

## ARIZONA STATE BOARD OF NURSING (AZBN)

### APPLICATION INSTRUCTIONS FOR RN / LPN LICENSURE BY ENDORSEMENT

(Applying for licensure when previously licensed in another state.)

Arizona is a Compact State. If your Primary State of Residency is in another Compact State (AZ, AR, CO, DE, ID, IA, KY, ME, MD, MS, NE, NH, NM, NC, ND, RI, SC, SD, TN, TX, UT, VA, WI), you should not apply for licensure in AZ unless you are declaring AZ as your Primary State of Residency. (See [www.ncsbn.org](http://www.ncsbn.org) for a list of Compact States.)

Note: Nurses previously licensed in AZ must re-apply by renewal, not by endorsement.

#### **FEES** All fees submitted must be in US dollars and **ARE NOT REFUNDABLE.**

- The application fee is \$150.00; the fingerprint fee is \$50.00 for a total of \$200.00. The license is good for 4 years. If you have submitted fingerprints to the AZBN within the past 2 years, there is no need to resubmit a fingerprint card.
- An optional fee of \$50.00 is required for a temporary license (in addition to the application and fingerprint fee of \$200.00) for a total of \$250.00.
- Fees may be paid by money order or check. All personal checks **must** be pre-printed with your name and address and made payable to the Arizona State Board of Nursing. **A \$50.00 fee will be charged for checks returned because of insufficient funds/stopped payment. In addition, non payment will result in an invalid license.**
- Personal checks drawn on banks out of the Continental US are not considered US Dollars and will not be accepted.

**CITIZENSHIP/NATIONALITY/ALIEN STATUS DOCUMENTATION REQUIRED:** Federal law, 8 U.S.C. § 1641, and a state law, A.R.S. § 1-501, require documentation of citizenship/nationality/alien status for licensure. If the documentation does not demonstrate that the applicant is a United States citizen, national, or has alien status, the applicant will not be eligible for licensure in Arizona. All applicants **must** submit documentation regarding their citizenship/nationality/alien status **with** their application. See attached list A & B for specific documentation required on pages 10-12. A copy of the documentation you submit must be on 8 ½ x 11 paper.

**ADDRESS:** The **primary state of residence** address must be completed. This address must reflect where you vote, pay taxes or obtain a drivers license. The **mailing** address is optional. A.R.S. § 32-3801 states that a professional's residential address and phone number maintained by a professional board are not available to the public **unless** that is the only address and number of record. If you give a mailing address, your renewal notice, Newsletter, etc., would be sent to your mailing address.

**OPTIONAL TEMPORARY LICENSE** (form available in application packet)

- Applicants are **eligible** for a temporary license if they:
  1. Submitted a completed application, including a completed fingerprint card, and paid the applicable fees. (See Fingerprinting section, page 2.)
  2. Submitted a request for temporary license and paid applicable fee.
  3. Did not answer "yes" to questions about disciplinary actions or felonies.
  4. Included a copy of a current license in good standing from another state or territory of the U.S.
  5. Passed NCLEX or SBTPE.
  6. Have no disciplinary actions noted in databank.
  7. Practiced as a nurse for 960 hours or more in the past 5 years **or** completed an Arizona Board approved refresher course in the past 5 years **or** obtained an advanced nursing degree in the past 5 years, **or** graduated from a nursing program in the past 5 years.
  8. Before a temporary license can be issued to a Foreign Graduate, a copy of the letter from CGFNS/IERF/ERES stating the ID # and validation of English language requirement must be provided to AZBN.
  9. Armed Forces Nurses – Military transcripts.
  10. Provide documentation that you have enrolled in an Arizona Board approved refresher course. (The temporary license would be "for refresher course only.") **OR**

**ATTENTION:** Fee for obtaining a temporary RN/LPN license is **\$50.00 for a total of \$250.00.**

**NOTE:** The 48 hour option should be utilized **only for emergency purpose.**

1. **You hand carry** to the Board office a completed application, including a completed fingerprint card and applicable fees.
  2. **You** have written documentation on employer's letterhead stating a specific hire date starting within 7 days.
  3. **You** meet all the requirements making you eligible for a temporary license. (see previous paragraph)
  4. You have **NOT** mailed in an application to the Board for the same licensure.  
(Applications for temporary licenses that are **mailed** to AZBN are **processed in the order they are received.**)
- If you apply by mail and qualify for a temporary license, allow approximately **1-2 weeks** for processing. The temporary license will be mailed to the address on your application. A temporary license can be held at the Board office for you to pick up, if you submit a written request with your application. The temporary license expires in 6 months. If the results of your fingerprint check show a positive criminal history, an investigation may be initiated and your temporary license will not be extended until the investigation is complete. Investigations may take 6 months.
  - If you receive a temporary license and have not received a permanent license at least 10 days before the temporary license is due to expire, call the Endorsement Office, Paula Delphy (602) 771-7800 to request an extension.

- Permanent licensure may take 1-2 months.

**FELONY CONVICTIONS** Pursuant to A.R.S. § 32-1606(B) (17), the Board shall revoke a nursing license or multistate privileges or deny licensure if the applicant has one or more felony convictions that have not previously been disclosed to the Board and has not received an absolute discharge from the sentences for all felony convictions five or more years prior to the date of filing an application. If this law pertains to you, your application will not be processed, and proceedings for revocation of your Arizona license or multistate privileges in Arizona or denial of your application shall be instituted by the Board.

**REPORTING OF CRIMINAL CHARGES** Applicants for licensure/certification must notify the Board of criminal charges that may affect patient safety within 10 days of being charged. Further information is available at [www.azbn.gov](http://www.azbn.gov).

**FINGERPRINTING**

- Pursuant to A.R.S. § 32-1606(B)(15), each applicant for initial licensure is required to submit a full set of fingerprints with the completed application.
- If you download an application off of the website ([www.azbn.gov](http://www.azbn.gov)) and submit the completed application to Arizona State Board of Nursing, a fingerprint card will be mailed to you to complete when we receive your application. The fingerprint card you receive from AZBN **must** be the card you use for fingerprints, since it has specific agency data pre-printed on it.
- A temporary license will **not** be issued until a completed application **AND** a completed fingerprint card is received.
- Please check your local phone directory for information on fingerprinting agencies.
- It can take 2-3 weeks to receive fingerprint results from the FBI. You cannot receive permanent licensure until these results are received.

**SOCIAL SECURITY NUMBER**

Pursuant to R4-19-301A.1. (e) and R4-19-806A.1. (d), of the Arizona State Board of Nursing Nurse Practice Act, a social security number is required for identification purposes and will be kept confidential.

**TIME FRAMES FOR LICENSURE**

The Board is required to process applications for licensure within certain time periods, A.R.S. § 41-1073. The following definitions are provided to assist you in understanding the time frames below:

- Administrative completeness time frame: The number of days from receipt of an application until the Board determines that the application is complete.
- Substantive review time frame: The number of days following the administrative completeness time frame during which the Board determines whether the applicant **should** be licensed.
- Deficiency notice: Correspondence from the Board notifying the applicant that the application is incomplete and that information is missing.  
Time to respond: **The table below specifies the number of days an applicant has to respond to a deficiency notice.**
- Comprehensive written request: A request by the Board to the applicant during the substantive review time frame for additional information or documentation.  
Time to respond: **The table below specifies the number of days an applicant has to respond to a comprehensive written request.**
- Overall time period: The total number of days from the Board’s receipt of an application until the Board determines whether to grant licensure. This time period includes the administrative completeness time frame, the substantive review time frame, as well as time to respond to a deficiency notice and comprehensive written request.

**LICENSING TIME FRAMES TABLE**

Type of Licensure	Applicable Rule	Overall Time	Administrative Completeness	Deficiency Notice (time for applicant to respond)	Substantive Review	Comprehensive Written Request (time to respond)
(WITHOUT INVESTIGATION)						
By Endorsement	R4-19-302	150 days	30 days	270 days	120 days	150 days
Temporary License	R4-19-303	60 days	30 days	60 days	30 days	90 days
(WITH INVESTIGATION)						
By Endorsement	R4-19-302	270 days	30 days	270 days	240 days	150 days
Temporary License	R4-19-303	90 days	30 days	60 days	60 days	90 days

**Please NOTE:** When you submit an application, the Board will send you a deficiency notice identifying elements of the application process which remain outstanding. For assistance with the application process for licensure, call Paula Delphy (602) 771-7800. If you fail to respond to a deficiency notice within the applicable time period, your application will be withdrawn. If you are still interested in obtaining licensure, you must submit a new application and applicable fees.















## ARIZONA STATEMENT OF CITIZENSHIP & ALIEN STATUS

All applicants must answer questions on the application regarding citizenship. A xeroxed copy of a document that shows evidence of your citizenship or alien status MUST BE submitted with your application for licensure or renewal. See List A or List B.

**NOTE: SOCIAL SECURITY CARD AND DRIVERS LICENSE ARE NOT ACCEPTABLE DOCUMENTATION.**

### LIST A

**Evidence showing U.S. citizen or U.S. national status includes the following:**

**a. Primary Evidence:**

- (1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- (2) United States passport; current or expired;
- (3) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);
- (4) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State;
- (5) Form N-550 or N-570, Certificate of Naturalization (issued by the Service through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual's name has changed);
- (6) Form N-561, Certificate of Citizenship;  
Form N-650AA, Certificate of Citizenship, acquired citizenship at birth;  
Form N-650AB, Certificate of Citizenship, derived citizenship upon naturalization of parent(s).
- (7) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- (8) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
- (9) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or
- (10) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

**b. Secondary Evidence**

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status;

- (1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
- (2) Evidence of civil service employment by the U.S. government before June 1, 1976;
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s);
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
- (5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917, American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Marian Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

**c. Collective Naturalization**

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

**Puerto Rico:**

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

#### **U.S. Virgin Islands:**

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

#### **Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):**

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

#### **d. Derivative Citizenship**

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make determination of derivative U.S. citizenship:

**Applicant born abroad to two U.S. citizen parents:** Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

**Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent:** Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

**Applicant born out of wedlock abroad to a U.S. citizen mother:** Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

#### **Applicant born in the Canal Zone or the Republic of Panama:**

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

#### **e. Adoption of Foreign-Born Child by U.S. Citizen**

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

#### **f. U.S. Citizenship By Marriage**

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

## LIST B

### **Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.**

#### **a. “Qualified Aliens”**

Evidence of “Qualified Alien” status includes the following:

##### ***Alien Lawfully admitted for Permanent Residence***

- \*Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”); or
- Unexpired Temporary I-551 stamp in foreign passport or on \*I Form I-94.

##### ***Asylee***

- \*Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- \*Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (5)”;
- \*Form I-766 (Employment Authorization Document) annotated “A5”;
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

##### ***Refugee***

- \*Form I-94 annotated with stamp showing admission under § 207 of the INA;
- \*Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (3)”;
- \*Form I-766 (Employment Authorization Document) annotated “A5”;

##### ***Alien Paroled Into the U.S. for at Least One Year***

- \*Form I-94 with stamp showing admission for at least one year under section 212(d) (5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.

##### ***Alien Whose Deportation or Removal was withheld***

- \*Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (10)”;
- \*Form I-766 (Employment Authorization Document) annotated “A10”;
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under §241 (b) (3) of the INA.

##### ***Alien Granted Conditional Entry***

- \*Form I-94 with stamp showing admission under §203 (a) (7) of the INA;
- \*Form I-688B (Employment Authorization Card) annotated “274a.12 (a) (3)”;
- \*Form I-766 (Employment Authorization Document) annotated “A3”.

##### ***Cuban/Haitian Entrant***

- \*Form I-551 (Alien Registration Receipt Card, commonly known as a “green Card”) with the code CU6, CU7, or CH6.
- Unexpired temporary I-551 stamp in foreign passport or on \*Form I-94 with the Code CU6 or CU7; or
- \*Form I-94 with stamp showing parole as “Cuba/Haitian Entrant” under Section 212 (d) (5) of the INA.

##### ***Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty***

- U.S. Citizenship and Immigration Service petition and supporting documentation

#### **b. Nonimmigrant**

Evidence of “Nonimmigrant” status includes the following:

- \*Form I-94 with stamp showing authorized admission as nonimmigrant

**All nonimmigrants are not authorized employment.**

#### **c. Alien Paroled into U.S. for less than One year**

- \*Form I-94 with stamp showing admission for less than one year under section 212 (d) (5) of the INA





**6. TESTING INFORMATION**

In what state or territory did you obtain your **original** license?

What was your original license number?

What was the date of your state exam? Month   / Year

Did you test more than 1 time?  No  Yes If yes, how many times?

Which test did you take?  SBTPE (This test was given before 7/1/82)

NCLEX (This test was given after 7/1/82)

Passing the SBTPE or NCLEX test is required for licensure in Arizona.

**7. ARIZONA LICENSURE**

Have you previously submitted a nursing application in Arizona?  No  Yes

If yes, did you receive a permanent Arizona license?  No  Yes If yes, when Month   / Year

**8. NURSING PROGRAM ATTENDED**

Name

City  State  Zip Code

Degree  Licensed Practical Nurse  RN Diploma  RN Associates Degree  BSN  RN Masters

Date of Graduation (month/year)   /

**9. COLLEGE OR UNIVERSITY FOR HIGHEST DEGREE HELD (If different than Nursing Program)**

Name

City  State  Zip Code

Degree:  Licensed Practical Nurse  RN Diploma  RN Associates Degree  BSN  Bachelors Non-Nursing  Masters-Nursing  Masters Non-Nursing  Doctorate  Certification  \*CRNA

Date of Graduation (month/year)   /     \*To work as a CRNA in Arizona you must complete a CRNA application

**10. Certification: If applicable list any current national certification in nursing that you hold (does not include CPR)**

Name of certification body Line 1

Line 2

Specialty/Category

Date of certification (month/year)   /     Expiration Date (month/year)   /

**11. EMPLOYMENT STATUS**  Employed  Not Employed

Employed in Nursing  Full Time  Part Time Employment in a field other than Nursing  Full Time  Part Time PRN/Pool/Registry  Yes  No Traveler  Yes  No

Average number of hours worked per week as a nurse?





**12. LICENSE INFORMATION** List the state/territory, license number, and current status of all nursing licenses.

State	License Number	Active	Inactive	Expired
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State	License Number	Active	Inactive	Expired
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State	License Number	Active	Inactive	Expired
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State	License Number	Active	Inactive	Expired
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are licensed in more than 4 states, please list the information on a separate sheet of paper

**13. CURRENT EMPLOYMENT OR PRACTICE SETTING**

Title/Position

Employer's Name

Street Address Line 1

Street Address Line 2

Work Phone  
(  )  -

City

State

Zip Code

Employed from (month/year)  /

**14. Check the practice requirement that you meet for licensure (one option must be marked to be eligible for licensure)**

- I have practiced as a nurse for 960 hrs or more in the past 5 years **OR**
- I have completed an Arizona Board approved refresher course within the past 5 years **OR** graduated from a nursing program within 5 years **OR**
- I have obtained an advanced nursing degree (RN to BSN, Masters, or Doctorate) or advanced practice certificate in the past 5 years

**15. If your current employment or practice setting is less than 960hrs in the past 5 yrs, list previous employment**

Title/Position

Employer's Name

Street Address Line 1

Street Address Line 2

Work Phone  
(  )  -

City

State

Zip Code

Employed from (month/year)  /  To  /

**16. OPTIONAL INFORMATION**

E-Mail Address

- Marital Status:  Never Married  Married  Separated  Divorced  Widowed
- Ethnicity:  African American  Hispanic  Caucasian  Asian  Other



**17. CITIZENSHIP OR NATIONAL DECLARATION**

Are you a citizen or national of the United States?  No  Yes

If yes, **submit with your application a legible xeroxed copy of one of the documents from List A**. See the instructions for List A.

Name of document you are submitting \_\_\_\_\_

Expiration Date, if any (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If you are a citizen or national of the United States, go directly to Question 19. If you are not a citizen or national of the United States, complete question 18.

**18. ALIEN STATUS DECLARATION**

To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Submit a legible xeroxed copy of the front and back of a document from the attached List B with your application.

**“Qualified Alien” Status**

- A. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- B. An alien who is granted asylum under Section 208 of the INA.
- C. A refugee admitted to the United States under Section 207 of the INA.
- D. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- E. An alien whose deportation is being withheld under section 243(h) of the INA.
- F. An alien granted conditional entry under Section 203(a) (7) of the INA as in effect prior to April 1, 1980.
- G. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- H. An alien who has, or whose child or child’s parent has, been declared a “battered alien” or an alien subjected to extreme cruelty in the United States.

**Nonimmigrant Status (8 U.S.C § 1621(a) (2))**

- I. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a) (15).

**Alien paroled into the United States for less than one year (8 U.S.C § 1621(a) (3))**

- J. An alien paroled into the United States for less than one year under Section 212(d) (5) of the INA.

**Other Person (8 U.S.C § 1621 (c) (2) (A) and (C))**

- K. A nonimmigrant whose visa for entry is related to employment in the United States
- L. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 49 U.S.C § 1901 et seq.];
- M. A foreign national not physically present in the United States.

**Otherwise Lawfully Present (A.R.S. § 1-501)**

- N. A person not described in categories A-M who is otherwise lawfully present in the United States. **PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure.**

To establish alien status, **submit with your application a legible xeroxed copy of one of the documents from List B**. See the instructions for List B.

Name of document you are submitting \_\_\_\_\_

Expiration Date, if any (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



## APPLICATION QUESTIONS

19. Are you currently under investigation or is a disciplinary action pending against your nursing license, CNA certificate or any other license or certification you hold in any state or territory of the United States?

No  Yes

If yes, include a detailed explanation and a copy of the paperwork regarding the current investigation or pending disciplinary action with your application.

20. Are you currently a participant in a state board/designee monitoring program including alternative to discipline, diversion or a peer assistance program?

No  Yes

21. Have you ever been terminated from an alternative to discipline, diversion, or a peer assistance program due to unsuccessful completion?

No  Yes

If yes, provide a **written explanation** including the state, dates, and reasons for participation and termination.

**Before answering the next question read the following: The fact that a conviction has been pardoned, expunged, dismissed, deferred, reclassified, redesignated or that your civil rights have been restored, does not mean that you answer this question "no"; you would have to answer "yes" and give details on each conviction.**

22. Have you ever been convicted, entered a plea of guilty, nolo contendere or no contest, or have you ever been sentenced, served time in jail or prison, or had prosecution deferred or sentence deferred or probation deferred in any felony or undesignated offense?

No  Yes

If yes, provide a written explanation of the details of each conviction and sentence. Return the written explanation, a copy of the police report and court documents for each conviction, indicating type of conviction, conviction date and sentence including the date of absolute discharge of the sentence for each felony conviction with your application.

**FINAL NOTE:** If you answer ed "yes" to this question, your application will not be processed until you provide proof that it has been more than 5 years since the date of absolute discharge for each felony conviction or provide proof that the conviction was designated a misdemeanor.

PLEASE BE ADVISED THAT FAILURE TO PROVIDE THE REQUESTED DOCUMENTS WILL DELAY THE PROCESSING OF YOUR APPLICATION

## VERIFICATION BY OATH OR AFFIRMATION OR DECLARATION

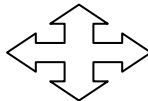
The undersigned declares under penalty of perjury under the laws of Arizona, that he/she:

- Is the person referred to in the foregoing application;
- That the statements are true in every respect to the best of his/her knowledge;
- That he/she has not suppressed any information that would affect this application;
- That he/she will conform to ethical standards of conduct in the profession of nursing and obey the laws and rules of the Arizona Board of Nursing;
- That he/she has read and understands that failure to disclose the requested information or disclosure of false information or disclosure of misleading information may constitute fraud and may result in denial of licensure/certification or disciplinary action up to and including revocation, taken against an issued license or certificate.
- Failure to disclose the requested information or disclosure of false or misleading information may also result in criminal prosecution.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\* FOR A TEMPORARY LICENSE: TAPE A COPY OF A CURRENT LICENSE HERE AND COMPLETE THE "REQUEST FOR TEMPORARY LICENSE" FORM**



NO STAPLES PLEASE  
SCOTCH TAPE ALL SIDES

**REMEMBER TO ENCLOSE A COPY OF DOCUMENTATION OF CITIZENSHIP/NATIONALITY/ALIEN STATUS.**

**PLEASE STAPLE ALL PAGES OF THE APPLICATION TOGETHER AND MAIL TO:**

**ARIZONA STATE BOARD OF NURSING**  
4747 N. 7<sup>TH</sup> STREET, SUITE 200  
PHOENIX, AZ 85014-3655  
(602) 771-7800  
Our Website: [www.azbn.gov](http://www.azbn.gov)

RLED



## REQUEST FOR TEMPORARY LICENSE

**ARIZONA STATE BOARD OF NURSING**  
**4747 N 7<sup>TH</sup> STREET, SUITE 200**  
**PHOENIX, AZ 85014-3655**  
**(602) 771-7800 FAX (602) 771-7888**

**THIS REQUEST MUST EITHER ACCOMPANY AN APPLICATION OR AN APPLICATION MUST ALREADY BE ON FILE.**

**NOTE: The 48 hours option should be utilized only for emergency purpose. Application and all supporting documents MUST be hand carried to Board Office.**

Name \_\_\_\_\_  
LAST FIRST

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
MO DAY YEAR

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Soc. Sec Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 (Mandatory)

**Are you applying for?**  RN or  LPN  Endorsement or  Examination  Refresher Course

**ADVANCED PRACTICE:**  Nurse Practitioner  Nurse Midwife  Clinical Nurse Specialist

**You are eligible for a temporary license if you meet the following requirements for your application type.**

**Note: Citizenship documentation is required for all applicants – don't forget to include documents to show your citizenship/nationality/alien status with your application.**

<p style="text-align: center;"><b><u>ENDORSEMENT APPLICANTS \$50 fee</u></b></p> <ul style="list-style-type: none"> <li>Have submitted an application, fingerprint card, and fees for licensure</li> <li>Do not have “yes” answers to questions on the last page of the application</li> <li>Have included a copy of a current license in good standing in another state</li> <li>Passed NCLEX or SBTPE</li> <li>No disciplinary action in Databank</li> <li>Must have practiced as a nurse for 960 hours or more in the past 5 years, or completed an Arizona Board approved refresher course within the past 5 years or obtained an advanced nursing degree in the past 5 years</li> <li>Graduates of foreign nursing program:                     <ul style="list-style-type: none"> <li>CGFNS/IERF/ERES ID#</li> <li>Practiced 960 hours in setting where English language is official language of the country.</li> </ul> </li> <li>Educated in the Armed Forces – transcripts required</li> <li>Excelsior Graduates – transcripts required</li> </ul>	<p style="text-align: center;"><b><u>EXAMINATION APPLICANTS \$50 fee</u></b></p> <ul style="list-style-type: none"> <li>Have submitted an application, fingerprint card, and fees for licensure</li> <li>Do not have “yes” answers to questions on the last page of the application</li> <li>Have passed NCLEX</li> <li>Have negative fingerprint results from AZ Department of Public Safety</li> </ul> <hr/> <p style="text-align: center;"><b><u>REFRESHER COURSE APPLICANTS \$50 fee</u></b></p> <ul style="list-style-type: none"> <li>Have submitted application and fee for licensure</li> <li>Have submitted copy of enrollment in an Arizona Board approved refresher course/copy of invoice showing payment to the board.</li> <li>Have passed NCLEX / SBTPE</li> <li>If a graduate of a foreign nursing program, have submitted a copy of a letter from CGFNS/IERF/ERES with ID number (for endorsement applicants only)</li> <li>Has met English language requirement.</li> </ul>
<p style="text-align: center;"><b><u>ADVANCED PRACTICE APPLICANTS \$35 fee</u></b></p> <ol style="list-style-type: none"> <li><b>Endorsement</b> applicants who have met all of the requirements for Advanced Practice certification (listed on instructions) have been issued a temporary Arizona RN license and are waiting for permanent Arizona RN licensure.</li> <li><b>New graduate</b> AP applicants who have met all of the requirements for Advanced Practice certification (listed on instructions) and are awaiting national certification, must:                     <ul style="list-style-type: none"> <li>Request certifying agency to send verification that you have applied for and are eligible to take or have taken an advanced practice certifying examination in their category or specialty area of practice. Verification must come directly from the certifying agency, directly to AZBN.</li> </ul> </li> </ol> <p><b>ADVANCED PRACTICE NEW GRADUATE APPLICANTS ONLY:</b>                      I attest that I have submitted written authorization to the certifying body to release my examination results to Arizona State Board of Nursing.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Advanced Practice New Graduate Applicant</p>	

- Fees are not refundable.**
- A \$50.00 fee will be charged for checks returned because of insufficient funds.
- All** personal checks must be pre-printed with your name and address; starter checks will not be accepted.
- Out of country personal checks are not considered US Dollars and will not be accepted.
- If all requirements for a permanent license are met before a temporary license is issued, a permanent license will be issued.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

## RNs/LPNs/APs SAVE YOURSELF TIME AND FRUSTRATION...

Check these areas **before** returning your application.

**ALL BLANKS MUST BE COMPLETED, EXCEPT THOSE MARKED OPTIONAL**

### GENERAL FOR ALL

- Your application is in black ink
- Primary Residence – i.e., this is the address where you vote, or pay federal taxes, or obtain a driver's license
- You enclosed a check (pre-printed with your name and address) or money order for the **correct** fees made out to Arizona State Board of Nursing
- You answered **ALL QUESTIONS**, signed application and dated it
- Initial Applicants** (i.e., exam, endorsement): A fingerprint card will be mailed to you after we receive your application
- Citizenship/Nationality/Alien Status documentation is attached to your application.
- Read the instructions for more details on these reminders. Thank you!**

### EXAMINATION APPLICANTS

- Examination fee \$300 – add \$50** fingerprint fee. If you have submitted fingerprints within the past 2 years, you do not need to resubmit another set of fingerprints.

### ENDORSEMENT APPLICANTS

- Endorsement fee \$150 – add \$50** fingerprint fee (If requesting a temporary license, **add \$50** for license fee)
- Endorsement Applicants:** If you are requesting temporary license, you enclosed a photocopy of current license which shows an expiration date.
- If a graduate of a foreign nursing program, have submitted a copy of a letter from CGFNS/IERF/ERES with ID number.
- Verification from original (first) state of licensure has been requested & sent to Arizona State Board of Nursing

### ADVANCED PRACTICE/SCHOOL NURSE APPLICANTS

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Nurse Practitioner fee \$150</b> for each specialty listed on the application - need to <b>add \$50</b> fingerprint fee if no fingerprint card was submitted to the Board in the past 2 years.</li> <li><input type="checkbox"/> <b>CRNA Prescribing fee \$150</b> for initial application - need to <b>add \$50</b> fingerprint fee if no fingerprint card was submitted to the Board in the past 2 years.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Prescribing &amp; Dispensing Authority fee \$150</b> for initial application - need to <b>add \$50</b> fingerprint fee if no fingerprint card was submitted to the Board in the past 2 years.</li> <li><input type="checkbox"/> <b>School Nurse Initial fee \$75</b> certification fee - need to <b>add \$50</b> fingerprint fee if no fingerprint card was submitted to the Board in the past 2 years.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Clinical Nurse Specialist fee \$150</b> for each specialty listed on application - need to <b>add \$50</b> fingerprint fee if no fingerprint card was submitted to the Board in the past 2 years.</li> <li><input type="checkbox"/> <b>School Nurse Renewal fee \$25</b> certification fee</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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### ABBREVIATIONS OF STATES & TERRITORIES

AL ALABAMA	IL ILLINOIS	MT MONTANA	RI RHODE ISLAND
AK ALASKA	IN INDIANA	NE NEBRASKA	SC SO. CAROLINA
AS AM. SAMOA	IA IOWA	NV NEVADA	SD SO. DAKOTA
AZ ARIZONA	KS KANSAS	NH NEW HAMPSHIRE	TN TENNESSEE
AR ARKANSAS	KY KENTUCKY	NJ NEW JERSEY	TX TEXAS
CA CALIFORNIA	LA LOUISIANA	NM NEW MEXICO	UT UTAH
CO COLORADO	ME MAINE	NY NEW YORK	VT VERMONT
CT CONNECTICUT	MD MARYLAND	NC NO. CAROLINA	VI VIRGIN ISLANDS
DC WASHINGTON DC	MA MASSACHUSETTS	ND NO. DAKOTA	VA VIRGINIA
DE DELAWARE	MI MICHIGAN	OH OHIO	WA WASHINGTON
FL FLORIDA	MN MINNESOTA	OK OKLAHOMA	WV WEST VIRGINIA
GA GEORGIA	MO MISSOURI	OR OREGON	WI WISCONSIN
GU GUAM	MP NO. MARIANA IS.	PA PENNSYLVANIA	WY WYOMING
HI HAWAII	MS MISSISSIPPI	PR PUERTO RICO	
ID IDAHO			