

Frequently Asked Questions: Applications & Licensing

❖ Applications

How long does it take to process my application?

It may take 4 weeks to issue your permanent license. Applications are processed in date order of receipt. You can help us process your application more rapidly by making sure you complete the application correctly and submit the correct fees and supporting documents.

How can I fast-track my endorsement application?

- Fill out the application correctly.
- Attach the required passport photograph.
- Sign the application in front of a notary and get it notarized.
- If you want a temporary permit, include a certified true copy of your current nursing license from another jurisdiction.
- Request verification of your licenses from Nursys.com or from the state where you passed the nursing examination (initial state of licensure) and a verification of licensure from the state where you are currently licensed.
- Request your employer complete the verification of employment form provided in your application packet. If you are a traveling nurse, your “employer” is the person/entity who signs your pay check.
- Submit one completed fingerprint card supplied by the Alaska Board of Nursing or on a card approved by the Board of Nursing (FD-258).
- Submit the appropriate fees (\$284.00 or \$334.00 if you are requesting a temporary permit).

Can I submit faxed copies to complete my application?

No, faxed documents are not acceptable.

How do I find out the status of my application?

You will be notified in writing or by e-mail as soon as your application has been reviewed. Please allow three weeks from the date the application is received for your status letter to reach you.

Can I apply for a temporary permit?

Yes, a temporary permit is valid for 6 months and can be requested when you submit your completed application. The fee for the temporary permit is \$50.00.

1) **Endorsement applicant:** Complete the correct application form available on this website and mail it to the address on the form along with a Certified True Copy of a current license to practice nursing, one properly completed fingerprint cards (on a card supplied or approved by the Alaska Board of Nursing (- FD 258)) and \$324.00 made payable to the State of Alaska. Credit card payments can also be made by filling out the Credit Card Payment Form available on this website.

2) **Examination applicant:** Complete the correct application form available on this website and mail it to the address on the form along with one properly completed fingerprint card (on a card supplied or approved by the Alaska Board of Nursing-FD 258)) and \$334.00 made payable to the State of Alaska. Credit card payments can also be made by filling out the Credit Card Payment Form available on this website. Note: The Nursing Program Verification form must be received directly from the program attended before a temporary permit will be issued.

How soon will my temporary permit be issued?

If the application is complete, a temporary permit can be issued in as little as two weeks.

❖ Licensure

How do I verify my Alaska license to another agency?

Provide a copy of your current license to the agency. Copies are available from the Board of Nursing for a \$5.00 fee. A current copy of your licensure data is available on the professional license search at <http://www.commerce.state.ak.us/occ/search3.htm>

I'm moving and need to verify my license for the new state. How do I do this?

All verification of Alaska nurse license requests are to be completed through the Nursys on-line verification system at www.nursys.com.

Is my license information considered public information?

Yes, licensing records are public documents and are available to members of the public upon written request and payment of copying fees. Information considered **confidential** and not released to the public include social security numbers, examination scores and transcripts, medical records, criminal background results, and other information considered confidential by state or federal law.

Your address of record is public information and is displayed on the Division's internet licensing search program. Licensees have expressed concern about this practice. To remedy this concern, some licensees have elected to have a post office box or practice location for their official address of record to avoid having their residential address easily accessible. Please be advised that all notices from the Board (renewal notices, licenses, and other legal documents) will be mailed to the address of record.

How do I change my address?

You are required by regulation to keep the Division advised of your current mailing address at all times. Changes of address must be in writing and include your signature authorizing the change. The Board of Nursing's mailing address is 550 W. 7th Avenue, Suite 1500, Anchorage AK 99501-3567; Fax: (907) 269-8196.

How do I change my name?

To change your name, mail a Certified True Copy of the original legal document that reflects the name change OR download the Name Change Affidavit Form from this website. A \$5.00 fee payable to the State of Alaska must accompany the name change request. The Board of Nursing's mailing address is 550 W. 7th Avenue, Suite 1500, Anchorage AK 99501-3567.

How do I get a "Certified True Copy"?

To obtain a Certified True Copy, take the original document and a photocopy to a notary public so he/she may compare the original to the photocopy of the document. Either the applicant or the notary must write, "I certify this to be a true copy of the original document" on the photocopy and attest to that fact by signing the document and having it notarized.

How do I get my fingerprints taken?

Fingerprints must be completed on a card form **FD-258** and may be completed at any location or facility where they are authorized to perform fingerprinting. Before you submit the completed card to the Board, make sure you have filled out all of the required information on the card (one card is needed) and that the person taking the fingerprints signed his/her name where indicated. **Note:** a physical address is required; do not submit an address that is a post office box. **If you need a card sent to you, request a card by clicking the link by the applications for licensure.**

When does my license lapse?

All RN, ANP, and CRNA licenses lapse on **November 30th** of even-numbered years.

All LPN licenses expire on **September 30th** of even-numbered years.

New licenses issued within one year and prior to 90 days of the current expiration date will be issued a permanent license to either expire September 30 or November 30 (depending on type of license) of the current expiration date. For example, an RN license issued in June of 2010 will be valid until November of 2010.

New licenses issued within 90 days of the current expiration date will be issued a permanent license through the next licensing period. For example, an RN license issued in September 2010 will be valid until November 2012.

Do I have to pay the full renewal fee since I was just issued a permanent license within the past year?

No, licensees who received a permanent license within one year and up to 90 days before the current expiration date have to renew, but will pay one-half of the current renewal fee.

When will I receive notice that my renewal is due?

Renewal notices are mailed to the address on file with the Board of Nursing at least 60 days before the expiration date. If you have a change of address, submit it as soon as possible so your renewal notice will not be delayed.

On-line renewal is also available! In the 2010-2012 renewal period approximately 85% of RNs and LPNs renewed on line. It is fast, secure, and convenient!!

How do I reinstate my license?

Reinstatement requirements are set out on the Application for Reinstatement of Nursing License available from this website. Note: continuing education submitted to “reinstate” your license may not be used to “renew” your license.

What is the renewal date for Certified Nurse Aide (CNA) certificates?

All nurse aide certificates lapse on March 31 of even-numbered years.

What are the requirements to renew a CNA certificate?

The requirements are set out in the statutes and regulations available from this website or the Board of Nursing Office. They are also listed on the CNA renewal forms

Questions? Contact the Board of Nursing office at 907.269.8161. Or send questions to license@commerce.state.ak.us