



# Oregon State Board of Nursing APRN (NP, CNS, CRNA) Application Guide

## License Eligibility

Applicants must:

- In Oregon, you must hold or have applied for an RN license to access the NP applications
- Please see the RN by Endorsement Application Guide if help is needed.
- See NPA Division 53 for all eligibility requirements.

<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=308139>

## Step 1: Log into the OSBN Computer System

Visit <https://osbn.boardsofnursing.org/orbn> from a computer or laptop. Mobile devices are not supported at this time.

### 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**

**Don't have an account?**

Create an account to apply for a license or maintain your existing license.

**Create an Account**

**Didn't receive the verification email after registering?**

**Note:** Registration link in the verification email is only valid for 24 hours. If you have exceeded this time, please restart the registration process.

1. Check your Spam, Junk, Trash, Deleted Items, or Archive folder.
2. Resend the verification email.
3. If you are still not getting the verification email read our more [Detailed FAQs](#) or [Contact Us](#)

**Resend Verification Email**

**Already have an account?**

Authorized User Sign In

**Email Address (required)**

**Password (required)**

[Forgot your password?](#)

**Sign in using our secure server**

## Step 2: Select and Submit Application:

Associated cost varies depending on the type of APRN license you apply for, to see a detailed breakdown of costs please visit the [Agency Fees Rule here](#).

▶ APRN CNS Initial Application
▶ APRN CNS Initial Application (Licensed in another US State or Jurisdiction)
▶ APRN CRNA Initial Application
▶ APRN CRNA Initial Application (Licensed in another US State or Jurisdiction)
▶ APRN Military Spouse/Partner Application for Temporary Licensure
▶ APRN Nurse Practitioner Initial Application
▶ APRN Nurse Practitioner Initial Application (Licensed in another US State or Jurisdiction)

- **Initial application** is for nurses who have graduated in the last two years and DO NOT have a NP in another state.
- **Initial application (Licensed in another US State or Jurisdiction)** is for nurses who have NP in another state and 400 work hours.
- Carefully fill in each of the required sections, errors will delay application processing.

### Background Questions

- Answer disclosure questions truthfully.
- If you are not sure about disclosing something, please disclose and allow for 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 3: Documents Required to Support Your Application

### Proof of education

Have your school send your transcripts to: [osbn.transcripts@osbn.oregon.gov](mailto:osbn.transcripts@osbn.oregon.gov)

### National Certification

Please have an official copy of your national certification from the accrediting body emailed to: [osbn.LicenseVerifications@osbn.oregon.gov](mailto:osbn.LicenseVerifications@osbn.oregon.gov)

### Fingerprint Directions:

Associated cost: \$70.50

Fingerprint reports are valid for one year. If you have been fingerprinted for OSBN, in the last year, you do not need to be re-printed. If you apply for an RN and NP at the same time, only one printing is needed.

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**

Do not submit fingerprints before application.

## Step 4: Check Application Status

- You can check application status by logging into your OSBN account a seeing which application requirements have been closed.
- Watch Message Center for requested information.
- Message through Message center or [APRN.Applications@OSBN.oregon.gov](mailto:APRN.Applications@OSBN.oregon.gov) with questions.