applicant calls/goes on-line to schedule appointment to take the examination at test center of their choice.
8. Applicant completes NCLEX exam
9. KSBN receives NCLEX results
 - Applicants who have successfully completed the exam and met all licensure requirements are issued a license and a wall certificate
 - **Note:** If KSBN has not received your official transcript, you will not be issued a license until the transcript is received
 - Applicants who fail the exam receive the results with a diagnostic profile and application to retest

If you are a veteran with G.I. Bill benefits, you may be eligible for reimbursement for approved licensing and certification tests. Contact the VA at 1-888-442-4551 or go to their website: www.gibill.va.gov for details