

Please review the eligibility criteria before completing your application as the fees are non-refundable.

An applicant is eligible for licensure by examination if the applicant has successfully completed a Trained Medication Employee course approved by the Board and has at least one (1) year of clinical experience in a program or a health care facility.

During the online application process, be prepared to:

- Upload a copy of a government issued photo ID such as a driver's license or passport.
- Upload a passport-type photo. Photo should be a front-facing headshot with a plain white background.
- Upload the Social Security affidavit form if you do not have a social security number. (Located on the BON's page).
- Upload proof of name change- If the name on your application is different 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.
- Upload a copy of a current First-Aid and CPR cards.
- Upload the Attestation of Training form. This form must be completed by a DC TME Instructor before being submitted with your application. (Located on the BON's page)
- Upload the Clinical Experience form. This form must be completed by your supervising nurse before being submitted with your application. (Located on the BON's page)
- Pay the application and criminal background check fee of \$109.00 by Visa or Mastercard only.

You must complete the remaining application requirement through Fieldprint.

- Criminal background check (CBC). After you make the payment, you will receive an email that includes the code and link to schedule your fingerprint appointment.

Once you have been deemed eligible to sit for the exam, you will receive email with your Authorization to Test and Instructions on how to register and pay.

Please allow 30 business days after applying before checking the status at <https://doh.force.com/ver/s/>