Licensing by Endorsement:

Application Process & Procedures

Step-by-Step Instructions from the

N. H. Board of Nursing

121 South Fruit St Suite 102
Concord, NH 03301

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6 Elements that make a Complete Endorsement Application in NH

1. Criminal Background Check and fingerprinting
2. Complete Endorsement Application for Licensure
3. The Declaration of Primary State of Residency form
4. Copy of Driver’s License
5. NURSYS Verification *If original license state does not participate with NURSYS must provide paper verification of licensure
6. Foreign Educated Nurses initially licensed in another country must provide CGFNS or Credentialing Report that was submitted to state initially licensed.
1. Criminal Background Check

- You can find instructions posted on the Board of Nursing website: [https://www.oplc.nh.gov/nursing/criminal-background-check.htm](https://www.oplc.nh.gov/nursing/criminal-background-check.htm)

- If using the the Division of State Police – Hazen Drive in Concord location to have the finger prints done, you MUST schedule an appointment. Call 603.223.3867, then press 0 for assistance.

- If having fingerprints done at other approved Livescan Site or Finger Print Card site (ex: a local police station), check with them to see if you need to make an appointment and what other additional fees may be required.

- The Criminal Background check (CBC) is usually the longest part of the application process. Results can take up to 6 weeks to receive during high volume application times such as graduation season. Therefore, this process should be done in a timely fashion. We suggest at least 4 weeks or so before your application will arrive at the Board.
2. Complete the Application for License by Endorsement

- Refer to [https://www.oplc.nh.gov/nursing/forms-publications.htm](https://www.oplc.nh.gov/nursing/forms-publications.htm) to apply on-line or print a paper application to submit with the appropriate fee.

- Paper applications can be printed from the form linked at the end of this PowerPoint.

- Step-by-Step Instructions can be found on the first page of the paper application.
Application includes Verifications

- Verify you have **worked** as a nurse for a minimum of **400 hours** in the past **4 years**
- Verify you have completed **30 education contact hours** within the past **two years** OR you have successfully passed the National Council Licensing Examination (NCLEX) within the **2 years** immediately prior to application
- Convictions of a misdemeanor, felony or **criminal act**, not including traffic violations require a letter of explanation sent with the application to the Board of Nursing.
Complete the Declaration of Primary State form

Your legal residence is the place you consider home, the place the IRS sends your tax information, where you have a driver’s license, where you pay rent or taxes, and where you vote.

Attach one proof of residency (photocopy):

- Drivers license
- Voter registration card
- Tax record
5. NURSYS Verification:

- Register with NURSYS and provide verification of your original nursing license
- Register online at [www.nursys.com](http://www.nursys.com)
- If your original licensing state does not participate in NURSYS, you will need to request a paper verification to be sent to us from your original licensing state.
  - Includes Alabama, California, Hawaii, Louisiana (PN), Oklahoma, and Pennsylvania.
  - This means you must send a written request to your original licensure state Board of Nursing and they should mail verification of your licensure directly to the NH Board of Nursing at 121 South Fruit Street, Suite 102, Concord, NH 03301.
6. Foreign Educated Nurses Initially licensed in another country:

- Foreign RN/LPN Graduates must provide the credentialing report, or CGFNS report submitted to their initial state of licensure.

- Foreign/International Educated Nurses please review the requirements and information fact sheets at URL:

  https://www.oplc.nh.gov/nursing/international-rn-lpn.htm
Temporary License Information

- Applying for a temporary license is optional but you must have a license (temporary or permanent) for any job related orientation for nursing employment.

- Temporary license available to endorsing nurses from paper verification states after receipt of all information and Board only awaiting paper verification.
Checking the Status of Your Application

- Application status and licenses issued, including temporary licenses may be viewed at: [www.nh.gov/nursing](http://www.nh.gov/nursing)
- You will NOT receive a paper license.
- You will need to reference the online verification and nursing assistant registry at [www.oaplcnh.gov/nursing](http://www.oaplcnh.gov/nursing) Enter profession and first and last name, click on your name, and details of your license should appear.
  - We suggest you print this screen for your employers
Office of Professional Licensure and Certification (OPLC)

NH Board of Nursing

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