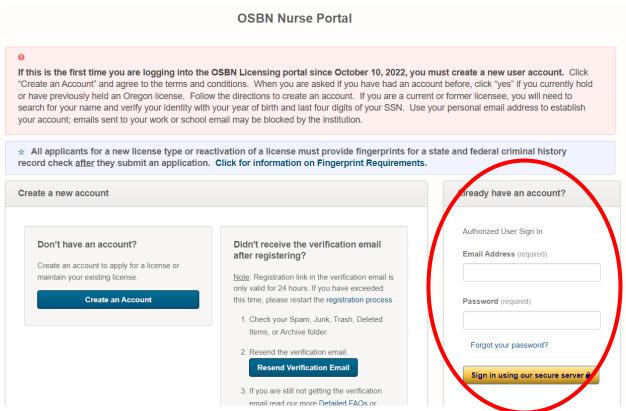
## **License Eligibility**

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



#### **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 <u>Agency Fees Rule here</u>.

▶ 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)

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- Initial application is for nurses who have graduated in the last two years and <u>DO NOT</u> 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: <a href="mailto:osbn.transcripts@osbn.oregon.gov">osbn.transcripts@osbn.oregon.gov</a>

#### **National Certification**

Please have an official copy of your national certification from the accrediting body emailed to: <a href="mailto:osbn.LicenseVerifications@osbn.oregon.gov">osbn.LicenseVerifications@osbn.oregon.gov</a>

### **Fingerprint Directions:**

Associated cost: \$70.50

Fingerprint reports are valid for one year. If you have been fingerprinted <u>for OSBN</u>, 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 with questions.

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