



Georgia Board of Nursing
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GUIDELINES FOR THE REENTRY PROCESS

The Georgia Board of Nursing Rules & Regulations require an applicant for licensure to document within the last four (4) years preceding the date of current application one of the following:

1. Graduation from an approved nursing education program;
2. Three (3) months or 500 hours of licensed practice; and
3. Completion of a Board-approved reentry/refresher program.

An applicant unable to meet the above requirement must satisfactorily complete a Board-approved reentry program. A reentry program is an individualized combination of study and supervised practice relevant to nursing.

Relevant Study (40 hours) may be obtained through a variety of methods such as self-study (audiovisual, computer-assisted, current publication, etc.) traditional classroom, distance learning, Internet or other method(s) approved by the Board. It must include:

1. Study of the current Georgia Registered Nurse Practice Act and current Georgia Board of Nursing Rules and Regulations (access our web site or contact the Board office for a copy).
2. Cardiopulmonary Resuscitation (CPR)
3. A variety of at least four (4) different relevant study areas, e.g., nursing knowledge specific to the required supervised nursing practice; current concepts of nursing practice; legal/ethical aspects of nursing and health care; communication and management skills.

Note: A valid Georgia temporary permit or license is required prior to and during the period of supervised nursing practice. Failure to comply with this requirement may result in disciplinary action by the Board.

Relevant Nursing Practice (160 hours) must be supervised 1:1 by a designated registered nurse with a current license to practice in the state where the supervised practice will occur.

INSTRUCTIONS

The **Nurse Applicant** must complete the following steps:

1. Request the appropriate application for licensure (reinstatement or endorsement) from the Georgia Board of Nursing.
2. Submit the completed application and required fee to the Georgia Board of Nursing (see licensure information sheet).
3. Negotiate with the agency representative (of a hospital, nursing home, clinic, home health agency, etc.) to provide/sponsor a reentry program. The area of supervised practice shall be agreed upon by the nurse applicant and agency representative.
4. Once the proposed plan (including **Form A – Reentry Application** and clinical schedule) is approved by the Board, a temporary permit will be issued. The applicant must present the temporary permit to the designated agency registered nurse for inspection prior to beginning the 160 hours of supervised nursing practice. If the reentry program is not begun or completed, the temporary permit must be returned to the Board office immediately with a letter of explanation.
5. Satisfactorily complete the reentry program.

The **Agency Representative** agreeing to provide a reentry program for one or more nurse applicants must complete the following steps:

1. Meet with the applicant(s) and agree to sponsor a reentry program.
2. Select/appoint a registered nurse who, as the RN Reentry Coordinator, will plan, coordinate, monitor and evaluate the reentry program (relevant study and supervised practice).
3. Submit **Form A** (Reentry Application) along with the following:
 - a. A letter to the Board, on agency stationery, stating intent to plan, monitor and evaluate a reentry program for the specific applicant(s). Include in the letter the names and license numbers of all supervising registered nurses.
 - b. A schedule of the 160 hours of supervised nursing practice.
4. Each supervising registered nurse must be:
 - a. Currently licensed in the state in which the supervisor nursing practice will occur;
 - b. Willing to participate in the reentry program by providing nursing supervision/instruction; and
 - c. Supervise only one (1) nurse applicant at any given time (1:1 ratio).
5. Once the program is approved by the Board, a letter will be sent to the agency representative and a copy to the applicant. A temporary permit for six (6) months will be issued to the applicant. **The designated agency registered nurse must inspect the permit prior to beginning the supervised nursing practice.** The applicant is expected to complete the reentry program within six (6) months. The Board must be notified in

writing of any situation that prevents the completion of the reentry program within six (6) months.

6. When the applicant has completed the reentry program, submit the enclosed **Form B** to the Board to verify completion of the program. If the applicant does not begin or complete the reentry program, the Board must be notified in writing. The applicant must return the temporary permit immediately to the Board office.
7. Maintain documentation of compliance with the re-entry program according to specific agency policy.
8. Each Preceptor must complete a **Form C** to be returned to the Board after completion of the Reentry Program.

The **Board of Nursing** will complete the following steps:

1. Review the licensure application and send a copy of the Guidelines for the Reentry Process (with **Forms A, B and C**) to the applicant and/or agency representative as indicated.
2. Review the application for the reentry program and approve or recommend modification for resubmission.
3. Notify the RN Reentry Coordinator in writing when the reentry application (Form A and Supervised Practice Schedule) is approved.
4. Issue a six (6) months temporary permit to the nurse applicant (and written notification of approval to the RN Reentry Coordinator) within 15-20 working days of receipt and approval of the licensure application and reentry program.
5. Review **Form B and C** verifying completion of the reentry program.
6. Issue a license to the nurse applicant when all requirements are met.