

Georgia Board of Nursing

Policy Manual



Updated April 4, 2019

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Georgia Board of Nursing

Policy and Procedure

Policy Number	1.1
Policy Name	Application for Licensure
Date of Origin	September 2005

Each applicant must complete an application for licensure as a nurse. All applications are reviewed and processed based on the information submitted on the application. If information in the application is found to be false or fraudulent, the applicant may be fined \$500 or more and disciplined by the Board as submitted.

Date Adopted:	September 16, 2005
Date Revised:	March 8, 2019
Date of Last Review:	March, 8, 2019

Georgia Board of Nursing
Policy and Procedure

Policy Number 1.2

Policy Name

Date of Origin

Repealed

Date Adopted: January 15, 2009

Date Revised: March 8, 2019

Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.3
Policy Name	Preceptorship Application Review
Date of Origin	September 2009

Beginning, Wednesday, September 16, 2009 preceptorship applications for applicants of nontraditional nursing programs will be reviewed by the nurse educator members and shall be presented to the Board for ratification at the next regularly scheduled meeting.

Date Adopted:	September 16, 2009
Date Revised:	---
Date of Last Review:	March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.4
Policy Name	Temporary Work Permits for Applicants for Licensure by Endorsement and Reinstatement
Date of Origin	November 2009

A 45-day temporary work permit may be issued for applicants for licensure by endorsement and reinstatement who live outside of Georgia to complete the fingerprint requirements in Georgia at a Cogent System-GAPS print location. Issuance of a temporary work permit is an indication that an applicant has registered with Cogent Systems, has submitted a Cogent Registration ID Number and a completed application for licensure by endorsement and reinstatement.

The temporary RN work permit will allow applicants to practice in the State of Georgia until:

- The temporary permit expires and/or
- The temporary permit is deemed null and void upon substantiating that responses included on the application are not supported by the criminal background check results.

The temporary work permit is not renewable and will expire in 45 days. If quality fingerprint results have not been received before the expiration date, the applicant can no longer practice within the State of Georgia and therefore deemed ineligible for licensure. The applicant may reapply with a new application with background check completed before application is considered for licensure. A second temporary RN work permit will not be reissued. The Board will ratify the list of temporary permits issued and include a list of the permits in the board minutes.

Date Adopted: November 18, 2009
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number 1.5

Policy Name

Date of Origin

Repealed

Date Adopted: November 17, 2005

Date Revised: March 8, 2019

Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number 1.6

Policy Name

Date of Origin

Repealed

Date Adopted: April 25, 2012
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.7
Policy Name	Application Processing Exceptions Due to Natural Disasters
Date of Origin	September 2005

Each applicant must complete an application for licensure as a nurse. All applications can be obtained via verbal request or by downloading the forms from the Board's website – www.sos.state.ga.us/plb/nursing. The Board may identify states affected by natural disaster or emergencies for which exceptions may be made and for the length of time the exceptions may be allowed.

This policy addresses the special circumstances of applicants for licensure whose home state is identified by the Board as being in emergency or disaster status. Applicants from such states may not be able to provide required picture identification or original and current licensure verification as part of the application process. Under normal circumstances, the Board requests from the applicant picture identification such as copies of a valid driver's license, social security card, and a current, unencumbered license in another jurisdiction.

The intention of the Board is to expedite the application processing and licensure of applicants from states that are experiencing an emergency or natural disaster. To comply with the provisions of Rules 410-3-.01 and 410-3-.02, the Board may accept one or more of the following as part of an application for licensure for the purposes of issuing a temporary permit:

- Copies of employer records verifying employment as a nurse
- Copies of an active, unencumbered pocket card from another NCLEX jurisdiction
- State or Federal Department of Labor records verifying employment as a nurse
- National Council State Board of Nursing information regarding the applicant's licensure as a nurse
- Documentation from a national certification organization or body for nurses
- FEMA-GEMA information
- Copies of Continuing Education (CE) certificates for nursing programs or seminars

- Any other information or documentation deemed acceptable by the Board

Upon completion of the application to the Board's satisfaction, the applicant may be issued a temporary permit to practice nursing in Georgia for a 6 month period as provided in O.C.G.A. § 43-26-8(a). All required original licensure verification documents required for issuance of a permanent Georgia licensure must be received by the Board before the expiration of the temporary license. It is the applicant's responsibility to ensure that the Board has received the required documents. If verification of original and current licensure of the applicant by the applicant's home state, or any other original document required for licensure in Georgia, cannot be provided before the temporary permit expires, the applicant shall so inform the Board and the Board may take further action at that time regarding application.

The Board has the authority to refuse to license an applicant as well as to revoke, sanction or discipline a licensee for providing to the Board any false information for the purposes of obtaining a temporary permit leading to permanent licensure in Georgia. The findings of the Board regarding false information may also be reported to other appropriate state or federal agencies for investigation and prosecution.

Date Adopted: September 2, 2005
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.8
Policy Name	NCLEX Reexamination Waiting Period
Date of Origin	September 2010

Applicants for licensure by examination who have failed NCLEX may not retake the exam for a minimum of forty-five (45) days after the failure.

Date Adopted:	September 1, 2010
Date Revised:	March 8, 2019
Date of Last Review:	March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.9
Policy Name	Review and Challenge of NCLEX
Date of Origin	September 1998

The Board authorizes the review and challenge of NCLEX by a failing candidate conducted under conditions which, in the judgment of the National Council of State Boards of Nursing (“NCSBN”), will not adversely affect the security of the examination.

The Board will assess an appropriate fee to the candidate for the review and challenge.

The location, date and time of the review will be determined by the Board representative.

The Board representative cannot answer any questions regarding the examination items or provide additional information about exam content during the review and challenge process.

Additional information may be obtained from NCSBN’s NCLEX Manual for Member Boards.

Date Adopted: September 25, 1998
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.10
Policy Name	Evaluation of Foreign Educated Nurses Applying For Licensure by Endorsement
Date of Origin	March 2014

Applicants for licensure by endorsement who obtained their nursing education at a nursing education program located outside of the United States will not be required to submit an education evaluation by C.G.F.N.S. if the applicant has been licensed by examination in another US jurisdiction and can provide documentation of at least five hundred hours of post NCLEX practice.

Date Adopted: March 20, 2014
Date Revised: ---
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.11
Policy Name	Licensure by Endorsement of Graduates of Direct Entry Master's Degree in Nursing Programs
Date of Origin	July 2015

Applicants for licensure by endorsement who have graduated from a direct entry master's degree in nursing program meeting the requirements of O.C.G.A. §43-26-3(1.2) will be considered to have met the requirements of O.C.G.A. §43-26-7(c)(2)(A) upon receipt of an official transcript documenting the date of graduation and the degree awarded.

Date Adopted: July 17, 2015
Date Revised: ---
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.12
Policy Name	Fines for Unlicensed and Unauthorized Practice
Date of Origin	November 19, 2015

Board staff will issue private consent agreements with a fine for unlicensed or unauthorized practice for applicants with up to twelve months of documented unlicensed or unauthorized practice. Board staff will issue public consent agreements with a fine for unlicensed or unauthorized practice for applicants with thirteen to twenty-four months of documented unlicensed or unauthorized practice. Board staff will forward applications with over twenty-four months of documented unlicensed or unauthorized practice to the Board for review.

Date Adopted:	November 19, 2015
Date Revised:	---
Date of Last Review:	March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.13
Policy Name	Evaluation of Education for Applicants for Licensure By Examination and Endorsement
Date of Origin	June 2014

O.C.G.A. § 43-26-3(1.2) and 43-26-32(1.1) provide that an "approved nursing education program" located outside this state means a nursing education program that the board has determined to meet criteria similar to and not less stringent than criteria established by the Board for nursing education programs located in this state.

For the purpose of applicants for licensure by examination or endorsement, the Board has determined that any nursing education program located outside the State of Georgia that is approved by another lawful board of nursing in the United States will be considered by the Board to have met criteria similar to and not less stringent than criteria established by the Board for nursing education programs located in this state and the applicants from those programs may be considered for licensure.

Date Adopted: June 11, 2014
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.14
Policy Name	Out of State Licensed Nurses Practicing In Healthcare/Public Health Systems in Georgia during an Emergency or Disaster
Date of Origin	March 2017

Licensed practical nurses and registered nurses who hold unencumbered licenses in other states may work in established healthcare systems in Georgia, including public health, during an emergency or disaster if:

- The supervision of the out of state nurse is provided by a registered professional nurse with a current, unencumbered Georgia license; and
- The healthcare/public health system verifies the current licensure of each out of state nurse and provides names and license number of each out of state nurse to the Board within fifteen (15) days of initial credentialing verification through www.nursys.com or the board of nursing under which the nurse is licensed.

This policy shall be implemented by a vote of the Board.

An unencumbered license means a license that is not currently on probation, monitoring, suspension, and/or does not have any other type of limitation including current participation in an alternative to discipline program.

Date Adopted: March 9, 2017
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	1.15
Policy Name	Dissemination of Application Deficiencies to Third Parties
Date of Origin	June 2017

The Board authorizes staff to provide certain information regarding application deficiencies to third parties when the applicant has provided written authorization. Documentation from the applicant must include the applicant's name and the name(s) of any individuals authorized to obtain application information on their behalf. Staff may only provide information regarding criminal history to the applicant.

Date Adopted:	June 15, 2017
Date Revised:	---
Date of Last Review:	March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number 1.16

Policy Name

Date of Origin

Repealed

Date Adopted: September 6, 2017

Date Revised: March 8, 2019

Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	2.1
Policy Name	Consent Agreements Prepared by Legal Services/Attorney General
Date of Origin	February 2010

All consent orders/agreements drafted by Board staff, Legal Services or the Assistant Attorney General of the Georgia Department of Law, which have been drafted using the Board's motion with no changes or variations may be accepted upon receipt. The Executive Director will sign these orders/agreements with express permission of the Board President and the orders will be presented to the Division Director for docketing.

Date Adopted: February 2, 2010
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	2.2
Policy Name	Applications Directly Referred for Consent Agreements for Unlicensed Practice or Unprofessional Conduct
Date of Origin	April 2012

Applications/documentation which clearly indicate that the applicant has been practicing without a license may be directly referred to Board staff for a private consent agreement for licensure to include a fine for unlicensed practice and/or unprofessional conduct to be determined by the Board's guidelines. A list of such orders received shall be presented to the Board for ratification at the Board's next regularly scheduled meeting and will be included in the board minutes.

Upon ratification by the Board, the Executive Director will sign these orders/agreements with express permission of the Board President and present the orders to the Division Director for docketing.

Date Adopted: April 25, 2012
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number 2.3

Policy Name

Date of Origin

Repealed

Date Adopted: July 10, 2008
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	2.4
Policy Name	Voluntary Surrenders – Effective Date
Date of Origin	April 2012

It is the policy of the Board to accept all Voluntary Surrenders upon receipt in the Board office and authorize the Executive Director to execute the Voluntary Surrender and to authorize the Voluntary Surrenders with express permission of the Board President and present the orders to the Division Director for docketing.. It is the intent of the Board that the Orders will be in effect upon docketing. The Board will ratify the docketed Voluntary Surrenders at its next meeting after the date of docketing and include a list of the approved orders in the board minutes.

Date Adopted: April 25, 2012
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	2.5
Policy Name	Voluntary Cease and Desist Orders – Effective Date
Date of Origin	June 2008

It is the policy of the Board to accept all Board ordered Voluntary Cease and Desist Orders upon receipt in the Board office and to authorize the Executive Director to execute the Order with express permission of the Board President and present the orders to the Division Director for docketing. It is the intent of the Board that the Orders will be in effect upon docketing. The Board will ratify the docketed Cease and Desist Orders at its next meeting after the date of docketing and include a list of the approved orders in the board minutes.

Date Adopted: June 5, 2008
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	2.6
Policy Name	Payment Schedule for Fines
Date of Origin	July 2009

It is the policy of the Board that all Consent Agreements referred to staff or the Attorney General's Office should be accepted by the following guidelines regarding payment of fines:

- Consent agreements that are \$500 and under have 90 days for payment of fine
- Consent agreements that are \$500 and over are allowed to set up a payment plan for payment of fine
- If requested, staff may negotiate an acceptable payment plan for any fine amount

Date Adopted:	July 29, 2009
Date Revised:	March 8, 2019
Date of Last Review:	March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	2.7
Policy Name	Direct Referral of Applications for Consent Agreements for Failure to Disclose
Date of Origin	April 2012

It is the policy of the Board to authorize board staff to directly refer applications for licensure and renewal of licensure to Board staff for a Private Consent Agreement to include a fine of \$500 for failure to disclose when the following conditions exist:

- 1) It is determined that the applicant failed to disclose on the application that they have a history of arrests and/or convictions; and,
- 2) The case does not fall within the established policy guidelines for issuing a license with a Letter of Concern regarding failure to disclose.

A list of such orders received shall be presented to the Board for ratification at the Board's next regularly scheduled meeting and will be included in the board minutes. Upon ratification by the Board, the Executive Director will sign these orders/agreements with express permission of the Board President and present the orders to the Division Director for docketing.

Date Adopted: April 25, 2012
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	2.8
Policy Name	Consent Agreements – Reentry Time Limit
Date of Origin	May 2008

On May 15, 2008, the Board approved the consent agreement language that requires an applicant to enroll in and complete a nursing re-entry course within two (2) months from the docket date of the consent agreement. The new language will read as follows:

“Within two (2) months of the effective date of this Consent Agreement, the Applicant shall provide to the Board proof of enrollment in a Board-approved re-entry course. Upon the Board’s receipt of evidence of such enrollment, the Applicant shall be issued a temporary permit to practice as a licensed practical or registered professional nurse, in accordance with applicable Board rules for the purpose of completing a Board-approved nursing re-entry course. Upon the Applicant’s submission to the Board evidence of successful completion of such course prior to the expiration of the temporary permit; the Board shall issue to the Applicant a permanent license. If the Applicant should fail to enroll in a re-entry course within two (2) months of the effective date of this Consent Agreement, no temporary permit will be issued to the Applicant and the Applicant’s application of reinstatement or licensure shall be deemed to be withdrawn. If the Applicant fails to complete the re-entry course prior to the expiration of the temporary permit, the Applicant shall not be issued a permanent license and shall not be permitted to practice as a licensed practical nurse or registered professional nurse.”

Date Adopted: May 15, 2008
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number	2.9
Policy Name	Release of Investigative Information to Law Enforcement Agencies and Lawful Licensing Authorities
Date of Origin	May 2011

Pursuant to the provisions of OCGA § 43-19-1(h) (2), it is the policy of the Board to authorize the Office of Inspector General and Board staff to release investigative information to another law enforcement agency or lawful licensing authority for the purpose of:

- a. obtaining information relating to a Board investigation for disciplinary action; or
- b. responding to a written request for information to be used in an investigation for disciplinary action by a law enforcement agency or lawful licensing authority.

The Office of Inspector General shall notify the Board of such request and/or release in writing and such written notification shall become part of the Board's record of investigation. Any release of information shall include statements regarding the statutory confidentiality of investigations by the Board under the provisions of Title 43 of the Official Code of Georgia Annotated.

Date Adopted: May 12, 2011
Date Revised: March 8, 2019
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number 2.10

Policy Name

Date of Origin

Repealed

Date Adopted: September 17, 2009

Date Revised: ---

Date of Last Review: July 2014

Georgia Board of Nursing
Policy and Procedure

Policy Number 3.1

Policy Name

Date of Origin

Repealed

Date Adopted: September 17, 2009

Date Revised: ---

Date of Last Review: July 2014

Georgia Board of Nursing

Policy and Procedure

Policy Number	3.2
Policy Name	Use of Simulation in Practical Nursing Education Programs
Date of Origin	October 2013

Practical nursing education programs may substitute clinical simulation for not more than 75% of the clinical clock hours required in the study of obstetrics and pediatrics only.

Simulation may not be used as a substitute for clinical clock hours in any other required clinical experience area.

Practical nursing education programs that utilize clinical simulation as a substitute for clinical clock hours must provide evidence to the Board that the clinical simulation lab meets the standards set by the Certified Healthcare Simulation Educator program and accreditation standards for simulation centers.

Date Adopted: October 9, 2013
Date Revised:
Date of Last Review: March 8, 2019

Georgia Board of Nursing

Policy and Procedure

Policy Number 4.1

Policy Name

Date of Origin

Repealed

Date Adopted: September 24, 1986
Date Revised: ---
Date of Last Review: July 2014

Georgia Board of Nursing
Policy and Procedure

Policy Number 4.2

Policy Name

Date of Origin

Repealed

Date Adopted: September 23, 2004

Date Revised: ---

Date of Last Review: July 2014

Georgia Board of Nursing

Policy and Procedure

Policy Number	5.1
Policy Name	Verification of Licensure
Date of Origin	July 2005

It is the policy of the Board to advise nurses to verify their license status through the Board's website, www.sos.ga.gov/plb/nursing. A printed copy of the page verifying active license status is considered confirmation of licensure.

Date Adopted:	July 21, 2005
Date Revised:	March 8, 2019
Date of Last Review:	March 8, 2019