

## Standard Answers to Frequently Asked Questions

### **How do I submit my application?**

You must submit your application online at [www.nevadanursingboard.org](http://www.nevadanursingboard.org) via the Nevada Nurse Portal. Once you have created your Nevada Nurse Portal you will have access to all CNA/nursing applications. The Nevada State Board of Nursing does not accept any paper applications

### **I don't have a computer. How do I apply for or renew my license/certificate?**

All initial and renewal applications must be submitted online through the Nevada Nurse Portal. If you do not have a computer, we recommend that you access a public computer site or visit our local offices to use our kiosk at no charge.

### **How long will it take to process my application?**

Applications are processed in 1-2 weeks. If your application is complete and meets the criteria for issuance of a license/certificate, we can *generally* issue your temporary license/certificate within one week of receipt of your application. The timeframe for issuing your permanent license/certificate will depend on whether or not we have all required documentation, including your fingerprint reports. It can take up to 4 months for the Board to receive your fingerprint reports.

### **How can I inquire about the status of my application?**

It is recommended that you wait a minimum of one week after submitting your application before contacting the Board. You may view the status of your application by logging into your Nevada Nurse Portal account and clicking on “view status” under the Submitted License Applications section.

### **How do I apply for a temporary license/certificate?**

All applicants for initial licensure/certification in Nevada must apply for a permanent license. As a courtesy, Nevada issues one temporary license/certificate to qualified applicants who apply for permanent licenses, while we await receipt of other documents, including fingerprint results. If you are eligible for a temporary one will be issued to you once your application is processed which may take up to a week. A temporary license is valid for six months.

### **How do I change my address or name?**

Address and name changes must be completed online via the Nevada Nurse Portal by clicking on “Manage Profile”.

### **Where can I get my fingerprints captured?**

The list of approved fingerprinting locations can be found at the following website: <http://rccd.nv.gov/FeesForms/Fingerprints/> and by clicking on “Private Fingerprint Sites”. If you have additional fingerprinting questions, please review the fingerprinting frequently asked questions on our website at [www.nevadanursingboard.org](http://www.nevadanursingboard.org).

### **I have a criminal conviction. Will the Board issue a license/certificate to me?**

The Board considers each case individually and considers factors such as evidence of rehabilitation when they decide whether to license people with criminal convictions. For more information, please visit our website. If after you review it, you have any questions, please feel free to contact the Board toll free at (888) 590-6726.

### **Can I obtain a Nevada license/certificate without a social security number?**

Under Nevada law, the Board can issue a license/certificate to applicants that have a valid social security number OR individual taxpayer identification number.

### **When will I receive my ATT?**

You must register with Pearson VUE to take the NCLEX examination before the Authorization to Test (ATT) can be issued. Registration for NCLEX-RN or PN is available online at [www.personvue.com/nclex](http://www.personvue.com/nclex). Part of being eligible to take the exam is registering and paying Pearson VUE and the Board must have received your official transcripts (with degree posted).

### **How many times can I take the NCLEX?**

NAC 632.165 provides that, “An applicant for licensing as a registered nurse or as a practical nurse may write the examination 4 times.”

**How many times can I take the CNA certification examination?**

NRS 632.2858, stipulates that, "If an applicant fails the examination three times, he must repeat the training program prescribed in NRS 632.2856."

**Can I work as a graduate nurse?**

An interim permit (IP) may be issued to graduates of nursing schools who have applied for licensure and documents of graduation have been received. For first time test takers, an IP allows individuals, who have met the other licensure requirements, to practice as a graduate nurse only in the state of Nevada for a maximum of three (3) months or when the Board receives notice that you have passed or failed the NCLEX. If the individual passes the NCLEX and has met all other licensure requirements, s/he is issued a permanent license. If the individual fails the NCLEX, the IP is no longer valid -- it expires when the official results are received, regardless of the time remaining on the interim permit. Applicants may request an interim permit during the application process or by sending a message to the Board via the message center in their Nevada Nurse Portal Account.

**I am an international graduate. Can I be licensed in Nevada?**

To qualify for a Nevada license, you must have graduated from a nursing education program that meets Nevada's legal requirements. If you have graduated from an international school of nursing and have never been licensed in any US state, you must have your (nursing education) evaluated by the Commission on Graduates of Foreign Nursing Schools (CGFNS) or International Education Research Foundation (IERF). In addition, if you have graduated from a nursing program in a country or territory where the principle/primary language is **not** English, you will be required to pass an English proficiency exam.

**I passed the NCLEX exam. Why hasn't my license been issued?**

Although applicants can pay a fee to Pearson VUE to obtain their exam results faster, the Board utilizes *official* results only. Official results generally take 1-2 weeks to be received and processed the Board.

**Can I challenge the RN/LPN exam?**

Nevada nursing law requires ALL candidates for nurse licensure to have graduated from an accredited nursing education program with the nursing degree posted. There is no mechanism for review or waiver of this law for medical doctors or other health care workers.

**How do I apply for reciprocity?**

Nevada uses the term licensure by endorsement. You will need to complete an application for licensure by endorsement via the Nevada Nurse Portal online at [www.nevadanursingboard.org](http://www.nevadanursingboard.org).

**How do I "transfer" my CNA license?**

You will need to apply for a CNA certificate by endorsement via the Nevada Nurse Portal online at [www.nevadanursingboard.org](http://www.nevadanursingboard.org).

**I renewed my license/certificate. When will I receive my card?**

Nevada does not issue license/certificate cards. You or your employer may verify your licensure/certification status by using our web verification system online. As long as our verification system indicates that your license/certificate is valid, you are eligible to practice.

**Why is my license/certificate expiring so soon?**

By law, Nevada licenses/certificates expire every second birthday. Depending on when your birthday falls in relation to the issue date of your license/certificate your renewal period may be two years or less. If you have been selected to submit fingerprints on renewal of your license/certificate, your license/certificate is only renewed for 6 months pending receipt of proof of fingerprinting. If you have additional fingerprinting questions, please review the fingerprinting frequently asked questions on our website at [www.nevadanursingboard.org](http://www.nevadanursingboard.org).

**I am moving to another state and need my Nevada license verified. How can I do that?**

Verification of Nevada nursing licenses are processed by the National Council of State Boards of Nursing via the NURsys system. You may submit the verification online at <https://nursys.com>. There is a \$30 fee for NURsys to verify your license for another state. The Nevada State Board of Nursing will provide written verification if you submit a paper form or written request to the Board with the required \$25 fee in the following scenarios only:

- You are a CNA endorsing to another state,
- You are requesting verification of your advanced practiced license

- You are an internationally educated nurse, or
- You are leaving the country to practice if you need verification to a non-nursing regulatory agency.

### **How often is the verification system updated?**

Our licensure/verification system is updated with current information immediately. Licensure information is submitted to NURsys every 24 hours.

### **How do I place my license on inactive status?**

Requests for inactive status must be received on or before the expiration date. There is no charge for inactive status and no limitation on the period your license may remain inactive. Requests must be submitted online via the Nevada Nurse Portal. Once you have logged in click on "Inactivate License" to submit your request.

### **My license has been on inactive status. How do I reactivate it?**

In order to reactivate an inactive license, you will need to complete the renewal process (fee, form, CEs, etc.) All applicants must have completed the required continuing education and have complied with the practice requirements for their licensure/certification.

### **My school of nursing is on provisional status. What does that mean?**

Schools of nursing that are on provisional status meet the initial requirements of Nevada laws and regulations to offer a program of nursing education in Nevada. If you graduate from a school that has provisional rather than full approval, you will be eligible for Nevada licensure. If you are contemplating getting licensed in other states, you will have to check with those states regarding their licensure requirements.

### **I am a recent graduate. Am I required to earn CEs?**

According to NAC 632.343, licensees are exempt from the requirement to earn 30 CEs for renewal "for the first "biennial period after graduation." Therefore, new nurses who have earned their degrees within the last two years do not have to earn 30 CEs for the first renewal. However, they do need to complete the one-time, four-hour, bioterrorism CE requirement.

### **Do I have to take a "bioterrorism" course?**

The Nevada State Legislature passed AB250 mandating bioterrorism CEs for license health care professionals, including nurses, in its 2003 session. CNAs are not required to take the course, but they can earn CEs/credits if they do so.

### **How many CEs are required to renew my license/certificate?**

The Nevada Nurse Practice Act requires all renewing RNs and LPNs to complete 30 hours of nursing-related continuing education and all renewing CNAs to complete 24 hours of CNA-related training within the license/certificate renewal period. In addition, the Nurse Practice Act requires RNs and LPNs to complete the one-time bioterrorism course.

### **How do I submit my CEs to the Board?**

Rather than requiring nurses and CNAs to submit their continuing education or training certificates at the time of renewal, the renewal application asks applicants to affirm (swear) they are in compliance with the continuing education or training requirement and reminds them to retain copies of their certificates for four years in case of audit. The Board conducts random audits to ensure compliance. Failure to complete the required continuing education within the renewal period, or failure to produce evidence of CEs or training when audited, may result in disciplinary action taken against your license/certificate.

### **Where can I find an approved provider for my CEs?**

Check with your human resources or staff development office, or try web search, using key words like "Nurse (or CNA) continuing education." If a continuing education provider is an academic institution, has a Nevada continuing education provider number, is approved by another state nursing board or health-related board or it is recognized by one of the organizations below, it is accepted by the Nevada State Board of Nursing.

- American Association of Critical Care Nurses
- American Association of Nurse Anesthetists
- American Nurse Credentialing Center Commission on Accreditation
- National Association of Pediatric Nurse Associates and Practitioners
- National League of Nursing

**What continuing education courses can I take?**

A course which is designed to increase or improve a nurse's or CNA's knowledge, skill or ability related to the authorized scope of practice of the nurse or CNA (CNAs, please refer to the CNA Skills Guidelines).

**How many CE credits does a college or university course equal?**

College credit (if taken as part of the education program to obtain a higher nursing degree, including prerequisites) - one credit (semester) equals 15 contact hours, one credit (quarter) equals 10 contact hours.

- 60 minutes of participation in a nurse CE equals one contact hour
- 60 minutes of participation in CNA in-service equals one contact hour.

**How does one find out if an impaired nurse was reported to the Board?**

If a complaint was filed and discipline was imposed, disciplinary actions are public and can be accessed through our website. You can check for license status by using the license verification system, or you can see all disciplinary actions taken by the Board for the last year by clicking *Disciplinary Actions List*. If you believe an individual is working while impaired, please file complaint with the Board.

**How do I file a complaint against a nurse or nursing assistant?**

Please submit your complaint via the Nevada State Board of Nursing Complaint Portal on our website at [www.nevadanursingboard.org](http://www.nevadanursingboard.org).

**How can I find out if I'm practicing within the law?**

The entire Nurse Practice Act is on the Board's website. If you're still unsure, you can call our office (888) 590-6726.

**Can my employer specify my work hours and schedule?**

There are no laws in the Nurse Practice Act regarding hours of employment or breaks. The Board would only become involved if a complaint was filed for a nurse practicing while impaired for any reason, including being too fatigued, and if there is a negative patient outcome, it could lead to an investigation of the nurse.

**I would like to be removed from your mailing list. How do I do that?**

Please provide your request in writing by fax, email or us mail. Your name will be removed from lists that the Board sells. You will continue to receive the NSBN News and other Board correspondence.

**How can I advertise in the Board's magazine?**

The *Nevada State Board of Nursing News* is emailed to all nurses and nursing assistants who hold Nevada licenses/certificates. To advertise, please contact Laura Wehner, PCI Publishing, (800) 561-4686 ext. 117 or [lwehner@pcipublishing.com](mailto:lwehner@pcipublishing.com).

**Is Nevada a compact state?**

Nevada is not a member of the Nurse Licensure Compact (eNLC).

**Do I qualify for a military discount?**

All applicants who are active United States military members, veterans, a spouse of a veteran or a surviving spouse of a veteran shall be charged 50% of the licensure by endorsement fee stated in NAC 632.190 providing submission of the following Board approved document(s) are received:

- A copy of his/her or his/her spouse's, United States military issued DD214; or
- A copy of his/her or his/her spouse's current United States military issued identification card.