

Oregon State Board of Nursing LPN or RN by Endorsement Application Guide

License Eligibility

Applicants must:

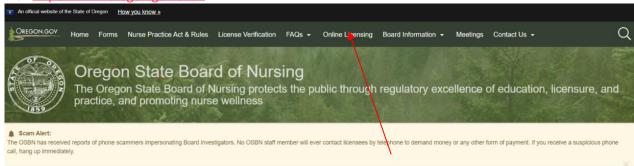
- 1. Hold an active LPN/RN in another state and have 400 work hours in the last two years or
- 2. Hold an active LPN/RN in another state and have graduated in the last two years. (See NPA Division 31 for all eligibility requirements)

If you do not meet one of these requirements you may apply for endorsement and then complete one of the two options for reentry.

- A. Take and pass the NCLEX within one year of application
- B. Take and pass a reentry course from an approved reentry program available here: Oregon State Board of Nursing: Approved Re-Entry Programs for Nursing Education: State of Oregon (Additional \$95 fee will apply to your application for a limited license)

Step 1: Create a Login for OSBN Computer System, if You Do Not Already Have a Login

Visit https://www.oregon.gov/osbn



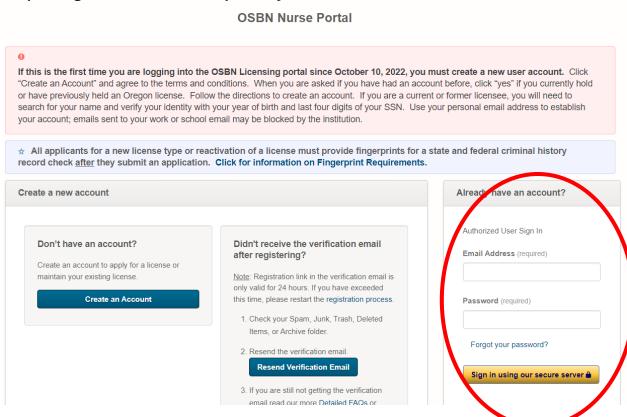
Click here to start

OSBN Nurse Portal If this is the first time you are logging into the OSBN Licensing portal since October 10, 2022, you must create a new user account. Click "Create an Account" and agree to the terms and conditions. When you are asked if you have had an account before, click "yes" if you currently hold or have previously held an Oregon license. Follow the directions to create an account. If you are a current or former licensee, you will need to search for your name and verify your identity with your year of birth and last four digits of your SSN. Use your personal email address to establish your account; emails sent to your work or school email may be blocked by the institution. ★ All applicants for a new license type or reactivation of a license must provide fingerprints for a state and federal criminal history record check after they submit an application. Click for information on Fingerprint Requirements. Create a new account Already have an account? Authorized User Sign In nave an account? Didn't receive the verification email Email Address (required) after registering? Create an account to apply for a license or maintain vour existing license Note: Registration link in the verification email is only valid for 24 hours. If you have exceeded Create an Account this time, please restart the registration process. Password (required) 1. Check your Spam, Junk, Trash, Deleted

- Enter your rull legal name as shown on your government issued ID.
- Make sure your Social Security number and date of birth are correct.
- Before you can log in for the first time, you must validate your email address.
- You will receive a validation email at the address you registered with.
- Please be sure to check your inbox and spam folders to ensure you see the verification email.
- Click on the link in the message to validate your email address.

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Step 2: Log into the OSBN Computer System



Step 3: Select and Submit Application

Associated costs: RN Fee of \$295, LPN Fee \$230, and \$9 Oregon Nurse Advancement Fund Fee

★ All applicants for a new license type or reactivation of a license must provide fingerprints for a state and federal criminal history record check <u>after</u> they submit an application. Click for information on Fingerprint Requirements.

Welcome to the Oregon State Board of Nursing Nurse Portal Dashboard. You may use this portal to submit an application, check the status of an application, renew a license, update your name or address, and use the Message Center to communicate with Board staff.



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- ▶ LPN Endorsement International Nursing Education
- ▶ LPN Endorsement U.S. Nursing Education
- RN Endorsement International Nursing Education
- RN Endorsement U.S. Nursing Education

Be sure to select the correct license level and education source.

Carefully fill in each of the required sections, errors will delay application processing.

Continuing Education

Prior to submitting your application, you will need to attest to the completion of three hours of continuing education. These three hours must be completed within two years of your application.

- One hour of Pain Management Continuing Education through Oregon Pain Management Commission's Module: https://www.oregon.gov/oha/HPA/dsi-pmc/Pages/module.aspx
- Two hours of Cultural Competency Continuing Education can be completed through an organization of your choice. It can be free or completed through your employer. Oregon Health Authority maintains a list of suggested courses: https://www.oregon.gov/oha/EI/Pages/CCCE.aspx

Background Questions

- Answer disclosure questions truthfully.
- If you are not sure about disclosing something, please disclose and allow OSBN to make a determination.
- If you answer yes to a disclosure question, provide a detailed explanation. This can reduce the need for follow-up questions from OSBN staff and speed up your application timeline.
- Use the tool at the bottom of the page to upload supporting documentation.

Nursing Education

Select the correct degree and school. If you do not see your school in the drop down, scroll to the bottom and select "other." This will allow you to type in the school information.

Step 4: Documents Required to Support Your Application Proof of Education

Associated cost: Varies by school

Have your school send transcripts to: osbn.transcripts@osbn.oregon.gov

License Verification

Associated cost: \$30 (Nursys)

Send your exam state license verification to OSBN. Most U.S. states participate in NURSYS nurse license verification for Endorsement https://www.nursys.com/NLV/NLVTerms.aspx

If you sat for the NCLEX in Canada, please contact the appropriate College of Nursing to have the license verification sent to osbn.LicenseVerifications@osbn.oregon.gov

Fingerprint Directions

Associated cost: \$70.50

The state of Oregon contracts with Fieldprint Inc. to collect digital fingerprint images from applicants for the background check. Fieldprint Inc has collection sites in every state. Applicants may have their fingerprints imaged by *appointment only* at any Fieldprint site across the country. Use this link http://www.fieldprintoregon.com to register, enter the code: **FPORBoardNursingDAS**

Please do not submit fingerprints before you submit your application.

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