

INSTRUCTIONS
for LICENSURE by ENDORSEMENT
of NURSES EDUCATED OUTSIDE the UNITED STATES

Application Fee - \$125.00 (Endorsement \$85.00 + Education Equivalence Evaluation \$40.00)
If a temporary license is requested – Add \$10.00

Use this application if you:

- Were **originally** educated in a nursing program in a country outside the United States and U.S. territories; and
- Were originally licensed in a country outside the United States and U.S. territories; and
- Have not previously held a license (at the same level) in Oklahoma; and
- Want to endorse your license into Oklahoma as a single-state license.

Please note that an applicant educated in a U.S. territory not recognized as a full member of National Council of State Boards of Nursing (NCSBN) must meet the requirements for applicants educated in foreign countries. An applicant educated in a U.S. territory that is a full member of NCSBN but in a nursing education program not included on the NCSBN state-approved programs of nursing list at the time of the applicant's graduation from the program must meet the requirements for applicants educated in foreign countries.

You are submitting an application for a single-state Oklahoma license. A single-state Oklahoma license will allow you to practice nursing in Oklahoma only. **To apply for a multistate license, you must submit the *Application for Multistate Licensure by Endorsement for Nurses Educated Outside the United States.***

PLEASE READ THESE INSTRUCTIONS CAREFULLY
BEFORE COMPLETING THE APPLICATION.

APPLICATIONS ARE AVAILABLE FOR SUBMISSION ONLINE THROUGH
<https://pay.apps.ok.gov/nursing/licensing/app/index.php>.

A paper copy may be requested by the individual applicant by submitting a written request for such to the Board office. The applicant must include a postage-paid (\$1.06 postage cost) 8 ½ x 11 inch return envelope for Board staff to return an application.

Forms referenced can be found in the Forms / Applications link on the Board's website.

REQUIREMENTS FOR LICENSURE IN OKLAHOMA

Age: The applicant for licensure must be a minimum of eighteen (18) years of age.

Verification of citizenship status: State law requires the Board of Nursing to issue a license only to U.S. citizens, nationals and legal permanent resident aliens; and to qualified alien applicants who present, *in person*, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the U.S.;

2. A pending or approved application for asylum in the U.S.;
3. Admission into the U.S. in refugee status;
4. A pending or approved application for temporary protected status in the U.S.;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent residence status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a license card that is valid for the time period of their authorized stay in the U.S., or if there is no date of end to the time period of their authorized stay, for one year. The license card is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the U.S. Department of Homeland Security.

Graduation from a government-approved program of registered or practical nursing: You must be a graduate of a government-approved post-secondary program of registered or practical nursing, as verified by the Commission on Graduates of Foreign Nursing Schools (CGFNS)*. A translated transcript from the nursing education program with certified proof of translation must be provided by CGFNS or directly from the nursing education program. The nursing education program you attended **must have included theory and clinical experience in the following areas:**

- Care of the adult
- Care of children
- Maternal-newborn nursing
- Psychiatric-mental health nursing (Exception: psychiatric clinical experience is not required for practical nurse applicants)

An evaluation of educational requirements must be conducted by CGFNS*. You may make arrangements to have either of the following credentials presented directly to the Oklahoma Board of Nursing from CGFNS:

- a. A *Credentials Evaluation Service Professional Report* completed by the Credentialing Evaluation Service of CGFNS, **or**
- b. A verification of your CGFNS Certificate or VisaScreen Certificate **AND** validation of your nursing education and professional registration/licensure (e Das report).

If you have previously obtained a Healthcare Profession and Science Course by Course Report from the Credentialing Evaluation Service of CGFNS, and that report is still available for release by CGFNS, you may request that CGFNS provide a copy of that report directly to the Oklahoma Board of Nursing.

Please see the *Instructions* section below for further information on obtaining the necessary documents from CGFNS.

- Reports received from CGFNS must have been completed within the five (5) years immediately preceding the date of application for licensure by endorsement.
- The five-year requirement is waived if the applicant holds a license in another state.

*The requirement for verification by CGFNS is waived for applicants currently licensed in another state when the state validates that the credential review report was prepared by an independent credentials review agency.

Completion of the licensure examination: In order to be eligible for licensure by endorsement, the Registered Nurse must be licensed by exam as follows:

- a. After February 1, 1989: by achieving a score of “PASSED” on the National Council Licensure Examination (NCLEX-RN), OR
- b. Between July 1, 1982, and February 1, 1989: by passing the NCLEX-RN with a score of at least 1600, OR

- c. Between January 1, 1952, and July 1, 1982: by passing the State Board Test Pool Examination (SBTPE) for registered nurse licensure in medical nursing, surgical nursing, obstetrical nursing, nursing of children and psychiatric nursing with a score of 350 or more in each subject,
- d. Canadian nurses originally licensed by exam in the following provinces in the years indicated: Alberta 1952-70; British Columbia 1949-70; Manitoba 1955-70; Newfoundland 1961-70; Nova Scotia 1955-70; Prince Edward Island 1956-70; Quebec (*English language*) 1959-70; and Saskatchewan 1956-70.

RN licensure by the following exams is **not recognized**: New Mexico 1974; Puerto Rico prior to 1976 or after August, 2006; Puerto Rico-Spanish language version exam any year; Alaska prior to 1954; Virgin Islands prior to 1964; Guam prior to 1969; any state constructed examination; any foreign exam.

- Any nurse originally licensed by any of these exams must write and pass the licensing examination adopted by the Oklahoma Board of Nursing.

In order to be eligible for licensure by endorsement, the Licensed Practical Nurse must be licensed by exam as follows:

- a. LPNs who were licensed between July 1, 1954, and October 1, 1988, must have passed the examination adopted by the Board for practical nurse licensure achieving a standard score of 350 on either the State Board Test Pool Examination (SBTPE) for licensed practical nurse licensure or the National Council Licensure Examination (NCLEX-PN).
- b. LPNs licensed since October 1, 1988, must have achieved a score of “PASSED” on the NCLEX-PN.

LPN licensure by the following exams is **not recognized**: California- May 1974 through September 1986; Texas prior to 1969; Puerto Rico prior to 1976 or after August 1, 2006; Puerto Rico-Spanish language version exam any year; any foreign exam.

- Any nurse originally licensed by any of these exams must write and pass the licensing examination adopted by the Oklahoma Board of Nursing.

Verification of licensure in the country in which you graduated: You must hold a license or registration as required in the country in which you graduated from your nursing education program. Licensure or registration must be verified in the form of an official verification received directly from the Commission on Graduates of Foreign Nursing Schools (CGFNS – see instructions for contact information)*.

- If you are also licensed in another U.S. state or territory, your licensure status must also be verified by Nursys, if the state participates in Nursys, or from the Board in the state in which you were originally licensed.
- If disciplinary action has been taken, approval of the Board may be required.

Submission of evidence of continuing qualifications for practice: You must submit evidence of continued qualifications for practice through completion of one of the following requirements within the last five (5) years prior to receipt of the application in the Board office:

- a. Submission of an official transcript or certificate of completion verifying completion of a nurse refresher course approved by the Board (see list of approved refresher courses on website: www.nursing.ok.gov/nrefresher.pdf) or
- b. Successfully passing the National Council Licensure Examination for Registered or Practical Nurses; or
- c. Cause submission of an official transcript, provided by an entity approved and recognized by the U.S. Department of Education as a primary source for providing education transcripts, verifying successful completion of at least six academic semester credit hours (or 105 contact hours) of nursing courses which include classroom and clinical instruction; or

- d. Present an *Employment Verification Form* and an accompanying job description that provides evidence of licensure in another state, territory or country and employment in a position requiring nursing licensure with verification of at least 520 work hours during the past five (5) years. **This form must be submitted directly to the Board from the employer.**

Applicants for endorsement who took the NCLEX examination for initial licensure within the last two years must:

- a. provide evidence of completion of the nursing education program within two years of initial application for licensure by examination; or
- b. provide verification through an *Employment Verification Form* or at least six months work experience in the state, U.S. territory, or country of licensure; or
- c. Successfully complete a Board-approved refresher course in accordance with the Board’s policy; or
- d. successfully complete nursing didactic coursework and faculty-supervised clinical experience in a board-approved nursing education program at the appropriate educational level, to include at least 80 hours in classroom and skills laboratory review and at least 80 hours participating in patient care activities in the clinical setting.

Verification of English language competence: All foreign-educated applicants must submit verification of English language competence, with the exception of:

- a. graduates of nursing education programs taught in English in Australia, Canada (except Quebec), Ireland, New Zealand, the United Kingdom, Trinidad, Tobago, Jamaica, Barbados, South Africa and the United States,
- b. applicants who are licensed in another U.S. state or territory.

An original official copy of the scores must be received directly from the testing service or from CGFNS.

Verification of English language competence includes the following:

- a. Passing scores for Test of English as a Foreign Language (TOEFL-iBT), offered by the Educational Testing Service; or
- b. Passing scores for Test of English for International Communication (TOEIC), to include the Listening and Reading Test and the Speaking and Writing Test, offered by the Educational Testing Service; or
- c. Passing scores for International English Language Testing System (IELTS); or
- d. Passing scores for the Michigan English Language Assessment Battery (MELAB)

Passing Scores Established for English Language Competency Testing:

<u>TEST</u>	<u>RN</u>	<u>LPN</u>
TOEIC		
Listening and Reading	725	700
Speaking and Writing	140	140
IELTS		
	6.5	6.0
	(academic format)	(general training format)
	7.0	7.0
	(spoken band)	(spoken band)
TOEFL-iBT		
	26 Speaking	26 Speaking
	83 Total	79 Total

Review of criminal charges, disciplinary action, or judicial declaration of incompetence: Effective January 1, 2013, state law (59 O.S. § 567.18.B.) requires each applicant for licensure to have a fingerprint-based background check submitted no more than ninety (90) days before submission of the application for licensure. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) Criminal History Record Information databases and name index searches of computerized databases containing criminal history records. Please see the “Instructions” section for further information on obtaining a fingerprint-based background check.

In addition to the background check, applicants for licensure who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory or country, **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing in writing. A “report in writing” means that the applicant/licensee provides a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*.

An applicant for a license to practice as a Registered Nurse or Licensed Practical Nurse must submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. § 567.5]. **Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.**

Special instructions for military spouses: If you are relocating to this state pursuant to your spouse’s official military orders and you have not worked 520 or more hours in a licensed position in a state in which you were actively licensed within the past five years, state law [O.S. 59 § 567.11.8] allows you to practice nursing in the state of Oklahoma for one hundred twenty days (120) after submission of an application and fees for licensure to the Board, provided that you:

- have an active, unencumbered license from another state or territory;
- have no health-related license in a disciplinary status; and
- furnish to the employer satisfactory evidence of current, unencumbered licensure in another state or territory.

If this applies to you, please provide a copy of your nursing license card from another state or territory and a copy of your spouse’s official military orders with your application.

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION

1. **Completion of application:** The application should be completed and submitted online on the Board's website: <https://pay.apps.ok.gov/nursing/licensing/app/index.php>. You must complete all modules of the application with your **full legal name** which is the name on your birth certificate and any subsequent legal name changes. Please indicate "NMN" if you do not have a middle name. **You must provide a Social Security number on the application.** This information is mandatory, pursuant to 56 O.S. § 240.21A, for administration of the tax laws of the State of Oklahoma.

If you are submitting a hard copy application, **you may NOT use correction fluid on the application.** When you are finished entering your information, attach your signed and dated photograph, and sign the application LEGIBLY, using your full legal name.

The Board's newsletters are now provided by electronic mail, so it is recommended you provide an e-mail address on the application.

2. **Citizenship:** All applicants for licensure must complete the appropriate *Evidence of Status Form*.

If you are a U.S. citizen, U.S. national, or legal permanent resident alien, you must submit a photocopy of one of the documents listed under "Primary Evidence of Citizenship" on the *Evidence of Status Form: Part A*.

According to State law, **if you are a qualified alien, you must bring in person** the *Evidence of Status* form to the Oklahoma Board of Nursing office along with the original documents that support your qualified alien status, as shown on the *Evidence of Status Part B Form*. At the Board office, a staff member will copy your qualified alien status documentation and will notarize the *Evidence of Status Form*.

3. **Background Check:** Each applicant must provide fingerprint images to be used for the purpose of permitting a state and national criminal history records search through the OSBI and FBI. The criminal history records search must be conducted through the Board's vendor, Idemia, no more than ninety (90) days prior to receipt of the application in the Board office. The results of the search are provided directly to the Board office by the OSBI usually within one to two weeks. Procedures for changing, correcting or updating OSBI and / or FBI results are set forth in Title 28, C.F.R., §16.34 and will be furnished as needed.

Option 1: If you have an Oklahoma mailing address, you will need to go to an IdentoGO center sponsored by Idemia located within the state to provide fingerprints electronically. These sites are available by appointment only. You must visit the following website to schedule an appointment: www.identogo.com, or you must call (877) 219-0197 to make an appointment. Payment can be made during your appointment or online when scheduling. **Please note that your fingerprints must be obtained electronically only at an IdentoGO center sponsored by Idemia.**

Option 2: If you have an out-of-state mailing address, Board staff will mail you specific fingerprint cards that you must take to a local law enforcement agency to obtain the fingerprints. **Please note that you must wait to receive the specific coded fingerprint cards from the Board office prior to obtaining your fingerprints.** An addressed envelope will be provided as the fingerprint cards **must be mailed by the law enforcement agency directly to an IdentoGO center sponsored by Idemia.** You are responsible for the postage and the

costs associated with obtaining your fingerprints; **OR** If you are in Oklahoma, you may follow the instructions for Option 1 above.

4. ***Criminal Charges, Disciplinary Action, or Judicial Declaration of Mental Incompetence:*** If you answer “yes” to the criminal charge, discipline, or competency questions on the application, you must **submit a statement on the application form, describing the date, location and circumstances of the incident, and the resulting action taken by the court or disciplinary board.** If you have more than one incident you are reporting, you must speak to every case/charge that has been filed.

Question #1 in the section on *History of Criminal Charges, Disciplinary Action, or Mental Incompetence* in the application addresses a history of being summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or been requested to appear before any prosecuting attorney or investigative agency in any matter. If you answer “yes” to question #1 in this section, you must submit certified copies of the:

- Information Sheet, Incident Report, Complaint, and/or Charges (brief summary of the incident prepared by the court)**
- Affidavit of Probable Cause (listing of the charges brought against you)**
- Judgment and/or Sentence (findings of the court and sentence imposed)**
- Verification that Judgment and/or Sentence requirements are complete**

Certified copies are copies of court records obtained from the courthouse in the county/city where the action occurred, dated and signed by the court clerk, and affixed with the court seal. You may obtain these documents from the courthouse in the county/city or in the federal court of the district in which the court action occurred. **The Board staff will not accept Internet court documents, such as Oklahoma Court Information System case reports. Please note that you must report all arrests and/or charges that have been brought against you.**

If no records are found, have the agency provide a certified letter stating no records were found in a search from the date of offense through current.

Question #2 in the section on *History of Criminal Charges, Disciplinary Action, or Mental Incompetence* in the application addresses a history of disciplinary action taken against a nursing license, certification or registration; any professional or occupational license, registration, or certification; and/or any application for a nursing or professional or occupational license, registration, or certification. If you answer “yes” to question #2 in this section, please request that a certified copy of the Board order be submitted directly to the Board office from the licensing agency.

Question #4 in the section on *History of Criminal Charges, Disciplinary Action, or Mental Incompetence* in the application addresses a history of having been judicially declared mentally incompetent. If you answer “yes” to question #4 in this section, please provide a certified copy of the Court Order(s).

5. ***Fee:*** You may pay the application fee online, using a VISA, MasterCard or electronic fund transfer when completing the application online in the License Registration link. If you submit a hard copy application, attach to your application the appropriate fee payable by cashier’s check, money order, or personal check. If the fee is not submitted with the application or if the fee is incorrect, the application will be immediately returned without review. *Fees submitted are not refundable.*
6. ***CGFNS credentials evaluation or certification:*** Contact the Commission on Graduates of Foreign Nursing Schools to apply for a *Credentials Evaluation Service Professional Report*. If you hold a CGFNS Certificate or VisaScreen Certificate, you may instead request that CGFNS forward a copy

of your certificate; verification of your nursing education and professional registration/licensure (eDAS report); and English language test scores, if applicable. If you have previously obtained a Healthcare Profession and Science Course by Course Report from the Credentialing Evaluation Service of CGFNS, and that report is still available for release by CGFNS, you may request that CGFNS provide a copy of that report directly to the Oklahoma Board of Nursing.

The contact information for CGFNS is as follows:

Commission on Graduates of Foreign Nursing Schools
3600 Market Street, Suite 400
Philadelphia, PA 19104-2665
(215) 349-8767
www.cgfns.org

The requirement for verification by CGFNS is waived for applicants currently licensed in another state when the state validates that the credential review report was prepared by an independent credentials review agency

7. **Temporary License:** To request a temporary license which is valid for 90 days, submit the application online for endorsement with a request for a temporary license. If submitting a hard copy application, check “Y” on the first page of the *Application for Licensure by Endorsement* and submit the temporary license fee with your application fee.

Requirements for a temporary license include:

- a. A completed application form;
- b. Fee for endorsement and for the temporary license;
- c. Proof of current unrestricted licensure in another state, territory or country with no history of arrest or disciplinary action requiring further review;
- d. Verification of licensure, completion of a board-approved nursing education program meeting the educational standards established by the Oklahoma Board of Nursing and degree received, and passing the licensure examination, received from your original state of licensure;
- e. Demonstrating evidence of meeting continued qualifications for practice within the last two (2) years prior to receipt of the completed application;
- f. Receipt of completed CGFNS report and transcripts that verify eligibility for licensure;
- g. Receipt of passing English language testing scores, if required for licensure; and
- h. Submission of fingerprint images to be used for the purpose of permitting a state and national criminal background search.

A temporary license will not be issued to anyone who has had a history of arrest, criminal charges, adjudication of incompetence, or disciplinary action, or who will be required to take the NCLEX exam or meet additional requirements for continuing qualifications for practice prior to licensure in Oklahoma. A temporary license will not be issued if the application is complete.

8. **Name Change:** If you currently hold a license in another state or country that is not in your current name, submit a copy of a legal document indicating the change of name (such as a copy of a marriage license, divorce decree, or court order).
9. **Interstate Verification:** Verification of licensure status, completion of a board-approved nursing program, degree received and date of conferral, and completion of the licensure examination from your original state of licensure are required. This verification must come in written form directly from the Board of Nursing in the original state of licensure or from the NURSIS system at the National Council of State Boards of Nursing. Please note that each state or Nursis will charge a fee

for this verification. Contact your state of original licensure or log on to www.nursys.com for information on the procedure and fees.

- If your original state of licensure is not listed on the NURSYS site, you must contact your original state directly.
- If your state does not fully verify your nursing education, the Board will request that an official transcript be submitted to this office directly from the nursing program.
 - To prevent possible delays, you may wish to request a transcript be sent from the nursing program directly to the Board office.

10. Verification of continuing qualifications for practice: If you have already taken the NCLEX examination and have worked at the same level of licensure for which you are applying for a minimum of 520 hours in the last five years, please request that your employer submit an *Employment Verification Form* and job description. Each employer providing verification must complete and submit a separate *Form*.

- **Please note that this *Form* must be completed and signed by an administrator/supervisor at the place of employment, or by an authorized individual in the Human Resources Department and submitted directly to the Board.**

If you have not practiced as a licensed nurse for at least 520 hours in the last five years prior to applying for licensure by endorsement, an official transcript or certificate of completion for a refresher course approved by the Oklahoma Board of Nursing or an official transcript documenting hours earned in a board-approved nursing education program must be sent directly to this Board from the program. A list of Board-approved refresher courses is available on the Board's website: www.nursing.ok.gov.

If you have not worked, completed a board-approved refresher course, or completed hours in a nursing education program, please note on the application for licensure by endorsement that you wish to re-take the NCLEX examination to establish continuing qualifications for practice. Board staff will then assist you with registration for the NCLEX examination.

If you took the NCLEX within the last two years, your state of original licensure must provide evidence that you graduated from your nursing education program within the two years prior to taking the NCLEX. Otherwise, you must provide evidence of at least six months of work experience as a licensed nurse in the state, US territory or country of licensure at the level of licensure for which you are applying, or evidence of successful completion of a Board-approved refresher course in accordance with the Board's policy or nursing didactic coursework and faculty-supervised clinical experience in a board-approved nursing education program at the appropriate educational level, to include at least 80 hours in classroom and skills laboratory review and at least 80 hours participating in patient care activities in the clinical setting.

GENERAL INFORMATION

The *Oklahoma Nursing Practice Act* requires you to obtain a dated Oklahoma temporary license or valid Oklahoma license **prior** to employment in nursing in Oklahoma. This requirement does not apply to nurses practicing in certain federal facilities (contact the federal facility regarding its requirements for licensure.)

You must obtain a temporary/permanent license before orienting or working in a position requiring a nursing license.

Issuance of a temporary license does not guarantee you will qualify for permanent licensure in Oklahoma.

You may view average processing times of a completed application on the Board's website in the Agency Data / Statistics / Quarterly Statistics link. All applications are reviewed in the order in which they are received. Repeated telephone calls to check on the status of your application will delay, rather than facilitate, the processing of your application.

Your *Application for Licensure by Endorsement* is valid for one year from the date it is received in the Board office. All requirements must be met within that year; otherwise, a new application, photograph, and fee must be submitted.

Once licensed, the License Verification link on the Board's website will be the first place your new license will be noted.

Registered Nurse licenses expire the last day of the licensee's birth month in even-numbered years, and Licensed Practical Nurse licenses expire the last day of the licensee's birth month in odd-numbered years following the date of issuance. The application fee includes the processing of your application and licensure through the current renewal period. **Fees are not pro-rated and are non-refundable.**

If you are an Advanced Practice Registered Nurse (Certified Nurse Practitioner-CNP; Clinical Nurse Specialist-CNS; Certified Nurse Midwife-CNM; or Certified Registered Nurse Anesthetist-CRNA), **you may not practice in Oklahoma as an Advanced Practice Registered Nurse until you have a current Oklahoma license to practice registered nursing and a license to practice as an Advanced Practice Registered Nurse.** To obtain an application for licensure as an Advanced Practice Registered Nurse you may access the Board website: www.nursing.ok.gov, and click on "License Registration".

In accordance with Oklahoma law (59 O.S. § 567.7.E), the Executive Director shall suspend the license or certificate of a person who submits a check, money draft, or similar instrument for payment of a fee which is not honored by the financial institution named. The suspension becomes effective ten (10) days following delivery by certified mail of written notice of the dishonor and the impending suspension to the person's address on file. Upon notification of suspension, the person may reinstate the authorization to practice upon payment of the fees and any and all costs associated with notice and collection. The suspension shall be exempt from the Administrative Procedures Act.

COMMON MISTAKES THAT DELAY APPLICATION PROCESSING

- **Leaving application questions incomplete or unanswered, or using correction fluid on the application**
- **Not providing a Social Security number**
- **Failing to provide the full legal name (with the notation “NMN” if there is no middle name)**
- **Failing to provide license or certificate numbers for all licenses held**
- **Failing to request that all required CGFNS documentation be submitted directly to the Board office by CGFNS or verification of a credentials review from an independent credentials review agency from the state of original licensure, be submitted directly to the Board office**
- **Failing to request that official English language test scores be submitted directly to the Board office by the testing service, if English language testing is required or verification of a credentials review from an independent credentials review agency from the state of original licensure, be submitted directly to the Board office**
- **Failing to submit fingerprint images to be used for the purpose of permitting a state and national criminal background search no more than 90 days prior to receipt of the application in the Board office**
- **Failing to request the *Employment Verification Form* be submitted directly from your employer to verify 520 hours work experience in the past five years**
- **Failing to submit an *Evidence of Status Form* and supporting documentation**
- **Failing to provide a complete description and documentation regarding a history of criminal charges, disciplinary action, or judicial declaration of incompetence**