

Requirements for Alabama Licensure by Endorsement

❖ A completed Endorsement application

❖ Appropriate fees

❖ Verification of Licensure

Contact your original Board of Nursing to request that a verification of licensure be mailed to the Alabama Board of Nursing. **A copy of your license IS NOT verification.** Only an original verification from your original state of licensure is accepted (not facsimile).

Or

If your original state of licensure is **Alaska, Arizona, Arkansas, Colorado, Delaware, District of Columbia, Florida, Idaho, Iowa, Indiana, Kentucky, Louisiana (RN only), Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia (PN only), Wisconsin or Wyoming** you must order license verification from www.nursys.com.

❖ Nursing School Transcript

Contact your school of nursing to request that an official transcript be mailed to the Alabama Board of Nursing. Transcripts must be received at the Alabama Board of Nursing in a sealed envelope from your school of nursing. **Transcripts via fax are not acceptable.**

❖ Continuing Education (CE) Requirements

You must have 24 contact hours to endorse. All required contact hours may be obtained from the following activities: workshops, seminars, classroom, web casts, internet, intranet, home study, continuing education journals, and pod casts. Contact hours should be no older than 24 months from the date we receive your application. All CE certificates must be mailed or faxed to our office. For further information regarding CE or to search for CE providers and browse a list of upcoming opportunities please refer to the Continuing Ed section of the Board's website at www.abn.alabama.gov.

CE certificates can be sent via facsimile to 334-242-0541, Attn: Wendy Looney

*****If you are requesting a Temporary permit, you must mail in a notarized copy of your current license.***
*****Temp Permits are only Available to First Time Applicants*******

*****Do not send supporting documentation ahead of the endorsement application.*****

Mailing address:

Alabama Board of Nursing
Attn: Endorsements
P.O. Box 303900
Montgomery, AL 36130-3900

YOU CAN CHECK THE STATUS OF YOUR ENDORSEMENT AT www.abn.alabama.gov under "ONLINE SERVICES"

Continuing Education – Information Page

You must have 24 contact hours to endorse. As stated in the Alabama Board of Nursing Administrative Code Rule 610-X-10-.05, (See **Administrative Code at the Board’s web site, www.abn.alabama.gov**) all required contact hours may be obtained from the following activities: workshops, seminars, classroom, web casts, internet, intranet, home study, continuing education journals, and pod casts.

Try contacting the following websites to earn contact hours:

- ◆ www.westernschools.com
- ◆ www.myfreece.com
- ◆ www.netce.com
- ◆ www.diversifiednursingservices.com
- ◆ The Board does not accept contact hours earned online from MEDCEU (www.medceu.com).
- ◆ A search can also be conducted on the internet for continuing education for nurses, to locate more online providers.
- ◆ www.ceregistration.com
- ◆ www.nursingceu.com
- ◆ www.ceufast.com
- ◆ www.rn.com

The following standardized national programs are accepted for continuing education in accordance with Rule 610-X-10 of the Alabama Board of Nursing Administrative Code. The national provider determines the number of hours. The hours listed are the maximum number of contact hours the Board shall recognize, unless an Alabama Board of Nursing -approved provider awards more in accordance with Chapter 610-X-10-.04 (f) of the Alabama Board of Nursing Administrative Code. **Submit a copy of your wallet card (indicate initial/renewal).**

- Basic Life Support Healthcare Provider Initial Course: 4.5 contact hours.
- Basic Life Support Healthcare Provider Renewal Course: 3 contact hours.
- Advanced Cardiac Life Support Initial Course: 13.5 contact hours.
- Advanced Cardiac Life Support Renewal Course: 9 contact hours.
- Pediatric Advanced Life Support Initial Course: 14 contact hours.
- Pediatric Advanced Life Support Renewal Course: 8.5 contact hours with optional lessons; 6.5 contact hours without the optional lessons.
- Trauma Nursing Core Course (TNCC): 14.42 contact hours.
- Emergency Nursing Pediatric Course (ENPC): 15.33 contact hours.
- Course in Advanced Trauma Nursing (CATN): 13 hours.
- Cardiopulmonary Resuscitation/Automatic External Defibrillator (CPR / AED) for Professional Rescuer: 8 contact hours for initial course or four (4) contact hours for review / update course
- Instructor Course for CPR / AED for Professional Rescuer: 16 contact hours
- International Trauma Life Support
 - (a) International Trauma Life Support– Advanced Provider: 16 contact hours
 - (b) International Trauma Life Support – Instructor: 8 contact hours
 - (c) International Trauma Life Support–Pediatric –Provider: 8 contact hours
- Neonatal advanced life support or neonatal resuscitation program: The Board may recognize the total contact hours awarded by a Board-approved or Board-recognized provider.

Completed college courses (beyond basic education used to obtain original license) can be used as continuing education. A transcript would be required as evidence.

- ◆ 15 contact hours = 1 academic semester credit hour
- ◆ 10 contact hours = 1 academic quarter credit hour

Employee in-service hours must be printed on company letterhead (must include class title, the date, and the hours awarded for each class) and signed by an education coordinator. Do not submit an employee generated transcript.

Please refer to the Continuing Ed section of the Board’s website (www.abn.alabama.gov) for further information on continuing education, CE provider look up and upcoming CE opportunities.

*Appearance on this page represents neither recommendation nor endorsement by the Alabama Board of Nursing.
This page is being provided as a service.*

Frequently Asked Questions – Endorsement

Q. Can I apply for Endorsement online?

A. Yes. Complete the application online at www.abn.alabama.gov. If you request a temporary permit, you can pay online and mail us a notarized copy of your current license from another state.

Q. How long does it take to get a license?

A. There is no timetable for issuing licenses. A license will only be issued when all requirements are completed. Applications are processed on a first-in first-out basis.

Q. How much does it cost?

A. \$85.00 for the application and an additional \$50.00 if requesting a temporary permit.

Q. My nursing school is closed. How can I obtain a transcript?

A. Contact the State Board of Nursing in the state that your school was located. Someone was appointed receivership of the school's records.

Q. How can I apply for a temporary permit? How long is it valid? Do I have to have CE to obtain a temporary permit?

A. There are three requirements to issue a temporary permit: completed application, fee and a notarized copy of a current active license card. Once those items are received, if there are no legal issues with the application, then the temporary permit will be issued and mailed. Temporary permits are valid for 90 days or until license is issued/denied. Temporary permits allow you to work for 90 days while you meet all other requirements for permanent licensure. Contact hours are not required in order for the temporary permit to be issued.

Q. I've held an Alabama license in the past. I also hold licensure in other states. Do I need to endorse?

A. Once you've had an Alabama license, you always have an Alabama license. If you did not keep it current, then the status is lapsed and you will need to reinstate it. You can not endorse on a lapsed license. You can reinstate a lapsed license online at www.abn.alabama.gov.

Q. My original state of licensure is a member of the Nurse Licensure Compact. Is this acceptable for Alabama?

A. Alabama is not a member of the Nurse Licensure Compact. **It is mandatory to obtain an Alabama license in order to work or practice in Alabama.**

Q. How do I obtain my contact hours?

A. You may search for CE Providers in your area and browse through a list of upcoming CE opportunities under the Continuing Ed section of the Board's website at www.abn.alabama.gov. You can also search the internet for continuing education for nurses. Keep in mind, that MEDCEU (www.medceu.com) contact hours are not accepted by the Alabama Board of Nursing.

Q. What is the earning period for the contact hours?

A. Contact hours should be no older than 24 months from the date you apply.

Q. The state I am endorsing from does not require contact hours. Do I still need to have them?

A. All endorsement applicants are required to submit 24 contact hours of continuing education, even if they are coming from a state that does not require them. You can contact your previous employer and request a print out of your in-service hours. Employee in-service hours must be printed on company letterhead and signed by an education coordinator. If you need to earn the 24 contact hours for submission, then you can request a temporary permit. A temporary permit will allow you to work while earning your CE.

Q. I am a new graduate. Do I need 24 contact hours? Can my college course work be used as continuing education?

A. All endorsement applicants, regardless of their graduation date are required to submit 24 contact hours of continuing education. We only accept college credit as CE, if it is above and beyond what you used to obtain your original license.

Q. I started the Endorsement process, but have had a change of plans. Can I get a refund?

A. Fees paid to the Alabama Board of Nursing are not refundable. Your application and fees will remain active for one year. You would be able to complete the endorsement process at any time within that period.

Q. I will be moving during the endorsement process. Will my license or other correspondence be forwarded?

A. Most of the Board's mail is not forwarded due to the nature of the contents. Please be sure to keep your address up to date with the Board office. This can be done under the online services section of the Board's website at www.abn.alabama.gov. There is a \$25 fee to resend mail that is returned to the Board office.

Q. The Board of Nursing for my original licensure says my verification should come from NURSYS. How is this done?

A. You need to go www.nursys.com and follow their instructions for requesting verification.

Q. How can I check the status of my application?

A. You can check the status of your application under the "Endorsement Status Check" section of the Board's website. The endorsement status check provides you with a checklist of items that the Board is still waiting to receive. Once the license is issued you will be directed to the "License Look-Up" section of the Board's website.

Q. How can I verify that my license has been issued?

A. Once the license is issued you can verify your status under the "License Look-Up" section of the Board's website.

Q. How will Endorsement affect upcoming license renewals and effective dates?

A. An RN license that is **issued** between now and 08/31/2010 will receive an active license with an expiration date of 12/31/2010.

An LPN license that is **issued** between now and 08/31/2011 will receive an active license with an expiration date of 12/31/2011.

If the applicant for licensure by endorsement is issued a license during the renewal period for that license type, the license shall expire at the end of the next license period. Nurses whose licenses are issued through the endorsement process shall accrue for the first license renewal one contact hour for each calendar month remaining in the earning period. **Contact hours earned for initial licensure by endorsement may not be used toward the continuing education requirement for the next license renewal period.**

RULES REGARDING PERSONAL CHECKS

- ❖ Personal checks are not an acceptable method of payment of fines. Fines are payable only by certified check, cashier's check, business check, or money order.
- ❖ Counter checks are not an acceptable method of payment. Personal checks shall be imprinted with the name, address, and account number of the applicant or licensee.
- ❖ Personal checks by third parties (spouse, friend, parents, etc.) are not acceptable. Again, the name of the applicant or licensee must be imprinted on the check. Business checks are acceptable.
- ❖ Personal checks on out-of-state banks are not acceptable.
- ❖ License verification fees are not payable by personal check.

Applicants or licensees who have checks returned due to insufficient funds may be prohibited from paying any future fees by personal check. As of January 1, 2003, the bad check charge will be \$30.

*** * * Cashiers checks and money orders are accepted. * * ***



APPLICATION FOR LICENSURE BY ENDORSEMENT

Alabama Board of Nursing
P. O. Box 303900
Montgomery, AL 36130-3900
Telephone: 1-800-656-5318
FAX: 334-242-4360

ONLINE APPLICATION and APPLICATION STATUS can be found at www.abn.alabama.gov

Type of License by Endorsement:

- RN (Enclose \$85 fee)
LPN (Enclose \$85 fee)
Temporary Permit (Enclose additional \$50)
Advanced Practice

Do not accept personal checks on out of state banks
Do not accept personal checks by third parties
Cashiers Checks & Money Orders are accepted

Complete and return this application, submit all information/documentation, sign the application and submit required fees (FEES ARE NOT REFUNDABLE). A Social Security number is required. Your application will be returned if it is incomplete.

LEGAL NAME Last First Middle Maiden

LIST ANY PREVIOUSLY USED NAMES/ALIASES

SOCIAL SECURITY NUMBER DATE OF BIRTH GENDER: MALE FEMALE

PERMANENT STREET ADDRESS

CITY STATE ZIP CODE COUNTRY

PHONE ADDITIONAL PHONE EMAIL

STATE OF ORIGINAL LICENSURE LICENSE NUMBER

STATE(S) OF CURRENT LICENSURE LICENSE NUMBER

SCHOOL/COLLEGE OF NURSING (Name, City, State)

DATE OF GRADUATION DEGREE

HAVE YOU TAKEN NCLEX OR STATE BOARDS? YES NO

REGULATION

If the answer to any of the following questions is "YES", attach a detailed explanation and all pertinent records (court, treatment, military, or other boards of nursing records) or indicate if and when disclosure was previously made to this Board. Otherwise, please allow 30 days for "YES" answers to be reviewed.

- 1. Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation? YES NO
2. Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? YES NO
3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol? YES NO
4. Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? YES NO
5. Have you ever had disciplinary action or is action pending against you by any state board of nursing? YES NO
6. Have you ever been placed on a state and/or federal abuse registry? YES NO
7. Have you ever been court martialled/disciplined or administratively discharged by the military? YES NO

CONTINUING EDUCATION

Before a permanent license can be issued, you must obtain the required 24 contact hours (refer to the "Requirements for Alabama Licensure by Endorsement" instruction page. The required contact hours may be earned during the period a temporary permit is valid. Refer to the "Type of License by Endorsement" box above.

Before a temporary permit can be issued, you must MAIL a notarized copy of your current nursing license to the Alabama Board of Nursing.

AFFIDAVIT OF AFFIRMATION OF ELIGIBILITY FOR LICENSURE BY ENDORSEMENT

I affirm that the information recorded on this application concerning any item contained herein is true and correct. I understand that I may be required to submit documentation to support my affirmation. I further understand that any false statement is in violation of the Code of Alabama and the Board of Nursing Administrative Code and constitutes cause for disciplinary action.

YOUR SIGNATURE IS REQUIRED TO COMPLETE THIS APPLICATION.

Signature

Date

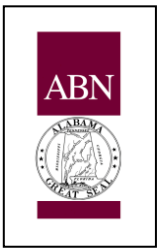
ADDITIONAL REQUIREMENTS FOR FOREIGN TRAINED NURSES

A Social Security number is required to process an application.

If you were educated in another country and are licensed in another state in the United States and have passed NCLEX or State Boards, you must:

Provide certification from the Commission on Graduates of Foreign Nursing Schools (CGFNS). A CGFNS full course-by-course report is required.
The CGFNS website is www.cgfns.com.

If you were educated in another country and have not passed the NCLEX or State Boards, you are not eligible for "Application by Endorsement". You may obtain an "APPLICATION FOR LICENSURE BY EXAMINATION" from our web site at www.abn.state.al.us and follow its instructions.



**VERIFICATION OF NURSE LICENSURE
FOR ENDORSEMENT INTO ALABAMA**

Alabama Board of Nursing
P.O. Box 303900
Montgomery, AL 36130-3900
334-242-4060 FAX 334-242-4360
Email: abn@abn.state.al.us

PART I

NOTE TO APPLICANT: Complete Part I. Send this form to the Board of Nursing in the state or country where you were originally licensed for completion of Part II. Contact that Board of Nursing for its procedures and fees.

NAME _____ SSN: _____

ADDRESS _____

ORIGINAL LICENSE NUMBER _____ DATE ISSUED _____

NAME AND LOCATION OF NURSING EDUCATION PROGRAM _____

DATE OF GRADUATION _____ SIGNATURE _____

PART II (To be completed by the licensing authority of the state of original licensure)

This is to certify that _____

Was issued a license to practice as a registered nurse licensed practical nurse in the state of _____

Original License Number _____ Date of Licensure _____ Date License Expires _____

Licensed by: Examination Endorsement Waiver
Status of License: Current Inactive Lapsed

Applicant's Social Security Number (if available) _____ Applicant's Date of Birth _____

Has this license ever been encumbered in any way (revoked, suspended, surrendered restricted, limited, or placed on probation) or is any disciplinary action pending? No Yes (if Yes, please attach an explanation.)

SBTPE OR NCLEX DATA

SUBJECT	DATE OF EXAM		DATE OF EXAM		DATE OF EXAM	
	Series Number	Standard Score	Series Number	Standard Score	Series Number	Standard Score
Medical Nursing						
Surgical Nursing						
Obstetric Nursing						
Nursing of Children						
Psychiatric Nursing						
NCLEX						

Nursing Education Program: _____
(Name) (Location)

Degree Received: Certificate Associate Diploma Baccalaureate Year of Graduation: _____

Did the applicant present evidence of high school graduation or its equivalent? Yes No

BOARD SEAL

I hereby certify that the above information represents accurately the information on file with this agency for the above-named individual.

SIGNED: _____ DATE: _____

TITLE: _____ STATE: _____