

Georgia Board of Nursing – Licensure By Endorsement as a Registered Nurse

Please follow these easy steps to ensure that your application is processed as quickly as possible.

1. Complete the application in its entirety. Indicate N/A for any blanks that are not applicable.
2. Include a check or money order payable to the Georgia Board of Nursing in the amount of \$75.00. Please note that application fees are non-refundable.
3. Submit verifications of licensure for your original state of licensure and a current state of licensure. If your license in your original state of licensure is current you are only required to submit verification from that state. Some states utilize Nursys.com for verification purposes. If your state provides verifications of licensure through Nursys.com please visit www.nursys.com and request that the verification be made available to the Georgia Board of Nursing. Paper verifications are only accepted from jurisdictions that do not provide verifications through Nursys.com. To avoid processing delays please submit paper verifications of licensure as part of your application packet.
4. Submit official transcripts from your nursing education program which led to initial licensure. To avoid processing delays please submit your transcripts as part of your application packet.

All applicants who have obtained their nursing education outside of the U.S. may be requested to provide a Professional Report from the Commission on Graduates of Foreign Nursing Schools' (CGFNS) Credentials Evaluation Service (CES) to be sent directly to the Board office. You may contact CGFNS at www.cgfns.org.

Applicants who are graduates of a non-traditional nursing education program as defined in O.C.G.A. §43-26-7(e) must meet certain education and practice requirements. If completion of these requirements cannot be documented the applicant will be required to complete a Board approved preceptorship as described in O.C.G.A. §43-26-7. Please refer to the Georgia Board of Nursing's website at www.sos.ga.gov/plb/nursing to review applicable Georgia law and Board Rules. Instructions for Nontraditional Nursing Education Program Applicants may also be found at the Board's website under the "Application Downloads" link.

5. Board rule 410-3-.01 requires applicants for licensure by endorsement to document one of the following: 1) Graduation from a nursing education program within four years of the date of application; or 2) Five hundred (500) hours of practice as a registered nurse (based on the definition of the "Practice of Nursing" found in O.C.G.A. §43-26-3) within the four years preceding the date of this application. Have your employer complete and notarize the attached "Verification of Employment Form" to provide documentation of active practice within the four years preceding the date of this application. To avoid processing delays please submit verifications of employment as part of your application packet.
6. The Board requires applicants to disclose all previous arrests and discipline by other regulatory boards. If you have ever been arrested or disciplined by any other regulatory board or agency please provide a certified copy of the official documents showing the final disposition of the incident as well as a personal, detailed letter of explanation regarding each incident. To avoid processing delays please submit all documentation as part of your application packet.
7. Georgia law requires applicants to submit secure and verifiable documentation regarding their United States citizenship status. Submit a copy of your driver's license, United States passport or other document as indicated on page 3 of the application packet. To avoid processing delays please submit the required documentation as part of your application packet.
8. Have your completed and signed application notarized.
9. Georgia law requires applicants for licensure to complete a criminal background check. Please visit the Board's website at www.sos.ga.gov/plb/nursing, click on "Licensure" and view the instructions for completing a criminal background check by fingerprinting.
10. Submit your completed application to the Georgia Board of Nursing for processing. Applications are processed in the order in which they are received. To avoid processing delays please be sure to include all required documentation with your application packet. Applications are valid for one year from the date of submission. When mailing your application please use a 9x12 envelope and do not fold or staple any of the documents.

You must not engage in registered nursing practice in Georgia until you are licensed by the Georgia Board of Nursing. Any person practicing or offering to practice nursing or using the title "registered professional nurse," as defined in O.C.G.A. §§ 43-26-1 et.seq. within the State of Georgia, shall be licensed as provided in O.C.G.A. §§ 43-26-1 et.seq.



Georgia Board of Nursing

237 Coliseum Drive
Macon, Georgia 31217

(844) 753-7825 www.sos.ga.gov/plb/nursing

Application for Licensure By Endorsement as a Registered Nurse Non Refundable Application Fee: \$75.00

Date Entered _____
Receipt # _____
Submitted \$ _____
Certificate # _____
Date Issued _____

Please check this box if you are a military spouse or a transitioning service member of the United States armed forces (including the National Guard).

Demographic Information

Please Print Legibly or Type all Information

Last Name:	First Name:
Middle Name:	Previous Name(s):
Social Security Number:	Date of Birth:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Email:

Physical Address Information – Applicants must provide a physical address of record. A post office box is not acceptable for this field.

Physical Address:

City:	State:	Zip:
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Mailing Address Information - Pursuant to O.C.G.A. §43-1-2(k), if issued a license, your mailing address and license number are public information and will appear on the Board's website. A post office box may be used for this field.

Mailing Address:

City:	State:	Zip:
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Phone:	Alternate Phone:
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Licensure Information

Applicants must provide verification of licensure from their initial and current state(s) of licensure. Applicants may provide verifications via www.nursys.com or by contacting the board and requesting that they send the verification directly to the Georgia Board of Nursing.

Please list the state or jurisdiction where you were initially licensed as a registered nurse:

Please list the state or jurisdiction where you are currently licensed as a registered nurse:

Did you provide verification of licensure via www.nursys.com? No Yes

Nursing Education Information

To be considered for licensure, your nursing education program must meet the requirements of O.C.G.A. §43-26-3(1.2). Submit official transcripts verifying your degree/graduation date from your nursing education program.

Name of Basic Nursing Education Program:

Location of Basic Nursing Education Program:	City:	State:	Zip:
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Date of Graduation:	Degree Awarded: <input type="checkbox"/> Diploma <input type="checkbox"/> Associate Degree <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other
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Active Practice Information

Board Rule 410-3-.01 requires that applicants document one of the following:

I have graduated from a nursing education program within the four (4) years preceding the date of this application: No Yes

I have practiced as a registered nurse (based on the definition of the "Practice of Nursing" found in O.C.G.A. §43-26-3) at least five hundred (500) hours within the four (4) years preceding the date of this application and have provided the employment information on the grid below: No Yes

Employer Name and Address	Location (City/State)	Position/Title	Dates of Employment (Month/Year to Month/Year)	RN Licensure Required	Number of Hours Worked

A completed verification of employment form must be submitted for each employer listed on this grid.
If your employer uses a third party to verify employment it is the applicant's responsibility to obtain the employment documentation and submit it with the application packet.

Any applicant practicing as a registered nurse without licensure will be subject to Board review. The Board requires a personal, detailed, letter of explanation and detailed employment information from the employer's human resources department for any registered nursing practice in Georgia without a valid license.

Criminal and Disciplinary Information

Failure to reveal an offense, arrest, ticket, or citation may subject your license to a disciplinary order and fine.

Have you ever been arrested? No Yes

Note: The answer to this question is "Yes" if an arrest or conviction has been pardoned, expunged, dismissed or deferred, you pled and completed probation under First Offender and/or your civil rights have been restored and/or you have received legal advice that the offense will not appear on your criminal record.

Has any licensing authority in Georgia or any other jurisdiction 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? 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? No Yes

Are you currently under investigation or is a disciplinary action pending against your nursing license or any other license or certification you hold in any state or territory of the United States? No Yes

Are you currently a participant in a state board/designee monitoring program including alternative to discipline, diversion or a peer assistance program? No Yes

Have you ever been terminated from an alternative to discipline, diversion, or a peer assistance program due to unsuccessful completion? No Yes

Do you currently possess any condition which may in any way impair your ability to practice or otherwise alter your behavior as it relates to the practice of nursing? No Yes

Citizenship and Immigration Information

Georgia law requires applicants to submit a copy of your Secure and Verifiable Document. This includes a copy of your driver's license, United States Passport or a copy of your current immigration document(s) which includes your alien identification number, I-94 number and SEVIS ID if required.

A complete list of secure and verifiable documents published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status. This list may be found on the Board's website at this address: <http://sos.ga.gov/admin/files/svd2013.pdf>

Applicant Affidavit

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia Board of Nursing and I agree to abide by these laws and rules, as amended from time to time.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

- 1) _____ I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or other lawful document.
- 2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

Under penalties of perjury, I understand that any false or misleading information in, or in connection with my application, may be cause for denial or revocation of licensure. In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia Board of Nursing and/or criminal prosecution.

Printed Name of Applicant

Date

Applicant Signature

Sworn to and subscribed before me this _____ day of _____, 20_____.

Signature of Notary Public

Commission Expiration Date

- THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY -

Application Checklist

To ensure that your application is complete, please use the following checklist:

Enclose a check or money order payable to the Georgia Board of Nursing in the amount of \$75.00. Remember—application fees are nonrefundable.

Provide a verification of licensure with the application packet or via Nursys.com.

Enclose a copy of your nursing education transcripts.

Enclose a completed verification of employment (if required).

Enclose secure and verifiable documentation of United States citizenship or legal immigration status.

Register and complete your criminal background check with Cogent Systems.

Submit your completed application to:

Georgia Board of Nursing
237 Coliseum Drive
Macon, Georgia 31217
844-753-7825
www.sos.ga.gov/plb/nursing

You may check your application status by visiting the Board's website at www.sos.ga.gov/plb/nursing and click on "Application Status."

GEORGIA BOARD OF NURSING

237 Coliseum Drive
Macon, Georgia 31217

VERIFICATION OF EMPLOYMENT FOR APPLICANTS FOR LICENSURE BY ENDORSEMENT

Section I (To be completed by applicant)		
Submit this form to your employer to verify your employment and the numbers of hours worked. The name and address of your employer on this form must match the name and address you listed under "Employment History" on your application. Ask the employer to complete this form and place it in a sealed envelope for you to submit with your application or submit it by email to nursing@sos.ga.gov or by fax to 877-371-5712.		
Applicant Last Name:	Applicant First Name:	
Physical Address:		
City:	State:	Zip:
Phone:	Email:	
I do hereby consent to and authorize the release of any and all records and information concerning my employment to the Georgia Board of Nursing. I understand this information is required as part of the application for licensure process.		
_____		_____
Applicant Signature		Date

Section II (To be completed by employer)		
Please complete the form in its entirety. A separate form must be completed for each position held. Be sure to accurately document the employee's position/title and whether or not licensure as a registered nurse was required. The completed and notarized form may be provided to the applicant or submitted directly to the Georgia Board of Nursing by email to nursing@sos.ga.gov or by fax to 877-371-5712.		
Facility/Business/Employer Name:		
Physical Address:		
City:	State:	Zip:
Phone:	Email:	
Employer Information – Please Answer Each Question:		
Is this a federal agency of the United States Government?	<input type="checkbox"/> No	Yes <input type="checkbox"/>
Is this an acute care inpatient hospital?	<input type="checkbox"/> No	Yes <input type="checkbox"/>
Is this a long term acute care facility (LTAC)?	<input type="checkbox"/> No	Yes <input type="checkbox"/>
Is this an ambulatory surgical center or obstetrical facility as defined in O.C.G.A. §31-6-2?	<input type="checkbox"/> No	Yes <input type="checkbox"/>
Is this a skilled nursing facility which has at least one hundred (100) beds and provides health care to patients with similar health care needs as those patients in a long term acute care facility?	<input type="checkbox"/> No	Yes <input type="checkbox"/>
Applicant's Position/Title:		
Is an RN license a qualification/requirement for employment in this position?	<input type="checkbox"/> No	Yes <input type="checkbox"/>
Is an APRN license a qualification/requirement for employment in this position?	<input type="checkbox"/> No	Yes <input type="checkbox"/>

If different location than the employer listed on the first page, please identify the physical location where the employee practiced

Facility/Business/Employer Name:		
Physical Address:		
City:	State:	Zip:
Phone:	Email:	

Dates of Employment:

Employed From _____ (Month/Year) to _____ (Month/Year)

Were there any periods of extended absence during employment? No Yes

If yes, please provide dates" _____ (Month/Year) to _____ (Month/Year)

Please complete the grid below:

Year	Hours Worked Per Year	Job Title/Description

Printed name and title of individual verifying employment information:

I hereby certify that I am the custodian of records at the facility listed on this form and the information submitted on this form are true and correct statements of this applicant's employment with our facility.

Signature

Date

Sworn to and subscribed before me this _____ day of _____, 20_____.

Signature of Notary Public

Commission Expiration Date

- THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY -



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Criminal Background Consent Form

Last Name:			First Name:		
Middle Name:			Previous Name(s):		
Social Security Number:			Date of Birth:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			Race:		
Physical Address:					
City:		State:		Zip:	

I hereby authorize the Georgia Board of Nursing ("Board") to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia. I give consent to the Board to perform periodic criminal history background checks for the duration of my licensure with this state.

Applicant Signature

Date