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**Texas Board of Nursing**  
 333 Guadalupe, Ste. 3-460, Austin, TX 78701-3944  
 Phone: 512-305-7400 -- Web Site: [www.bon.texas.gov](http://www.bon.texas.gov)

For Office Use Only:

TEMP Lic# \_\_\_\_\_

PERM Texas Lic# \_\_\_\_\_

[ ] F [ ] E [ ] N

**Endorsement Application for Licensed Vocational Nurses**

**SECTION A: Applicant Information - Use black ink. Print legibly or type all information.**

Last Name (Print): \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name (will appear on license): \_\_\_\_\_ Previous Name(s): \_\_\_\_\_

(Address or P.O. box number) \_\_\_\_\_ (Apt/Unit/Ste) \_\_\_\_\_ (City/Town) \_\_\_\_\_ (State/Province) \_\_\_\_\_ (Country) \_\_\_\_\_ (Zip/Postal Code) \_\_\_\_\_

(E-Mail Address) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
( ) Area Code ( ) Phone Number

U.S. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo Day Yr

**Gender:** [ ] Male [ ] Female **Ethnicity:** [ ] African American [ ] Asian [ ] Caucasian [ ] Hispanic [ ] Native American [ ] Other

Name of **BASIC LVN/LPN** Nursing School Attended: \_\_\_\_\_ Grad Date: \_\_\_\_\_ / \_\_\_\_\_  
Mo Yr

Location of **BASIC** Nursing School: \_\_\_\_\_ (City/Town) \_\_\_\_\_ (State/Province) \_\_\_\_\_ (Country)

Type of **Basic LVN/LPN** Education Program: [ ] VN/PN Program [ ] Other : \_\_\_\_\_

Indicate which of the following national licensed vocational/practical examination(s) you have written and passed?

[ ] NCLEX - National Council Licensure Examination [ ] SBTPE - State Board Test Pool Examination

Date of Exam: \_\_\_\_\_ / \_\_\_\_\_ State for which you tested: \_\_\_\_\_ Did you receive a license in this state? [ ] No [ ] Yes

Have you ever been granted authority to practice nursing in another country, province, territory etc? [ ] No [ ] Yes  
 If yes, make sure to write all areas that apply in the section below.

List ALL STATE(S)/PROVINCES/TERRITORIES/COUNTRIES where you **hold or have ever held** a PERMANENT LVN/LPN license or been granted authority to practice as an LVN/LPN (regardless of status). **List Exam State first**, followed by all other licenses. Attach a separate sheet if additional space is needed. Note: Not listing all previous licenses may delay processing. Temporary licenses do not need to be listed.

License Number	State/Province/Territory/Country
License Number	State/Province/Territory/Country
License Number	State/Province/Territory/Country
License Number	State/Province/Territory/Country

License Number	State/Province/Territory/Country
License Number	State/Province/Territory/Country
License Number	State/Province/Territory/Country
License Number	State/Province/Territory/Country

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

Date: \_\_\_\_\_

# Endorsement Application for Licensed Vocational Nurse

Applicant Name : \_\_\_\_\_

Social Security Number : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## SECTION B: Eligibility Questions

- A) [ ] No [ ] Yes** Have you applied to Texas by LVN Endorsement before? If yes, were you issued a temporary license? [ ] No [ ] Yes
- B) [ ] No [ ] Yes** Have you ever held a Texas LVN License?
- C) [ ] No [ ] Yes** Have you practiced nursing by using your nursing knowledge, skills, and abilities as a licensed vocational nurse within the past four (4) years?
- D)** These questions MUST be answered EACH TIME an application is submitted, even if you have previously disclosed this information and/or undergone a previous eligibility review by another state board of nursing.
- 1) [ ] No [ ] Yes** \*For any criminal offense, including those pending appeal, have you:
- A. been arrested and have a pending criminal charge?
  - B. been convicted of a misdemeanor?
  - C. been convicted of a felony?
  - D. pled nolo contendere, no contest, or guilty?
  - E. received deferred adjudication?
  - F. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
  - G. been sentenced to serve jail time, prison time, or court-ordered confinement?
  - H. been granted pre-trial diversion?
  - I. been cited or charged with any violation of the law?
  - J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial licensure or renewal application.)

**NOTE: Expunged and Sealed Offenses:** While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed may subject your license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

**NOTE: Orders of Non-Disclosure:** Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

- 2) [ ] No [ ] Yes** \*Are you currently the target or subject of a grand jury or governmental agency investigation?
- 3) [ ] No [ ] Yes** Has any licensing authority ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- 4) [ ] No [ ] Yes** \*In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work?  
  
(You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have had no further hospitalization since disclosure.)
- 5) [ ] No [ ] Yes** \*Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

\*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency **and** information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

**NOTE: IF YOU ANSWERED "YES" TO #1-5 PLEASE REFER TO SECTION B OF THE INSTRUCTIONS**

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

Date: \_\_\_\_\_

Page 2 of 3

Endorsement Application for **Licensed Vocational Nurse**

Applicant Name: \_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**SECTION C: Nurse Compact Declaration**

**E) In accordance with the Nursing Practice Act, section 304.001, art. 4 and 22 TAC §220.2, check one of the following AND fill in the blank where applicable:**

- I declare Texas as my primary state of residence and I have provided a Texas address.** I am eligible for a Compact Texas License (if applicable, once you receive the Texas license, your other compact state license(s) will be inactivated).
- I declare Texas as my primary state of residence but I have not provided a Texas address.** I am eligible for a Single State Texas License only.
- I am declaring a Non-Compact State as my primary state of residency.** My permanent residence is a state not participating in the Nurse Licensure Compact. I am eligible for a Single State Texas License only. (You may visit [https://www.ncsbn.org/implementation\\_dates\\_list.pdf](https://www.ncsbn.org/implementation_dates_list.pdf) for a listing of participating states) I declare that the State of \_\_\_\_\_ is my primary state of residence and that such constitutes my permanent and principal home for legal purposes. **(This option should be used by individuals who reside in another country/territory/province.)**
- I am declaring another Compact State as my primary state of residence.** Therefore, I understand that I cannot receive a Texas license at this time (temporary or permanent), but I wanted to get the process started. I will submit a Sworn Declaration of Primary State of Residence form when my primary residence changes to Texas or a non-compact state. I declare that the State of \_\_\_\_\_ is my primary state of residence and that such constitutes my permanent and principal home for legal purposes.
- I am employed exclusively in the US military (Active Duty) or with the U.S. Federal Government and am requesting a Texas single-state license regardless of my primary state of residence.** I declare that the State of \_\_\_\_\_ is my primary state of residence and that such constitutes my permanent and principal home for legal purposes.

**F) Upon licensure in Texas, in which state(s) do you intend to practice (list all states that apply);**

electronically \_\_\_\_\_,

telephonically \_\_\_\_\_, or

physically \_\_\_\_\_.

**Attestation/Consent to Release & Use of Confidential Records**

I, the Nurse Applicant whose name appears within this application, acknowledge this is a legal document and I attest that I understand & meet all the requirements to practice for the type of licensure requested, as listed in 22 Texas Administrative Code, Chapter 217 (Licensure, Peer Assistance and Practice) and §§213.27, 213.28, 213.29 and 213.33. Further, I understand that it is a violation of the 22 Texas Administrative Code, §§ 217.12 (6) (I) and the Penal Code, sec 37.10, to submit a false statement to a government agency; and I consent to release of confidential information to the Texas Board of Nursing and further authorize the Board to use and to release said information as needed for the evaluation and disposition of my application.

I understand that if I have any questions regarding this affidavit I should contact an attorney or the appropriate professional health provider. I will immediately notify the Board if at any time after signing this affidavit I no longer meet the eligibility requirements.

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**TEXAS BOARD OF NURSING**  
333 Guadalupe – Suite 3-460, Austin, Texas 78701  
(512) 305 - 7400

**NOTE:** If you have previously held a Texas LVN nursing license, you are not eligible to apply by Endorsement. You should either renew or reactivate the Texas LVN license you once held. Go to <http://www.bon.texas.gov/olv/renewals.html> for more information regarding this process.

**QUALIFICATIONS FOR LVN LICENSURE IN THE STATE OF TEXAS**

1. Graduation from an approved school of vocational/practical nursing (per Rule 217.5 (a)(1)) with a minimum grade of "C" in all nursing courses. If you were educated internationally, then our office will need to receive a Credential Evaluation Service (CES) Full Education course-by-course report from the Commission on Graduates of Foreign Nursing Schools (CGFNS), the Educational Records Evaluation Service, Inc. (ERES) or the International Education Research Foundation, Inc. (IERF) validating the type of nursing program you completed. **Note: If you were educated as a Registered Nurse, then you are not eligible to apply for an LVN license unless you meet the exception detailed below.**

LVN endorsement applicants who meet all of the following criteria qualify for an exception to Board Rule 217.5 (a)(1) must submit a statement providing confirmation of the following:

- Must have **graduated** from an approved **RN** nursing program;
- Must have **passed** the appropriate VN/PN NCLEX Exam approved by the TXBON;
- Have not incurred any discipline from another nursing jurisdiction; **AND**
- Must have worked **actively** as a VN/PN a **minimum** of ten (10) years before applying to Texas for LVN Licensure.

NOTE: If you took your NCLEX Examination prior to graduating from an approved nursing program you MUST submit either a copy of your diploma or a statement with your application. The statement must include your name, the name of the nursing program, type of degree completed, and entry date and graduation date. TRANSCRIPTS WILL NOT BE ACCEPTED FOR THIS PURPOSE. Failure to include this information will result in a delay in processing your application for temporary or permanent licensure.

2. Graduation from high school or hold G.E.D. certificate
3. Satisfactorily completed curriculum components (didactic and clinical) comparable to the requirements of the Board of Nursing, including but not limited to:
  - Adult Medical/Surgical Nursing
  - Nursing Care of Children
  - Maternity Nursing
  - Mental Health/Mental Illness
  - Pharmacology
4. Licensure from another U.S. state or territory which has requirements equivalent to Texas. (Rule 217.5(a)(3))
5. Must have practiced as a licensed vocational nurse OR have taken and passed the appropriate LVN examination during the past four (4) years. If you passed a national exam more than four years ago, and you **have not been** practicing as a licensed vocational nurse in another state within the last four (4) years, then you must comply with Rule 217.5 (b). See Section B – Eligibility Questions for more information about complying with this Rule.
6. A satisfactory score in **one** of the following examinations\*:
  - **National Council Licensure Examination for Practical Nurses (NCLEX-PN®); or**
  - **State Board Test Pool Examination (SBTPE)** - score of 350 and above.

\*The Board Constructed Examination is not recognized by the Texas Board of Nursing since it is not a national examination. Applicants who took this test will be denied a license by Endorsement.

**STOP:** If you DO NOT MEET (1) through (6) of the above requirements, then you are NOT ELIGIBLE FOR LVN/PN LICENSURE BY ENDORSEMENT IN THE STATE OF TEXAS. To see if you are eligible to take the NCLEX for Texas please visit <http://www.bon.texas.gov/olv/examination.html>.

If you DO meet the above qualifications, then continue to the Application Requirements and Instructions.

## LVN ENDORSEMENT REQUIREMENTS

Application requirements for a Texas RN license by Endorsement are as follows:

- **A COMPLETED LVN ENDORSEMENT APPLICATION;**
- **FEE OF \$186.00;**  
(check must be drawn on a US Bank, US Money Order or Canadian Postal Money Order drawn on U.S. dollars (Canadian funds not acceptable), and be made payable to the Texas Board of Nursing - **DO NOT SEND CASH**). *The fee is non-refundable.* Note: The Board is unable to process checks and/or money orders made out for more than one application. Furthermore, submitting an application and payment at separate times will delay processing.
- **A CRIMINAL BACKGROUND CHECK (CBC)** and review of any/all eligibility issues (if applicable);
- **VERIFICATION OF LICENSE(S)** for all previously and currently held LVN permanent licensures/authorities to practice; and the
- **NURSING JURISPRUDENCE EXAMINATION (NJE)**

The information below will assist in completing the application as well as following through with the above mentioned requirements for licensure in the State of Texas.

## GENERAL INFORMATION

- **TEMPORARY LICENSES:**

Within ten (10) business days of receipt of the completed paper application and correct endorsement fee, the Texas Board of Nursing will review your eligibility for issuance of a one-time, 120 day temporary license. Temporary licenses are issued once per lifetime, and cannot be extended, or renewed for any reason, regardless of the number of times a person applies. If you are answering yes to any of the Section D Eligibility Questions 1-5, then you must at a minimum submit a letter of explanation and the related documentation (as outlined in Section B of the Application Instructions) along with the endorsement application and fee, in order to be considered for a temporary license.

Common reasons for delay in the temporary license being issued include but are not limited to:

- Submitting an incomplete application,
- Submitting an illegible application,
- Issues regarding an applicant's education,
- Issues regarding an applicant's address/declaration of primary state of residency,
- Need for an eligibility review,
- Submitting an outdated application,
- Not submitting the correct endorsement fee,
- Not signing and/or dating the application
- Not submitting a detailed eligibility statement and/or all the relevant eligibility documents

- **ACTIVE APPLICATIONS:**

Per our Records Retention Schedule, an application and payment are considered to be active for up to ONE YEAR from the date of receipt in the Board's office. All licensure requirements must be met within that year's timeframe or the application and payment will be considered null and void. Should this occur, a new application and payment would need to be submitted; and the nurse will need to meet all current requirements in effect at that time.

Note: The only exceptions are the nursing jurisprudence examination and the criminal history results which are valid indefinitely so long as final results were received from both DPS and the FBI and the BON has a State Identification Number (SID) on file.

- **PROCESSING TIME:**

The Nursing Board Operates within a ten (10) business day timeframe for receiving and documenting items received, as well as reviewing applications for a temporary and/or permanent license. Weekends and state holidays do not qualify as business days.

## APPLICATION INSTRUCTIONS

- To avoid a delay in the processing, read each section carefully and answer each question in every section.
- Applicants are encouraged to check the status of their applications online at [www.bon.texas.gov/olv/applstatus.html](http://www.bon.texas.gov/olv/applstatus.html) to view items that have been received and/or are still pending.

## SECTION - A: (APPLICANT INFORMATION)

- Print in black ink or type your information on the Endorsement Application. The application will be accepted only if information is printed LEGIBLY. Illegible applications may cause a delay in issuing the potential temporary license.
- Provide YOUR current address. Providing an address in a compact state, or a staffing agency's address may cause a delay in processing. (See Section C – “Nurse Compact Declaration” of the instructions for more information.)
- Although the Board typically sends correspondence by mail, providing an email address and/or phone number will help facilitate communication with our office.
- The social security number provided must have been issued by the United States Social Security Administration. Canadian social insurance numbers and other numbers are not accepted. Leave this part blank if you do not have a U.S. issued social security number. Although an SSN is not required for permanent licensure in Texas, providing **false** information in this section WILL cause a delay in processing.
- Provide information regarding your **BASIC LVN** education program. This information will be documented and compared to the education information provided on the Exam State licensure verification. (See Verification of License Instructions for more information.) Not providing your **BASIC LVN** education information WILL cause a delay in processing.
- Indicate which National Licensing Examination you took and passed, as well as the date of the examination, the state for which you tested, and whether or not a license was obtained in that state. If a license was NOT received in the state for which you took the exam submit a separate statement explaining why a license was not obtained. **Note: You will still be required to contact that state to have an official verification provided the BON.**
- Indicate whether you worked in, were granted authority to practice in, and/or held a license in another country, territory, or province.
- List **ALL** previously held permanent LVN licenses/authorities to practice. Start with your **INITIAL** license (the license issued by exam) and list **ALL** subsequent licenses obtained, along with the license numbers. (See Verification of Licensure Instructions for more information.)

## SECTION - B: ELIGIBILITY QUESTIONS

- Answer questions A, B and C and eligibility questions 1 through 5.

If you answer “No” to question C, then you are not eligible to continue with the Endorsement application until such time that you have completed a Refresher Course. You will need to:

- Complete a board approved refresher course;  
The application for the required Six-Month Temporary Permit and more instruction regarding the refresher course requirements may be found at the following link ([http://www.bon.texas.gov/applications\\_six\\_month\\_permits\\_and\\_temporary\\_licenses.asp](http://www.bon.texas.gov/applications_six_month_permits_and_temporary_licenses.asp))
- Complete the Texas Nursing Jurisprudence Exam (NJE)\*/\*\* ; and
- Complete one of the following \*\*:
  - the online Texas Board of Nursing Jurisprudence Prep Course,
  - the Texas Board of Nursing Jurisprudence and Ethics Workshop, or
  - Texas Board of Nursing approved Nursing Jurisprudence and Ethics course.

\*You will be granted access to the NJE within ten (10) business days of the date we receive the Six-Month Temporary Permit application and fee. **Note: If you complete the NJE as part of the requirements for the Refresher Course, then the passing results can be used for the Endorsement application portion as well.**

\*\* It is the nurse’s responsibility to submit both the NJE completion certificate and certificate of completion for the prep course/workshop/course to our office as these certificates will be kept with your permanent file.

The following links provide more information: (Rules and Regulations) <http://www.bon.texas.gov/nursinglaw/rr.html>, (NJE) <http://www.bon.texas.gov/olv/je.html>, (NJE Prep Course) <http://www.bon.texas.gov/olv/je-course.html>, (Workshop/Course) <http://www.bon.texas.gov/disciplinaryaction/stipscourses.html>.

**If you answered yes to questions 1-5 of the Eligibility Questions on page 2, you must provide the Board with the following information:**

\*QUESTION #1 The Board has determined that criminal behavior is highly relevant to an individual’s fitness to practice nursing. Therefore, all criminal convictions or deferred orders, prosecution, or adjudication-a determination by a court that is withheld or delayed for a specific time period, must be reported to the Board. This question includes offenses under the law of another state, federal law, or the Uniform Code of Military Justice that contains elements of criminal conduct. SUBMIT a personal letter of explanation describing each incident, the behavior that led up to the criminal order and your conduct since the order, and any rehabilitative efforts that have been performed since the order. The document must be signed and dated. In addition, SUBMIT the following documentation for **all** felonies, **all** misdemeanors, and all military actions:

Certified copies of:

1. charges (indictment, information, or complaint);
2. disposition of charges (Judgment, Order of Probation, Sentence, and/or Deferred orders); and
3. evidence that the conditions of the court have been met.

(To obtain this documentation, contact the county clerk in the jurisdiction where the order was issued for misdemeanors; district court clerk for felonies. If the record does not exist, you must obtain a statement from that court that the document has been destroyed or could not be located.)

You may answer “NO” to the question of prior convictions only if you: (a) received a pardon; or (b) were adjudicated as a minor without a finding of “delinquent conduct”. If you were ever required to register as a sex offender, you must answer “YES”.

If you have questions regarding the outcome of any criminal matter, consult your attorney.

\*QUESTION #2 The Nursing Practice Act provides that a person's conduct in violation of the Nursing Practice Act or rules of the Board may be considered as a factor in its deliberations regarding fitness to practice nursing. Therefore, if a licensee or applicant is the subject of a grand jury or governmental agency investigation, the information regarding conduct or behavior giving rise to the investigation may be relevant in determining a violation of the Nursing Practice Act or lead to the admissibility of relevant evidence of such violation. If you are the subject of a grand jury or governmental agency investigation, please SUBMIT the name and address of the investigating entity and an explanation as to the basis of the investigation.

QUESTION #3 The Board has determined that if any licensing authority has taken disciplinary action against a person for any reason, then those actions are highly relevant to an individual's current ability to practice nursing in the state of Texas. If any licensing authority has refused to issue a license, revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate, or multi state privilege held by you or previously fined, censured, reprimanded or otherwise disciplined you, SUBMIT the names and address of the licensing authority who has taken action and a letter explaining the background of the action. Additionally, SUBMIT certified copies of

1. formal charges or allegations supporting the licensure action;
2. final disposition of the licensing authority regarding those formal charges or allegations; and
3. evidence that the conditions of the licensing authority's order or requirements have been met.

\*QUESTION #4 The practice of nursing requires current fitness. The Board has identified certain disorders which, if occurring within the last 5 years, may indicate a lack of fitness. The disorders are: schizophrenia and other psychotic disorders, bipolar disorder, paranoid personality disorder, anti-social personality disorder, or borderline personality disorder. If you have been diagnosed, treated, or hospitalized for any of the above illnesses within the last 5 years, which impaired or does impair your behavior, judgment, or ability to function in school or work, submit the following information that will allow the Board to conduct an individualized assessment of your ability to practice safely, competently, and without impairment to your professional judgment, skill, or knowledge.

1. A report, on letterhead, from your physician, psychiatrist, psychologist or counselor, sent directly to this office, that includes: your diagnosis; treatments rendered; including current medications; prognosis; cognitive, affective, and emotional stability and continuing after-care recommendations, including reasonable accommodations needed to safely practice nursing, if any; and,
2. Verification of compliance with aftercare recommendations.

Please be advised that a physical/psychological evaluation may be requested as part of your individualized assessment. The evaluation process is described in more detail at [www.bon.texas.gov/disciplinaryaction/eval-guidelines.html](http://www.bon.texas.gov/disciplinaryaction/eval-guidelines.html). The evaluation process could potentially delay consideration of your application. Therefore, the Board is providing advance notice of this possibility so that applicants may contact the Board to schedule an evaluation at the beginning of the application process. By doing so, the application should not be unduly delayed. An applicant is not required to contact the Board in advance of Board consideration of the application. The applicant may choose to wait for a specific decision by the Board that a specific evaluation is necessary. This information is being provided to put applicants on notice with respect to this potential requirement and afford the applicant the opportunity to expedite the process if he/she so desires.

\*QUESTION #5 The practice of professional nursing requires current sobriety and fitness. If you have been addicted to or treated for the use of alcohol or any other drug within the last five years, SUBMIT:

1. verification of treatment for substance abuse sent directly to the Board from the treatment center;
2. verification of compliance with aftercare recommendations;
3. evidence of continuing sobriety/abstinence, for example, current support group attendance and random drug testing results; and
4. a personal letter of explanation with sobriety date and plan for relapse prevention.

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\*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency **and** information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.



## ELIGIBILITY REVIEW TIMEFRAMES

The paperwork will be submitted for an initial eligibility review in the Operations Department within ten (10) business days of the receipt of the endorsement application, endorsement fee, **criminal background check results**, and all pertinent documentation. This initial review can take up to 30 days.

If it is determined that the issue being reported to the BON meets the criteria for opening a case according to our current rules, you may be required to pay a \$150.00 review fee. Your file will be transferred to our Enforcement Department for review within ten (10) business days of the payment being received.

The time needed to complete an eligibility review by the Enforcement Department varies on a case by case basis. The process generally takes an average of 90 days to make a recommendation, provided the file contains all the needed information. If additional material is needed, you will receive such request by the Enforcement Staff. Upon completion of the eligibility enforcement review, your file will be returned to the Endorsement Department for continued processing.

The BON **will not** approve an applicant for permanent licensure until a decision has been rendered by either the Director of Operations or our Enforcement Department.

See the Criminal Background Check Instructions below for more information regarding the fingerprinting process.

## SECTION - C: NURSE COMPACT DECLARATION

You must check one of the boxes for question D **and** fill in the blank where one is provided.

The Texas Board of Nursing entered into a Nurse Licensure Compact which allows nurses in Texas the privilege of practicing in participating Compact states. As part of the process of initiating multi-state licensure, all applicants for licensure in Texas must declare their primary state of residence and all states where you are practicing or intend to practice. For information on multi-state licensure, please read the enclosed document titled "FAQs - Multistate Recognition - Nurse Licensure Compact". Declaring a compact state other than Texas, and/or providing an address in a compact state will cause your Endorsement application to be questioned since you can practice in Texas on a declared compact state license. Providing a non-residential address (i.e. the address of a staffing agency) will cause a delay in processing. In addition, the BON reserves the right to seek clarification when needed.

Per Rule 220.2(b), primary state of residence is determined by the following documents and you may be requested to submit one or more to satisfy residency requirements:

- (1) a driver's license with a home address;
- (2) voter registration card displaying a home address;
- (3) federal income tax return declaring the primary state of residence;
- (4) Military Form No. 2058 - state of legal residence certificate; or
- (5) W2 from US Government or any bureau, division or agency thereof indicating the declared state of residence.

Note: Applicants should be providing their **current** information, not what their future address will be. Address changes made after an application has been submitted should be completed by using the Primary State of Residency form located on our website at [http://www.bon.texas.gov/pdfs/forms\\_pdfs/declaration\\_pdfs/declare-psr.pdf](http://www.bon.texas.gov/pdfs/forms_pdfs/declaration_pdfs/declare-psr.pdf)

For more information regarding the compact, visit our website at [www.bon.texas.gov](http://www.bon.texas.gov) or the National Council of State Boards of Nursing's website at <https://www.ncsbn.org/nlc.htm>.

## ATTESTATION/CONSENT TO RELEASE & USE OF CONFIDENTIAL RECORDS

Sign and date the attestation/consent on page 3.

Congratulations – you've successfully completed the application and are well on your way to potentially joining the State of Texas nursing family!

**READ THROUGH THE REST OF THE INFORMATION BELOW WHICH WILL PROVIDE YOU GUIDANCE WITH COMPLETING THE ENDORSEMENT PROCESS.**

### NURSING JURISPRUDENCE EXAMINATION (NJE)

Effective September of 2008, all applicants for initial licensure in the state of Texas must take and pass the Nursing Jurisprudence Examination (NJE) prior to issuance of a permanent license. (Rule 217.17)

#### The NJE is:

- an examination based on the Texas Nursing Practice Act (NPA) and the Texas Board of Nursing Rules and Regulations;
- designed to cover information which will facilitate your practice in the state of Texas;
- a maximum of two (2) hours in length;
- “open-book” in nature in that you will have access to our website and other resource material while taking the test;
- reset within twenty-four (24) hours in the event you are not successful (for **any** reason);
- included in your endorsement application fee;
- **NOT related to the NCLEX.**

#### Preparing for the NJE

Although outside preparation is not required for this examination, we recommend that you view a copy of the NPA and Board Rules and Regulations from our website by going to [www.bon.texas.gov](http://www.bon.texas.gov) and clicking on “Nursing Law and Rules”. In addition, a **voluntary** online jurisprudence prep course is available on the Board's website at <http://www.bon.texas.gov/olv/je-course.html>. You may also purchase a hard copy of the NPA and Rules and Regulations by downloading the Publications Order form from our website under “download other paper applications and forms”. (Return the form and fee to the address located at the top of the form).

#### Accessing the NJE

Within ten (10) business days of the Board receiving the endorsement application and fee, your credentials will be added to our database which should grant you access to the NJE.

- Go to [www.bon.texas.gov/olv/je.html](http://www.bon.texas.gov/olv/je.html) and follow the instructions to log on and complete the examination.

The examination takes a maximum of two hours in length. If you are not successful in passing the examination or if the system locks up, you may retake the examination again after 24 (twenty-four) hours have elapsed from the previous attempt. The cost of the examination is included in your application fee.

You must pass this examination before the Texas Board of Nursing can review your application for issuance of the permanent license.

**Note: If you completed the NJE as part of the requirements for completing a Refresher Course or Examination, then the passing results can be used for the Endorsement application portion as well.**

## VERIFICATION OF LICENSE(S) (VOL)

Keeping in line with the Board's mission, protecting and promoting the welfare of the people of Texas, the BON requires license verifications for ALL licenses/authorities to practice that were previously issued. The verification must provide the basis of licensure, date of issuance, licensure status, and any disciplinary history. If the basis of licensure is by examination, the verification should also provide the nurses' education information (i.e. name of nursing program, date of graduation, type of degree conferred).

Per NPA Sec 301.260(a)(3) the BON requires proof of initial licensing by examination. If you were not granted a license in your exam state due to lack of a U.S. social security number at that time, then you must contact that state directly and request that a **TEXAS BOARD OF NURSING VERIFICATION OF LICENSURE FORM** be completed on your behalf. All other individuals MUST have a verification of licensure sent to the BON. Also, if the exam verification does not contain the education information, and the BON is not able to obtain the education information by other means, you may be requested to submit a copy of your nursing program diploma.

There are two (2) ways to obtain license verification from U.S states/territories, and a third option for those nurses licensed internationally:

### 1) **NURSYS**

NURSYS (**Nurse System**) is a national database that contains nurse license and license discipline information provided by participating boards of nursing in the U.S. and its territories. To view a list of the participating states go to [www.nursys.com](http://www.nursys.com) and click on "participating board of nursing".

If you hold or have ever held an LVN license in any of the states listed on the NURSYS website, then you **MUST** complete a verification request through this national database. Once you complete the process through NURSYS, the Texas BON will have access to the required license verification report for these particular states.

**Note: Paper verifications from NURSYS participating states will be rejected.**

### 2) **TEXAS BOARD OF NURSING VERIFICATION OF LICENSURE FORM:**

If you hold or have ever held an LVN license in any other state/nursing jurisdiction(s), ***other than those listed on the NURSYS website***, you **MUST** submit the Texas Board of Nursing Verification of Licensure Form to that appropriate state/nursing jurisdiction(s) for completion. If you need to submit this form to multiple nursing boards/nursing jurisdictions, you will need to copy the form and forward it accordingly. Call the state/nursing jurisdiction to inquire about their verification procedure and required fee.

**ALL applicants must request a verification of licensure from the state in which the NCLEX was taken even if a license was not issued from that state. A copy of the NCLEX Pass Results (Candidate Report) are not acceptable for the purpose of this application.**

### **Internationally licensed nurses:**

If you currently have or have ever held a nursing license, or been granted authority to practice nursing from a country other than the United States, you may request a verification of licensure from that state, country, province or territory by sending the "Verification of Licensure Form" to the appropriate authority.

We will also accept a license verification contained in a Credential Evaluation Service (**CES**) Full Education course-by-course report from the Commission on Graduates of Foreign Nursing Schools (CGFNS), the Educational Records Evaluation Service, Inc. (ERES) or the International Education Research Foundation, Inc. (IERF). The verification of licensure must be contained in the CES and must have been validated within **one year** of the date the application for endorsement is filed with the Texas Board of Nursing. You may access this service by going to one of the following websites: [www.cgfns.org](http://www.cgfns.org), [www.eres.com](http://www.eres.com) or [www.ierf.org](http://www.ierf.org).

***IMPORTANT: Verification(s) of licensure must be received from ALL states/provinces/territories and/or countries to obtain permanent licensure in the State of Texas. We recommend that you check with each nursing board/authority regarding fees and/or other criteria. A copy of the nursing license(s) and/or a website print out is not acceptable.***

**REGISTERED NURSES: You will need to submit a separate RN application in order to have authority to practice as a Registered Nurse. Check our website for more information at <http://www.bon.texas.gov>**

TEXAS BOARD OF NURSING  
333 Guadalupe, Ste. 3-460, Austin, Texas 78701

**VERIFICATION OF LICENSED VOCATIONAL/PRACTICAL NURSE LICENSURE FORM**  
**(This form is to be sent to those states/territories/countries that DO NOT participate in NURSYS)**

**I. APPLICANT:** To be completed by the applicant and forwarded to the appropriate licensing authority.

Name (Last, First, Middle, Maiden)		Previous Name(s)		
Current Address		City	State	Zip
Date of Birth (mo/day/yr)	Social Security Number	Basic Nursing Education Program -Type of Basic Nursing Program [ ] VN/PN PROGRAM [ ] OTHER		
Name as it appeared on original license issued by this state/territory/country/province (Last, First, Middle, Maiden)		City where nursing program was located	State/Province of Nursing Program	Date of Completion
State of Licensure	Issue Date of Licensure	Original License Number		

**II. LICENSING BOARD/AGENCY:** To be completed by licensing board(s) where you hold LVN/PN licensure and forwarded to the Texas Board of Nursing (*ENDORSEMENT*)

This is to certify that \_\_\_\_\_ was issued LVN/PN license number \_\_\_\_\_ Date Issued \_\_\_\_\_  
(Applicant)

Basis of Licensure: [ ] Examination\* [ ] Endorsement [ ] Waiver \*If license was issued by Examination answer section III

Current Licensure Status: [ ] Active [ ] Inactive [ ] Lapsed Expiration Date: \_\_\_\_\_

Has this license ever been encumbered (denied, revoked, suspended, surrendered, restricted, limited, placed on probation)? \*\*[ ] YES [ ] NO  
\*\* If yes, please send certified copies of Board actions.

**III. NURSING PROGRAM/EXAMINATION INFORMATION**

Name of Basic LVN/PN Nursing Education Program Completed					Approved by State/Province/Territory at the time of graduation? [ ] YES [ ] NO	
Location (city/state/province/territory/country)			Graduation Date		Type of Basic Nursing Program [ ] DIP (PN) [ ] CERT [ ] ADN (PN) [ ] Other : _____	
STATE BOARD TEST POOL EXAMINATION FOR LICENSED VOCATIONAL NURSES					NCLEX-LVN®	
	Medical Nursing	Psychiatric Nursing	Obstetric Nursing	Surgical Nursing	Nursing of Children	Comprehensive Exam
Score						
Series/Form#						

Has this license ever been encumbered (denied, revoked, suspended, surrendered, limited, placed on probation)? \*\*[ ] YES [ ] NO  
\*\* If yes, please send certified copies of Board actions.

Licensing Board must affix seal and sign document below

(SEAL)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

State: \_\_\_\_\_ Date: \_\_\_\_\_

## Criminal Background Check

Effective 2004, a criminal background check report (CBC) is required for applicants for licensure in Texas.

The CBC:

- is based on the set of fingerprints you provide to MorphoTrust;
- completed through the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI);
- results are sent directly to the BON by DPS and FBI;
- cannot be sent by the applicant;
- cannot be results that were completed for another facility

The following information will assist you in submitting the required fingerprints:

**Applicants residing in Texas:**

Read the instructions for 'Applicants residing in Texas' to schedule your electronic fingerprint submission.

Note: MorphoTrust (IdentoGO) cannot transmit electronic submissions from MorphoTrust sites located outside the state of Texas. If you are located outside the State of Texas then follow the directions below.

**Applicants residing outside Texas:**

Read the instructions below for 'Applicants residing outside Texas' to obtain, register, and mail your fingerprint card to MorphoTrust.

**Applicants that do not have a U.S. issued social security number:**

Read the instructions below for 'Applicants without a social security number' to obtain, register, and mail your fingerprint card to MorphoTrust.

NOTE: The Texas Board of Nursing does not make judgments regarding the fingerprints that are submitted. Occasionally DPS and/or the FBI will notify the BON that the fingerprints submitted were not usable and/or readable and therefore have been rejected. You will be notified that a rejection has been received and another set of fingerprints is required. The BON can only submit a request to initiate a name search on your behalf if our office has received two (2) quality rejections from the FBI within the past year. A rejection for any other reason (i.e. smudging, impressions too light etc.) will not count towards this requirement.



## FOR APPLICANTS RESIDING IN TEXAS

The Texas Department of Public Safety has entered into an exclusive contract with MorphoTrust, which operates over 80 Identogo Centers around Texas, to provide statewide electronic fingerprinting. The goal of the Fingerprint Applicant Services of Texas (FAST) Program is to provide convenient applicant fingerprinting services throughout the state of Texas. Identogo is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. Appointments are available by scheduling on-line at <http://www.identogo.com> or by calling **1-888-467-2080**. The cost of this service is \$10.00 plus a \$27.00 fee for the State and National Criminal History Record Information. Fees associated with the F.A.S.T. service may be paid online with a credit card or onsite with a check or money order made payable to MorphoTrust USA only. (Cash is not accepted.)

The general process for electronic fingerprinting is:

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.
  - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
    - a. You may begin the process now by simply clicking on this link:  
<https://uenroll.identogo.com/servicecode/119TF2>
    - b. and then; click “**Schedule an Appointment**”.
    - c. Once you have scheduled your appointment, you are **not** required to bring the form to your visit.
  - If you prefer to schedule over the telephone, you must:
    - a. First download the TX Fingerprint Service Code form here:  
[http://www.bon.texas.gov/pdfs/forms\\_pdfs/background/TX-S-Code-119TF2-Nurse-Examiners.pdf](http://www.bon.texas.gov/pdfs/forms_pdfs/background/TX-S-Code-119TF2-Nurse-Examiners.pdf)
    - b. Then call **888.467.2080**;
    - c. Please have the TX Fingerprint Service Code form before you call –MorphoTrust will prompt you for the Service Code (**119TF2**) on the form;
    - d. Once you have scheduled your appointment, you are **not** required to bring the form to your visit.
2. Arrive at your scheduled appointment with your photo identification and fee
  - If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety’s acceptable document types here:  
<http://www.l1enrollment.com/state/forms/tx/55fc619a7f7aa.doc>
  - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
  - Please note that personal checks and cash are **not accepted**.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
  - Do not throw away the receipt;
  - You may check status on your submission by clicking on this link:  
<https://uenroll.identogo.com/servicecode/119TF2> and then;
  - Click “**Check Status**”

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.



## FOR APPLICANTS RESIDING OUTSIDE TEXAS

The Texas Department of Public Safety has entered into an exclusive contract with MorphoTrust, which operates over 80 Identogo Centers around Texas, to provide statewide electronic fingerprinting. The goal of the Fingerprint Applicant Services of Texas (FAST) Program is to provide convenient applicant fingerprinting services throughout the state of Texas. Identogo is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. Appointments are available by scheduling on-line at <http://www.identogo.com> or by calling **1-888-467-2080**. The cost of this service is \$10.00 plus a \$27.00 fee for the State and National Criminal History Record Information. Fees associated with the F.A.S.T. service may be paid online with a credit card or onsite with a check or money order made payable to MorphoTrust USA only. (Cash is not accepted.)

When electronic fingerprinting is not available (i.e. out of state applicants), the following process must be followed to submit ink fingerprint cards.

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.
  - Internet based pre-enrollment is the quickest and most convenient way to submit fingerprint cards.
    - a. You may begin the process now by simply clicking on this link: <https://uenroll.identogo.com/servicecode/119TF2> and then;
    - b. Click “Submit a Fingerprint Card by Mail”;
    - c. Complete the identifying information screens;
    - d. Complete payment screen;
    - e. Print the confirmation document containing a bar code and complete by signing the waiver and filling in contact information;
    - f. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation document.
  - If you prefer to pre-enroll over the telephone, you must:
    - a. First download the TX Fingerprint Service Code form here: [http://www.bon.texas.gov/pdfs/forms\\_pdfs/background/TX-S-Code-119TF2-Nurse-Examiners.pdf](http://www.bon.texas.gov/pdfs/forms_pdfs/background/TX-S-Code-119TF2-Nurse-Examiners.pdf)
    - b. Then call **888.467.2080**
    - c. Please have the TX Fingerprint Service Code form before you call –MorphoTrust will prompt you for the Service Code (**119TF2**) on the form;
    - d. Inform the MorphoTrust representative that you wish to pre-enroll for a “**hard card submission**”;
    - e. Once payment is complete a summary confirmation document will be emailed to you;
    - f. Print the confirmation document and complete by signing the waiver and filling in contact information;
    - g. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation page.
2. Obtain a copy of your fingerprints by a criminal law enforcement agency on an original FBI APPLICANT fingerprint card that includes the Texas Board of Nursing ORI – TX920440Z. ALL requested information must be provided on the fingerprint card, and **you and the official taking the fingerprints** must sign the card.
3. **All fingerprints MUST be captured by a law enforcement agency.**
4. Once you have obtained your fingerprint cards, follow the mail-in directions found on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.
5. Wait for a receipt from MorphoTrust USA.
  - You may check status on your submission by clicking on this link: <https://uenroll.identogo.com/servicecode/XXXXXX> and then;
  - Click “**Check Status**”

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.



## FOR APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER

The Texas Department of Public Safety has entered into an exclusive contract with MorphoTrust to provide statewide electronic fingerprinting by visiting one of the over 80 Identogo Centers around Texas. The goal of the Fingerprint Applicant Services of Texas (FAST) Program is to provide convenient applicant fingerprinting services throughout the state of Texas. Identogo is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. Appointments are available by scheduling on-line at <http://www.identogo.com> or by calling **1-888-467-2080**. The cost of this service is \$10.00 plus a \$27.00 fee for the State and National Criminal History Record Information. Fees associated with the F.A.S.T. service may be paid online with a credit card or onsite with a check or money order made payable to Identogo only. Cash is not accepted!

If you are unable to utilize an Identogo Center for the fingerprint process you may be fingerprinted by any entity trained in fingerprint collection (See instructions in "A Completed Fingerprint Card" section). Be sure to use a DPS approved fingerprint card; fingerprints must be collected on a Standard FBI Fingerprint Card. These are identified as white cards with blue lines and the label "FD-258" (on the top left corner). Please do not bend the cards during mailing. Please submit only one card per envelope.

The general process for electronic fingerprinting is:

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.
  - Internet based pre-enrollment is the quickest and most convenient way to submit fingerprint cards.
    - a. You may begin the process now by simply clicking on this link: <https://uenroll.identogo.com/servicecode/11G64G> and then;
    - b. Click "Submit a Fingerprint Card by Mail";
    - c. Complete the identifying information screens ;
    - d. Complete payment screen;
    - e. Print the confirmation document containing a bar code and complete by signing the waiver and filling in contact information;
    - f. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation document.
  - If you prefer to pre-enroll over the telephone, you must:
    - a. First download the TX Fingerprint Service Code form here: [http://www.bon.texas.gov/pdfs/forms\\_pdfs/background/TX-S-Code-11G64G-International-Candidates.pdf](http://www.bon.texas.gov/pdfs/forms_pdfs/background/TX-S-Code-11G64G-International-Candidates.pdf)
    - b. Then call **888.467.2080**
    - c. Please have the TX Fingerprint Service Code form before you call –MorphoTrust will prompt you for the Service Code (**11G64G**) on the form;
    - d. Inform the MorphoTrust representative that you wish to pre-enroll for a "**hard card submission**";
    - e. Once payment is complete a summary confirmation document will be emailed to you;
    - f. Print the confirmation document and complete by signing the waiver and filling in contact information;
    - g. Once you have obtained your fingerprint cards, follow mail-in directions on the confirmation page.
2. Obtain a copy of your fingerprints by a criminal law enforcement agency on an original FBI APPLICANT fingerprint card that includes the Board of Nurse Examiners ORI – TX923672Z. ALL requested information must be provided on the fingerprint card and you and the official taking the fingerprints must sign the card.
3. **All fingerprints MUST be captured by a law enforcement agency.**
4. Once you have obtained your fingerprint cards, follow the mail-in directions found on the MorphoTrust Pre-Enrollment Confirmation Page that you previously printed and completed.
5. Wait for a receipt from MorphoTrust USA.
  - You may check status on your submission by clicking on this link: <https://uenroll.identogo.com/servicecode/XXXXXX> and then;
  - Click "**Check Status**"
  - Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.



## Endorsement Checklist

### Did you?

- Check the website to ensure you have the most current version of the endorsement application?
- Complete all sections of the application?
- Sign, and date the *Attestation/Consent to Release & Use of Confidential Records* statement on page 3?
- Include the correct endorsement application fee?
- Submit a verification of license request through NURSYS or mail the Verification of Licensure form accordingly?
- Mark your calendar with a reminder to take the NJE?
- Mark your calendar with a reminder to Contact MorphoTrust and schedule a fingerprinting appointment or make arrangements to mail the fingerprint cards to MorphoTrust?

The length of the application process varies on an individual basis and is determined by:

- Receipt of the completed application and appropriate fee
- Completion of the CBC process
- Receipt of needed documentation and completion of any necessary eligibility reviews
- Receipt of ALL VOLs (license verifications)
- Completion of the NJE

This application and all other documentation are valid for **one (1) year** starting from the date the paperwork was received in our office. Therefore, the process must be completed within this time frame, or you will have to complete a new application, submit a new fee, along with other requirements as needed.

Applicants are encouraged to check the status of their applications online at [www.bon.texas.gov/olv/applstatus.html](http://www.bon.texas.gov/olv/applstatus.html) to view items that have been received and/or are still pending. Processing time for the application to be submitted for the permanent license is within ten (10) business days of the date of the last item received (given that all applicable eligibility reviews have been completed).

View our website for more information regarding the Endorsement process and to view the FAQ sections.