DC | HEALTH

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

DISTRICT OF COLUMBIA BOARD OF NURSING
LICENSED PRACTICAL NURSE EXAMINATION APPLICATION

PLEASE READ BEFORE COMPLETING THE APPLICATION AND RETAIN FOR YOUR RECORDS

Your interest in becoming licensed as a Practical Nurse in the District of Columbia is welcomed. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application.

APPLICATION PROCESS

- You will receive an email that your application has been received and is currently being processed. Please allow **15 business days** from the receipt of the notification before checking the status of your application. You must register to check your application status at: https://app.hpla.doh.dc.gov/mylicense/

- To sit for the NCLEX exam you must have **AUTHORIZATION TO TEST (ATT)**. In order to receive your ATT, you must pay the $200.00 examination- fee to PearsonVue online at www.pearsonvue.com/nclex and have **one** of the following documents on record with your application.

  LETTER OF COMPLETION (if transcript not provided)- Applicants may submit a Letter of Completion from the Nurse Administrator of their nursing program or Registrar that indicates that all coursework has been completed, the degree that will be awarded and the date of graduation. * **You will not be licensed until the official transcript is received indicating the date the degree was conferred or date of graduation.**

  OFFICIAL TRANSCRIPT - An Official Transcript must be received indicating date the degree was conferred or date of graduation. Official Transcript (with seal) from the applicant's school of nursing, may be sent directly from the school, but is preferred that it accompany the application in a sealed envelope. E transcripts are also accepted. They must be sent directly from the school to the Board of Nursing's email address at: bon.dc@dc.gov

  CGFNS CES REPORT-INTERNATIONAL APPLICANTS Graduates of nursing schools which are not located in the United States or Canada are required to have their credentials evaluated through CGFNS at www.cgfns.org.

- **Special Accommodations to sit for NCLEX-** If you are requesting special accommodations to sit for the NCLEX exam provide the following information:

  Identify the accommodation being requested.

  Submit a letter from the appropriate health professional which confirms the disability, and provides information describing the accommodations required.

  Submit a letter from your education program, indicating the modifications granted by the program.

APPLICATION PROCESS CONTINUED

- **MISSED DATE SCHEDULED TO SIT FOR NCLEX-** If you are unable to sit for the exam on the date scheduled you will need to reapply to sit for the exam with PearsonVue only. You will not be required to submit another application to the Board of Nursing unless you have failed the examination or your application was submitted more than 1 year ago.

- If additional information is required to complete your application, you will be contacted via email by a Licensing Specialist with instructions on how to submit the required documents. Please be sure to submit the required documents in the manner requested.

IMPORTANT CONTACT INFORMATION

DC Board of Nursing Location:
District of Columbia Department of Health
899 North Capitol Street NE
Washington, D.C. 20002

Website:
dchealth.dc.gov/bon

Board of Nursing Email:
bon.dc@dc.gov

Mailing Address:
D.C. Board of Nursing
P.O. Box 37802
Washington, D.C. 20013

PLEASE RETAIN FOR YOUR RECORDS

DC | HEALTH
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GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

BEFORE YOU SUBMIT YOUR APPLICATION MAKE SURE YOU HAVE PROVIDED OR REQUESTED ALL OF THE CHECKLIST ITEMS

APPLICATION CHECKLIST

LICENSED PRACTICAL NURSE EXAMINATION REQUIREMENTS

☐ A completed, signed and dated application

☐ $187.00 application fee (non-refundable)

☐ Two 2x2 size passport-type photos

☐ Social Security number or signed affidavit

☐ Email address

☐ Official Transcript - An Official Transcript must be received indicating date the degree was conferred or date of graduation. Official Transcript (with seal) from the applicant's school of nursing, may be sent directly from the school, but is preferred that it accompany the application in a sealed envelope. E transcripts are also accepted. They must be sent directly from the school to the Board of Nursing's email address at: bon.dc@dc.gov

☐ Name change document- If the name on your application differs from the name on any of your supporting documents, proof of name change is required. Acceptable documents are: marriage certificate, divorce decree, court order or spouse's death certificate.

☐ A copy of a government issued photo ID

☐ Criminal background check. Criminal background check instructions can be found on the Board of Nursing's site(dchealth.dc.gov/bon) under **Criminal background check.**

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BOARD OF NURSING
LICENSED PRACTICAL NURSE

All applicants must complete every section of this application and submit the original application and all required supporting documents. If more space is needed to fully answer questions, attach additional sheets with typed responses. False or misleading statements will be cause for **disciplinary action and could be cause for criminal prosecution pursuant to *DC Code 22-2514*. If you have any questions, call HPLA Customer Service at 1-877-672-2174 Monday through Friday, 8:30 AM to 4:30 PM EST.**

Please Note: Please refer to application instructions before completing this form.

SECTION 1. LICENSURE TYPE & FEES

Please check one: ☐ **LPN**

☐ Licensure by Examination $187.00 (Non-refundable)

☐ **CRIMINAL BACKGROUND CHECK:** Each new applicant for licensure, shall obtain a criminal background check. Criminal background check instructions can be found on the Board of Nursing's site(dchealth.dc.gov/bon) under **Criminal background check.**

LICENSURE EXPIRATION: All licenses expire June 30th of odd numbered years

Make check or money order payable to: DC Treasurer
Mail your application to:
D.C. Board of Nursing
P.O. Box 37802
Washington, D.C. 20013

SECTION 2. APPLICANT INFORMATION

Note: LEGAL NAME: ***(Do not use any initials unless they are a part of your name)***

_____ _____ _____ _____
FIRST NAME **MI** **LAST NAME** **(SUFFIX: Jr., Sr. etc.)**

___/_____/____ _____ - _____ - _____ *
Date of Birth **Social Security Number** **GENDER:** ☐ **MALE** ☐ **FEMALE**

*All Applicants must provide a Social Security Number. If you are a foreign graduate and do not have a SSN or are waiting for one to be issued, you must complete the SSN affidavit form and submit it with your application. Your license will not be renewed without a valid SSN.

SECTION 3. OTHER NAMES USED: (Please print clearly)

If your name on this application is different from the name on your supporting documentation provide a copy of a legal document supporting the name change. Acceptable documents for individuals are marriage certificates, divorce decrees, court orders and spouse's death certificate.

_____ _____ _____ _____
FIRST NAME **MI** **LAST NAME** **(SUFFIX: Jr., Sr. etc.)**

_____ _____ _____ _____
FIRST NAME **MI** **LAST NAME** **(SUFFIX: Jr., Sr. etc.)**

_____ _____
Place of Birth: State/Providence/Territory **Country if not USA**

SECTION 4: RACE & ETHNICITY DESIGNATION:

☐ **American Indian/Alaskan Native** ☐ **Asian/South Asian** ☐ **Black or African American**

☐ **Caucasian/White** ☐ **Hispanic or Latino**

☐ **Other** _____ ☐ **Native Hawaiian or other Pacific Islander**

LANGUAGE(S) SPOKEN:

Language(s) spoken other than English:

☐ **Spanish** ☐ **French**
☐ **German** ☐ **Arabic**
☐ **Other** _____

SECTION 5. PREFERRED MAILING ADDRESS

Note: A P.O. BOX MAY NOT BE USED FOR AN ADDRESS. PLEASE PROVIDE A STREET ADDRESS.

Indicate your preferred mailing address by placing an "X" in the appropriate box. This will be the address to which all future licensing documents will be mailed.

☐ **HOME ADDRESS** ☐ **BUSINESS ADDRESS**

SECTION 6. HOME /BUSINESS ADDRESS

☐ **Home Address or** ☐ **DC Local/Mailing Address**

ADDRESS: _____
(Street Number and Street Name) (City) (State/Province/Territory) (Zip Code)

APARTMENT #_____ **PHONE NUMBER: (**_____**)** _____ **-** _____ **FAX: (**_____**)** _____ **-** _____

You are statutorily required to notify the DC Board of Nursing in writing of an address change within 30 days. Failure to do may result in your not receiving your license, renewal notice or other official notices and can result in a disciplinary action or a fine.

EMAIL ADDRESS (REQUIRED): _____ **CELL PHONE:** _____

☐ **Business Address**

ADDRESS: _____
(Street Number and Street Name) (City) (State/Province/Territory) (Zip Code)

APARTMENT #_____ **PHONE NUMBER: (**_____**)** _____ **-** _____ **FAX: (**_____**)** _____ **-** _____

EMAIL ADDRESS: _____ **CELL PHONE:** _____

SECTION 7. POST SECONDARY EDUCATION

List all schools that you have attended beginning with the most recent at the top.

School Name, City, State, Country	Date of Graduation mm/yyyy	Degree/Certificate

SECTION 9. SCREENING QUESTIONS Applicants must answer all of the following questions

Clean Hands Before Receiving a License or Permit Act of 1996 Certification Form Requirement

Please read the information below carefully before responding to this yes or no question, as **any false information provided requires that the Department of Health proceed immediately to revoke your License** for which you are now applying, and fine you one thousand dollars ($1,000.00), pursuant to D.C. Official Code § 47-2864 (2001).

PLEASE NOTE: Pursuant to D.C. Official Code §47-2862(a) (FY 2007 Budget Support Act of 2006) you cannot be issued a license if you have failed to file your District tax returns.

IF YOU ANSWER "YES" TO THIS QUESTION, PLEASE SUBMIT PROOF OF THE ARRANGEMENTS YOU HAVE MADE TO PAY THE OUTSTANDING DEBT. IF YOU DO NOT HAVE AN APPROVED PAYMENT SCHEDULE TO PAY THE AMOUNT YOU OWE OR IF NO APPEAL IS PENDING, THE LAW REQUIRES THAT YOUR RENEWAL APPLICATION BE DENIED.

As of this date, do you owe more than one hundred dollars ($100.00) to the District of Columbia Government as a result of any of the following:

1. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 8, Chapter 8 (Litter Control Administrative Act of 1985);
2. Fines or interest assessed pursuant to D.C. Official Code Title 8, Chapter 9 (Illegal Dumping Enforcement Act of 1994);
3. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 2, Chapter 18 (Civil Infractions Act of 1985);
4. Past due taxes;
5. Past due District of Columbia Water and Sewer Authority service fees; or
6. Fines or penalties assessed pursuant to D.C. Official Code Title 50, Chapter 23 (Traffic Adjudication)?

Information presented above is in compliance with the requirement to submit with your application for licensure under the *Clean Hands Before Receiving a License or Permit Act of 1996*, effective May 11, 1996 (D.C. Law 11-118, D.C. Code §47-2861 et seq.).

YES ☐ NO ☐

A.	Has the use of drugs and/or alcohol resulted in an impairment of your ability to practice your profession?	YES ☐ NO ☐
B.	Do you have a mental condition that currently impairs your ability to practice your profession?	YES ☐ NO ☐
C.	Have you ever been convicted or arrested for a crime or misdemeanor (other than a minor traffic violation)?	YES ☐ NO ☐
D.	Have you been terminated from or resigned from a clinical or professional training program due to a practice issue?	YES ☐ NO ☐
E.	Please answer with respect to DC or any other jurisdiction/state: (1) Have you withdrawn an application to practice your profession or voluntarily surrendered a license after formal charges have been filed against you or while under investigation? (2) Has any authority or peer review board taken adverse action against your license or privileges or informed you of any pending charges not previously reported to this Board? (3) Have you been (or are you currently being) investigated by any authority or peer review board for any violation of state, federal, or local law? (4) Has any authority or peer review board informed you of any pending charge(s) or investigation not previously reported to this Board? (5) Have you voluntarily surrendered your license? (6) Have you ever surrendered your clinical privileges or had your clinical privileges denied, revoked or suspended at any hospital or health care facility?	YES ☐ NO ☐
F.	Have you been party to a malpractice action or had a malpractice action brought against you?	YES ☐ NO ☐

SECTION 10. LICENSEE AFFIDAVIT

I hereby attest that the information given in this application, including all writings and exhibits attached hereto, is true and complete to the best of my knowledge. I understand that the making of a false statement on this application, including all writings and exhibits attached hereto, is punishable by criminal penalties.

_____ _____ _____

LICENSEE SIGNATURE ***PRINT NAME*** ***DATE***

To report waste, fraud, or abuse by any DC Government office or official, call the DC Inspector General at 1-800-521-1639.

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BOARD OF NURSING

SOCIAL SECURITY AFFIDAVIT FORM

First Name:	MI	Last Name:
Address		
City:	State:	Zip code:
Email:		Date of Birth:

In accordance with D.C. Official Code § 3-1205.05(b) a Social Security number is required to be placed on the application for licensure or certification. In accordance with § 466(a) (13) of the Social Security Act if you do not have a Social Security number at the time of application, you must submit a sworn affidavit, under penalty of perjury, stating that you do not have a Social Security number. If you were not born in the United States and depending on your immigration status you may not be eligible for a Social Security number. Please be advised that a Tax ID number (beginning with the number "9" and having a "7" as the fourth digit) will not suffice as a permanent substitute for a Social Security number.

ATTESTATION: By signing this Affidavit, I acknowledge my understanding agreement with the following:

1. As soon as I become eligible, I will apply for a Social Security Number. Immediately upon my receipt of a Social Security Number, I will provide to the Board, in writing at the address listed below, my valid Social Security Number and a copy of my Social Security card, or any other document issued by the Social Security Administration, as evidence of my Social Security Number.

2. I understand that if I fail to supply my valid Social Security Number to the Board before my District of Columbia license/certification expires, the Board shall not renew my license/certification until I provide my valid Social Security Number and, under such circumstances, I hereby WAIVE my right to renew my license until such time as I have provided my valid Social Security Number to the Board.

3. In accordance with D.C. Official Code § 3-1205.13(b) I will inform the Board within thirty (30) days of any change in my address.

_____ _____
Date Applicant's Signature

Sworn to and subscribed before me this _____ day of _____ 20_____.

_____
Notary Public