



TOP 10

Endorsement Quick Tips

1. **Read the entire application before you submit it to the Board office.**

2. All applicants are required to have Livescan completed for the Board.

The Board cannot accept hard fingerprint cards or results. All results must be submitted electronically by the Livescan service provider. Livescan screenings done by a **Florida Police or Sheriff's Department** require additional steps to be completed by the applicant. Applicants **who reside outside Florida** have special procedures to follow. Find further information about Livescan and procedures on the Electronic Fingerprinting Section of the application.

3. A copy of license and/or a website printout **does not** meet the requirements for license verification.

4. Please allow time to process your application before you call or e-mail our office to check on the status. Applications are typically processed in date order and usually take a minimum of 10 days to process.

5. When using the online status check system the "In Process" message usually means that your application has not yet been reviewed.

6. We are unable to accept faxed or hand written employment verifications. We are unable to accept employment verifications sent from the applicant; verifications must be sent directly from the employer. Verification of Employment is not required for all applicants. To see who is required to submit verification of employment see the form in the application at www.floridasnursing.gov

7. Mail, including overnight mail, is first received by the Department of Health (DOH) central mailroom and may take 1-3 business days to reach the Board office.

8. Applicants should know that as of July 1, 2016 the 2 hour Prevention of Medical Errors course is no longer required for initial licensure, it is now only required for renewal.

9. If you are aware of a Criminal, Discipline or Health history that may come up during the review process of your application please submit the information required in the application instructions as soon as possible. Some traffic offenses are considered criminal (DUI, Driving While License Suspended or Revoked (DWLSR), Reckless Driving, etc).

10. You must change your address with the Board office in writing to receive updates from our office. Applicants should be aware that all communication, including their license, will be mailed to the address on file. Mail forwarding requests filed with the U.S. Postal Service will not result in state mail being forwarded.