



## Arizona State Board of Nursing

4747 North 7<sup>th</sup> Street, Suite 200  
Phoenix, AZ 85014-3655  
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E-Mail: [arizona@azbn.gov](mailto:arizona@azbn.gov)  
Website: [www.azbn.gov](http://www.azbn.gov)

To: Refresher Course Participants  
From: Judy Bontrager RN, MN, Associate Director Operations/Licensing  
Re: **Obtaining a Temporary License for Refresher Course Only**

Refresher candidates who do not hold an active Arizona license and are seeking a temporary license must obtain a temporary license “For Refresher Course Only” before attending clinicals.

1. Please submit one of the following applications:
  - a) A renewal application if you have previously been licensed in Arizona.
  - b) An endorsement application if you have been licensed in another state and are applying for licensure in Arizona
  - c) An examination application if you have never been licensed as a nurse. Applicants must pass NCLEX before a temporary license can be issued. Please note that some refresher courses do not take refresher candidates for NCLEX review.
2. A Temporary License request form stating “Refresher Course Only”. The License will be issued for 6 months. It cannot be used for any other employment purpose.
3. Submit a copy of the invoice showing you paid for a refresher course, (full or partial payment).
4. You must have passed NCLEX/SBTPE.
5. If you are a graduate of a foreign nursing program:
  - a) Has submitted a copy of a letter from CGFNS/IERF/ERES/Joseph Silney with ID number-endorsement applicant only
  - b) Have met the English Language requirement. **(Must be met prior to taking NCLEX exam)**

**For more information regarding Requirements for Applicants Educated in a Foreign Country visit [www.azbn.gov/ForeignEducatedRequirements.aspx](http://www.azbn.gov/ForeignEducatedRequirements.aspx). Submit documentation that shows evidence of legal status in the United States. See List A & B showing acceptable documentation at [www.azbn.gov/Citizenship.aspx](http://www.azbn.gov/Citizenship.aspx). The Cover Sheet must be attached to documentation showing evidence of lawful presence if submitted separately from the application.**
6. Submit documentation that shows evidence of legal status in the United States. See List A & B showing acceptable documentation at [www.azbn.gov/Citizenship.aspx](http://www.azbn.gov/Citizenship.aspx). The Cover Sheet must be attached to documentation showing evidence of lawful presence if submitted separately from the application.

7. Pay the appropriate fees:

<u>Renewal Applicant</u>		<u>Endorsement Applicant</u>		<u>Exam Applicant</u>	
Renewal	\$160	Endorsement	\$150	Exam	\$300
Temporary	\$0	Fingerprint	\$50	Fingerprint	\$50
		<u>Temporary</u>	<u>\$0</u>	<u>Temporary</u>	<u>\$0</u>
<b>Total Fee</b>	<b>\$160</b>	<b>Total Fee</b>	<b>\$200</b>	<b>Total Fee</b>	<b>\$350</b>

There is no fee for a temporary license for “Refresher Course Only” if you meet one of the following criteria:

- On probation with the Board
- Have not been licensed as an RN or LPN within 2 years of graduating from a nursing program
- Has not met the practice requirement of 960 hours within 5 years prior to submitting application
- License reinstated after revocation and a refresher course is required.

All applications can be printed from the Arizona State Board of Nursing website at [www.azbn.gov/Applications.aspx](http://www.azbn.gov/Applications.aspx)

Submit application **and** forms to: Arizona State Board of Nursing  
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