

**Kansas Board of Nursing, 900 SW Jackson, Suite 1051, Topeka, KS 66612**

**KANSAS IS A COMPACT STATE STARTING 7/1/19**

Applications received on or after July 1/2019 will be considered for multistate licensure if requested and qualifies. If a multistate license is granted, the nurse can then engage in nursing practice in any of the Nurse License Compact states without having to obtain additional licenses. A list of the states participating in the Nurse Licensure Compact is available at <https://www.nursecompact.com>

Applicants must meet the uniform license requirements to be considered for a multistate license. These requirements can be viewed here: <https://ksbn.kansas.gov/uniform-licensure-requirements/>

**Instructions for completion of Application by Examination for Registered Professional Nurse and Licensed Practical Nurse**

**The following must be completed to receive approval to sit for the RN or LPN examination:**

1. **Complete the online registration/application and pay the applicable application fee (online or paper submission) –**

All information on the application must be completed unless otherwise noted (e.g. Optional). If submitting paper application mail the original, photocopies will not be accepted.

**Name:** Use the same name to apply with KSBN and register with Pearson Vue. (<https://portal.ncsbn.org>) Do not use nicknames. If you do not have a middle name, leave the field blank. If you have just an initial for a first or middle name, write just the initial in the corresponding field.

**Social Security Number Required:** All applicants seeking licensure by KSBN, must have a valid social security number to be issued a license to practice nursing. You may be asked to provide additional proof of your Social Security number at any time during the application process.

2. **Request official transcripts- All Graduates must provide proof of completion/graduation from an approved nursing education program.**

**The transcript must include the following:**

- **Legal Name (first, middle (if applicable) and last), Degree Awarded, Date of graduation and degree earned.**
- Electronic transcripts can be sent **DIRECTLY** to the KSBN by your nursing program using Parchment or National Student Clearinghouse. If using National Student Clearinghouse, select the Education option to send the transcript: then select Kansas Board of Nursing or KSBN. \*\*\*If it asks for a SPECIFIC email and Kansas Board of Nursing DOES NOT populate for

you, you must request the school to mail a transcript **directly** from your nursing program to the KSBN office at the below address:

- Kansas State Board of Nursing  
Landon State Office Building  
900 SW Jackson, Suite 1051  
Topeka, KS 66612

### **3. Submit a fingerprint card, completed waivers and fee for a background check-**

All applicants must submit a criminal background check prior to issuance of a license. The cost for a criminal background check is \$48.00.

•You can be fingerprinted wherever you are located. It is not necessary that it be a law enforcement agency, it can be any place that is authorized to do fingerprints. Fingerprints to be submitted for background checks must be recorded on the current version of the FBI's Applicant Fingerprint Card, FD Form 258. Most agencies that process applicant fingerprint cards maintain a stock of these cards. You will need to include reason fingerprinted on the card as Kansas Nursing license.

- If they do provide a card for you please print out the "Waiver agreement and statement fingerprints-based record check for noncriminal justice purposes" found on our website. You must take these in with you when you are printed as they do have to be completed at the time that the prints are taken. If they do not have a card to provide for you contact KSBN at [ksbn.kansas.gov](http://ksbn.kansas.gov) and select "Fingerprint Card Order Form" to have a packet mailed to you.
- Once fingerprint card and waivers are completed attach a check or money order for 48.00, made payable to Kansas Board of Nursing and mail to our address at 900 SW Jackson, Suite 1051, Topeka, KS 66612

•You may also come in to the KSBN office to have a live scan of your prints done for an additional \$7.50. Fingerprints are done Monday through Friday, 8:00 am to 3:30pm, no appointment necessary. Just make sure to bring driver's license or some form of Photo ID as well as some form of payment: check, exact cash, or debit/credit card. **\*\*\*YOU DO NOT NEED TO REQUEST A FINGERPRINT PACKET TO BE SENT TO YOU IF YOU ARE COMING INTO THE OFFICE TO BE PRINTED. \*\*\***

4. **Complete the NCLEX registration-** You can do this by going to <http://www.pearsonvue.com/nclex/> or by phone at 866-496-2539. **The authorization to test will come from Pearson Vue via email.**

#### ADDITIONAL INFORMATION

**For foreign educated applicants: any applicant who obtained their nursing education in any other country other than the United states or the US Territories** see the Instructions for Foreign Nurses located at <https://ksbn.kansas.gov/wp-content/uploads/Forms/Instructions-for-Foreign-Nurses.pdf>

#### **Legal Questions on Application**

If you answer yes to question(s) on the application or have a criminal history on your background/history, the required documentation must be received by KSBN or it will be considered incomplete and cannot be processed by the KSBN. If you have questions about the conviction or disciplinary action requirements, please contact the Kansas State Board of Nursing Legal Department at 785.296.1817.

**Convictions:** If you have been convicted of a misdemeanor and or felony: 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. *(Note: if this action has been previously submitted to KSBN and given a KSBN case number, do not send a second copy).*

Reportable convictions (this is not all-inclusive list):

- All felonies
- The following categories of misdemeanors:
  - Alcohol
  - All drugs
  - Endangerment of a child or vulnerable adult
  - Physical, emotional, financial, or sexual exploitation of a child or vulnerable adult
  - Theft
  - Physical or verbal abuse
  - Battery
  - Deceit
  - Dishonesty
  - Falsification
  - Fraud
  - Misrepresentation
  - Violation of a protection from abuse order or protection from stalking order
  - Any action arising out of a violation of any state or federal regulation

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

**Disciplinary Action:** If you have been disciplined by any other professional licensing authority (e.g. professional licensure, certification or governmental agency) which includes Department of Health and Environment regarding CNA, CMA or HHA certification and Department of Revenue regarding a driver's license suspension due to a DUI, you are REQUIRED to provide a certified/dated copy of that licensing authority action. You may obtain a certified copy of your Driver's License folder by going to the Division of Vehicles website and printing off the Request for Access of Vehicle Records Form at (<https://ksrevenue.org/pdf/trdl302.pdf>). Fill in required fields and mark certified Driver's License folder, sign, date and mail form and \$25.00 fee to: Division of Vehicles, 300 SW 29<sup>th</sup> Street, P.O. Box 2505, Topeka, KS 66601-2505. (Note: if this action has been previously submitted to KSBN and given a KSBN case number, so not send a second copy).

**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

**Explanatory Letter:** You are REQUIRED to submit an explanatory letter regarding EACH conviction and/or disciplinary/administrative action when it is first reported. 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)

### **Accommodations for Testing**

Request for Testing Accommodations must be submitted within 15 calendar days of the application being submitted. These requirements can be located here <https://ksbn.kansas.gov/guidelines-for-accommodations-for-nclex-testing/>

### **Re-examination**

Any applicant that has been unsuccessful in passing the examination may take subsequent examinations.

A student may test every 45 days, if applicable. The frequency of testing is determined by the National Council State Board of Nursing. Applicants can schedule an examination but will be unable to reserve a test date earlier than the 46<sup>th</sup> day after the last examination date.

Prior to each re-examination, candidates are required to resubmit a KSBN application and applicable fee and re-register with Pearson Vue. A new background check may be required also. An applicant, who fails to pass the examination more than two (2) years of graduation, but less than five (5) years of graduation, will need to submit a completed petition to the board for permission to retake the examination. This must be done every time you need to retest during this timeframe. These instructions can be located at <https://ksbn.kansas.gov/wp-content/uploads/Forms/PETITION-FOR-EXAMINATION-TEST-OR-RETEST.pdf>

An applicant who fails to pass the examination within 5 years of graduation can no longer submit a petition for retesting; they must retake a nursing program before permission will be given to retake the examination.

#### **KSBN APPLICATION REQUIREMENTS:**

**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.**