

Nevada State Board of NURSING

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To practice as nurse in Nevada, you must hold an active Nevada license.

Certified Nursing Assistant by Endorsement Certification Requirements

You must submit items 1-7

1. A completed application submitted via the Nevada Nurse Portal, including a fee of \$50 (MasterCard™, Visa™, Discover™, or American Express™ debit or credit card). **Fees are not refundable.**
2. Copy of your active certificate in another state, it must show an expiration date. If your active certificate does not show an expiration date, the Board will obtain this information from your endorsement form.
3. A copy of your certificate of successful completion of a state-approved training program that meets current OBRA requirements, or a transcript showing the completion of "nursing fundamentals."
4. Proof employment as a CNA in a licensed medical facility within the past two years. Acceptable proof includes:
 - Paycheck stub (must include company name); or
 - W-2 form; or
 - A letter from employer on company letterhead, with signature/title of person writing for employer.
5. Endorsement form from the first state you were certified as a CNA. This form is available on our website under the "forms" tab.
6. You must read and understand the following PRIOR to submitting your application (These documents are available on our website under the "practice decision" tab):
 - CNA Skills Guidelines
 - CNA Hours of Employment for Renewal Advisory Opinion
7. Completed fingerprint card OR electronic fingerprint submission. Electronic fingerprint submission is only available if you are in Nevada - see separate instructions and submission form online. If you have completed fingerprints for the Nevada State Board of Nursing within the previous six months you are not required to submit fingerprints again. **Note:** *A permanent certificate will not be issued until the Board receives fingerprint reports from the Nevada Department of Public Safety and the Federal Bureau of Investigation, and any issues have been resolved. Due to various factors, it may take up to four (4) months for the Board to receive the official fingerprint results from the Department of Public Safety and FBI.*

GENERAL INFORMATION

- You may not send any documents to the Board before you have created your Nevada Nurse Portal account.
- Your application for licensure is valid for one year from the date received by the Board. It is your responsibility to follow up with the Board to determine the ongoing status of your application.
- If you wish to have a third-party act upon your behalf for licensure purposes, you must submit a signed and notarized Third Party Authorization form which can be found on our website under the "forms" tab.
- Applications and documents are processed in approximately one week. You can review the status of your application by logging into your nurse portal account and clicking on "view status." You must allow at least one week before contacting the board regarding the status of your application or any document submission.
- The address furnished on this application will become your address of record.
- You must notify the Board within 30 days of any change in your address of record. Address changes are completed in your Nevada Nurse Portal account under "manage profile."
- Once you've submitted your initial application Board staff will determine if you are eligible for a one-time temporary license. Temporary licenses are issued as a courtesy and are valid for six-months. A temporary license may not be extended or reissued. Please allow approximately one week for your application to be processed, then you may check your nurse portal

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account for updates regarding the status of your application and temporary license.

- Nevada does not issue hard card licenses. No license card will be mailed to you. You may print out a paper copy of your Nevada nursing license from the Board's website www.nevadanursingboard.org.
- You will not receive notice of licensure expiration dates or licensure renewal dates from the Board. You are responsible for knowing and tracking your licensure expiration date.