



TOP 10

LPN/RN Endorsement Quick Tips

1. Applications should be complete when submitted in order to expedite the review process. Applications will not be reviewed until fees have been received by the Department.

2. Office staff will attempt to complete license verifications online. If unavailable online, or if the online verification lacks sufficient detail, you will be required to provide an official verification.
3. All applicants are required to have Livescan fingerprinting (Level II background screening) completed. **The Board cannot accept hard copy fingerprint cards or results**; all results must be submitted electronically by a Livescan service provider. Livescan screenings completed at a **Florida police or sheriff's department require additional** payment be submitted to FDLE Civil Applicant Payment System (CAPS) website before results will be released to our office. You will be required to enter your name as indicated on the fingerprint submission and your TCN# when making this additional payment. Applicants that reside outside Florida or do not have a U.S. Social Security number may find a provider at <https://flhealthsource.gov/background-screening/out-of-state-providers/>.

If you have **already completed a screening** that is stored in the Agency for Health Care Administration's (AHCA) Clearinghouse, it can be used for licensure purposes. The screening should automatically load to your file within 72 hours. In order to be shared among state agencies, it is **required** for you to have a photograph taken at the time of fingerprinting to be entered into the Clearinghouse. If a photograph was not taken, additional screening(s) will be required.

4. Please allow sufficient processing time before calling or e-mailing to check the status .Applications are processed in date order. Current timeframes may be found at www.floridasnursing.gov/licensing.
5. When using the online status check system, if your status reads as "In Process," and there are no deficiencies listed, this means that your application has not yet been reviewed.
6. We are unable to accept faxed or handwritten 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. If you are aware of a criminal, discipline or health history that may be discovered during the review process, please **submit the required information** (listed in the application) as soon as possible. It is important to note that some traffic offenses are considered criminal (DUI, Driving While License Suspended or Revoked (DWLSR), Reckless Driving, etc.) and should be listed.
9. Maintain your current address with the Board office in order to receive updates. Address changes should be provided to the board office in writing. All communication will be provided via email whenever possible. The license will be mailed to the address on file. If the address has changed, the US post office will not forward state government mail; resulting in the license being returned.
10. If you are foreign educated and applying for multistate privileges, an education evaluation and English competency must be submitted for review. Education evaluations completed for another licensing jurisdiction may be acceptable if they have been completed by a third-party evaluator. Proof of English competency is required if your nursing program was not completed in English; scores may not be more than two years old.