

Now that you've submitted your application, have you...

**...reviewed your application for accuracy?**

Your application summary was emailed to you when you submitted your application. Confirm that the answers on the summary are true and correct. If you find inaccuracies in your application, you will need to contact the board office in writing to make corrections. You will **not** be able to change your answers via the MQA Online Services Portal.

You are also required to submit documentation in support of your application.

- All applicants are required to be background screened.** If you have **not** completed your background screening, please visit [www.flhealthsource.gov/background-screening](http://www.flhealthsource.gov/background-screening) for more information. Ensure you use the Florida Board of Nursing ORI number when getting your prints taken- **EDOH0380Z**.
  - Your application may not show that your background screening was received until it is processed by board staff.
- You may also be requested to submit **verification of your current license**, if board staff cannot verify your clear/active status in another state online.

If you answered "**Yes**" to any health, disciplinary, or criminal history question(s), you are required to submit documentation regarding that history.

**Health History Documents:**

If you answered "**Yes**" to any health history question(s) on your application, we will need:

**You may submit this documentation by upload through the MQA Services Portal, by emailed attachment to [MQA.CNA@flhealth.gov](mailto:MQA.CNA@flhealth.gov), by fax or by mail.**

- A self-explanation:** A written explanation that describes the circumstances surrounding your health history. This explanation is presented to the board, should your application require review.
- A letter from a licensed health care practitioner**, who is qualified by skill and training to address your condition, which explains the impact your condition may have on your ability to practice your profession with reasonable skill and safety. It must also state either that you are safe to practice your profession without restriction or indicate what restrictions are necessary. Documentation must be current within the last year.

Your application may not show that your health history document(s) were received until they are processed by board staff.

### **Disciplinary History Documents:**

If you answered “Yes” to any disciplinary history question(s) on your application, we will need the following documents for each disciplinary action taken:

**You may submit this documentation by upload through the MQA Services Portal, by emailed attachment to [MQA.CNA@flhealth.gov](mailto:MQA.CNA@flhealth.gov), by fax or by mail.**

- A self-explanation:** A written explanation that describes the circumstances surrounding your disciplinary history. This explanation is presented to the board, should your application require review.
- Administrative Complaint and Final Order:** Documentation from the state which disciplined the license. *If the administrative complaint and final order were issued for a license in Florida, you do not need to submit these documents.*

*Your application may not show that your discipline history document(s) were received until they are processed by board staff.*

### **Criminal History Documents:**

If you answered “Yes” to any criminal history question(s) on your application, we will need the following documents for each offense:

**Criminal history documents are submitted directly to the Background Screening Unit. Please visit [www.flhealthsource.gov/background-screening](http://www.flhealthsource.gov/background-screening) for more information about documentation required and how to submit documents.**

- A self-explanation:** A written letter that describes the circumstances surrounding the criminal offense. This explanation is presented to the Board, should your application require review.
- Arrest Records:** Records of the arrest from the jurisdiction in which the offense occurred.
- The Final Disposition(s):** Court documents showing the plea entered and disposition of the case, as well as any sentence imposed.
- Completion of Sentencing:** Documents showing that you completed the sentence imposed.
- Letters of Recommendation:** Three letters dated within the last year from people you have worked for or with (excluding family members).

### **What’s Next?**

Your application will be processed by board staff, and you will receive correspondence which requests any remaining required documents. If no required documents remain, you will receive correspondence indicating that your license has been issued or that your application requires review by the board.

You may check your application status at any time through the MQA Online Services Portal ([www.flhealthsource.gov](http://www.flhealthsource.gov)), or by contacting the board office at [MQA.CNA@flhealth.gov](mailto:MQA.CNA@flhealth.gov) or (850) 245-4125.

Find answers to your questions at [www.Floridasnursing.gov](http://www.Floridasnursing.gov) by using the search box at the top of the home page.

**Your application status will not be available until your application has been processed.**

Florida Board of Nursing  
4052 Bald Cypress Way Bin C02  
Tallahassee, FL 32399-3252  
Email: [MQA.CNA@flhealth.gov](mailto:MQA.CNA@flhealth.gov)  
Fax: 850-617-6460