



Arizona State Board of Nursing

1740 W Adams Street, Suite 2000
Phoenix, AZ 85007
Phone (602) 771-7800
Website: www.azbn.gov

To: Refresher Course Participants
From: Robert Ellis, BSIT, MBA, MPM, 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.

- Please submit one of the following applications:
 - A renewal application if you have previously been licensed in Arizona.
 - An endorsement application if you have been licensed in another state and are applying for licensure in Arizona
 - 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.
 - 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.
 - Submit a copy of the invoice showing you paid for a refresher course, (full or partial payment).
 - You must have passed NCLEX/SBTPE.
 - If you are a graduate of a foreign nursing program:
 - Has submitted a copy of a letter from CGFNS/IERF/ERES/Joseph Silney with ID number-endorsement applicant only
 - 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.** 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. The Cover Sheet must be attached to documentation showing evidence of lawful presence if submitted separately from the application.
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- 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>
Total Fee	\$160	Total Fee	\$200	Total Fee	\$350

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

**REQUEST FOR TEMPORARY CERTIFICATE/
LICENSE FOR: Refresher Course Only**

This Request must either accompany an exam/endorsement /renewal application or an application must already be on file.

Office Use Only

Applicant's Legal First Name

Applicant's Legal Last Name

Street Address

City

State/Province Zip Code

Social Security Number - -

Phone Number - -

Credential applying for RN LPN AP

Applying by Endorsement Examination Renewal

Start date of Refresher Course - -

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

REFRESHER COURSE APPLICANTS \$0 fee for temporary license.

1. Citizenship documentation is required for applicants (documents must be included with your application).
2. Have submitted application and fees for full licensure/certification.
3. Have submitted copy of enrollment in an Arizona Board approved refresher course/copy of invoice showing full or partial payment to refresher program or submitted a letter from the clinical preceptor for AP nurses.
4. Have passed NCLEX/SBTPE
5. If a graduate of a foreign nursing program:
 - a) has submitted a copy of a letter from CGFNS/IERF/ERES/Joseph Silny with ID number;
 - b) has met English language requirement

SIGNATURE - REQUIRED

Date