

Top Nine Mistakes Resulting in Delays in Processing 2008 RN/LPN Renewal Applications

- 1. Failure to submit Renewal application *with* citizenship documentation and “mail in” cover sheet.**

- 2. Failure to submit Citizenship documents from the list of acceptable documents.**

- 3. Failure to submit documentation when you answer “yes” to a disciplinary question on the application.** 3 of the 5 questions require documentation to be submitted. If answering “yes” is an error, you must submit a letter of retraction, stating why the answer is in error. This letter of retraction is reviewed and approved before your application can be processed.

- 4. Failure to complete employment information.** Many paper applications do not have the employment information completed that is essential in validating you have worked 960 hours in the past 5 years.

- 5. Failure to submit citizenship documentation the day you renew on line.** The preferred way is to mail to the Board the citizenship documentation, attached to the completed “mail-in cover sheet”. This should be done as soon as you finish the on line application. If submitting a paper application, attach the citizenship documentation to the paper application.

6. Failure to submit citizenship documentation without a mail in cover sheet. The information on the cover sheet (i.e. SS#, RN/LP #) assists in matching/marrying documentation with the correct nurse.

7. Failure to submit *any* citizenship documentation. This is required before we can issue a license.

8. Illegible/Blacked out documents when faxing citizenship documentation and the mail in cover sheet to the board fax number. The majority of faxes are not readable when sent to the Board due to the protective changes that occur when these sensitive documents are sent via the fax process. The preferred method is to mail the documents to the Board. Scanning is another option.

9. Failure to pay correct fees. On line renewals require a credit card payment (\$140.). Paper application renewal must be accompanied with a \$150 check or money order (or cash if you bring the application to the office.)