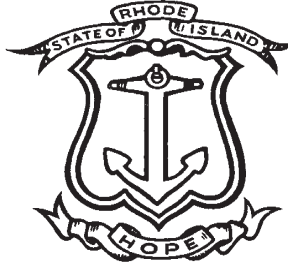


FOR OFFICE USE ONLY



Receipt #

ID #

Issue Date

License #

**Rhode Island
Board of Nurse Registration and Nursing Education**

Room 105
3 Capitol Hill
Providence, RI 02908-5097

***Instructions and
License Application for:***

- Registered Nurse Practitioner
- Certified Registered
Nurse Anesthetist
- Psychiatric & Mental Health
Clinical Nurse Specialist

Applicant - Print Name (First/MI/Last)

Please Note: You MUST already be licensed as a Registered Nurse in Rhode Island to apply for an advanced practice license. Enter your RI License Number

R	N				
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Phone: (401) 222-5700

TTY/TDD: (800) 745-5555

Fax: (401) 222-3352

GENERAL INFORMATION

Enclosures

The following materials and information should be enclosed within this application packet:

Application Process Overview.....	3
Instructions for Completing Application.....	4
Application Materials	
Application.....	5-8
Application Checklist.....	9
Interstate Verification Form - Original State of Licensure.....	10
Interstate Verification Form - Other State(s) of Licensure.....	11
Summary Sheet of Pharmacology Education Activities.....	12
RI Uniformed Controlled Substances Act Registration (CSR).....	13

Licensure Requirements

For all Advanced Practice Nurse applicants:

- Application fee \$130.00
- Recent passport type photograph
- Official transcript directly from educational program which includes the degree granted and date awarded
- Letter of certification directly from professional certifying body
- Chronological resume of experience from graduation from school of nursing to present
- Verification of licensure directly from the Board of Nursing in each state applicant has been granted a license to practice as an advanced practice nurse
- All applicants must apply to the Department of Attorney General (“AG”) for a national background check supported by fingerprints and a state background check. The report **MUST** be sent directly from the Department of Attorney General (“AG”) to the RI Board of Nursing. For information on this process please visit <http://www.riag.state.ri.us/bci/records.php>

For Registered Nurse Practitioner/Psychiatric & Mental Health Clinical Nurse Specialist

For prescriptive privileges, submit on form provided on page 12, evidence of completion of thirty (30) hours of education in pharmacology obtained within the three (3) year period immediately prior to the date of application. Application Fee for prescriptive privileges is an additional \$50.00.

Note: All applicants for prescriptive privileges who wish to prescribe controlled substances must complete the enclosed Rhode Island Uniformed Controlled Substances Act Registration (CSR) (page 13). A Federal DEA registration number will not be issued without proof the practitioner has a Rhode Island issued CSR. The fee for a CSR is an additional \$140.00 for two years and will be renewable every other year with your advanced practice license. The CSR can only be issued to a Rhode Island practice address.

Applicants for licensure by endorsement may be eligible for a 90 day work permit if the following criteria are met **(the 90 day permit does not allow for prescriptive privileges)**:

1. The applicant holds a current Rhode Island registered nurse license
2. The applicant submits a completed application form and the appropriate fee, and
3. The applicant submits a photocopy of a current active out of state advanced practice license.

For Certified Registered Nurse Anesthetist

Graduate status will be granted, for a non-renewable period of 90 days, upon receipt of the completed application form and appropriate fee, the transcript from your nurse anesthesia program and a resume.

APPLICATION PROCESS OVERVIEW

90 Day Temporary License

Non- Renewable under any circumstances, and are issued **once**.

Rules and Regulations/Laws

To obtain the Rules and Regulations for your profession visit the A-Z list on the Topics & Programs page at the following web site. From the list click on the letter for your profession.

<http://www.health.ri.gov/atoz/>

Rhode Island General Laws pertaining to the Practice of Nursing may be downloaded at the following web sites:

www.rilin.state.ri.us/statutes/title5/5-34/index.htm

www.rilin.state.ri.us/Statutes/TITLE5/5-34.2/INDEX.HTM

The licensure process in the State of Rhode Island is conducted by the Rhode Island Department of Health (HEALTH), Office of Health Professionals Regulation, and the Rhode Island Board of Nurse Registration and Nursing Education (Board).

Application Process

In addition to the application, you must submit additional information directly to the Board. All items listed on the "checklist" (page 9) must be received by this Office for an application to be considered complete. If you do not complete the application process and obtain a license within one year, a new application must be submitted.

Please allow a minimum of 8 weeks for the entire licensure process to be completed. If you have malpractice, criminal or disciplinary history, in Rhode Island or another state, it can take an additional 2 or 3 months for all pertinent documentation to be received and a decision to be made regarding issuance of your license.

Licenses will be issued within 7-10 working days following the approval of the license. Wallet-sized license cards are mailed within 3 weeks from the date of issuance, and are mailed to the address furnished on the application. You are responsible for notifying the Board office, in writing, if your address changes in the interim. Visit the following website to obtain a change of address form.

<http://www.health.ri.gov/forms/changeofaddress/NurseChangeAddressForm.pdf>

HEALTH will not, for any reason, accelerate the processing of one applicant at the expense of others. Once completed, the application will be reviewed by the Board. Be advised, you may be required to appear for an interview. NOTE: You may ***not*** practice in Rhode Island until you have received a license number.

Please continue to review the remaining portions of this application packet for instructions and other materials necessary to complete the application. If you have any questions about this application process, or would like to check on the status of your application, please contact the board staff at (401) 222-5700.

INSTRUCTIONS FOR COMPLETING THE BOARD APPLICATION

Read the following instructions and those throughout the application packet carefully before completing the application. **Only complete applications with the appropriate fee will be accepted.** Failure to submit all required information and appropriate documentation may result in processing delays.

General Instructions

1. Make a copy of the application and forms before you begin in case you make a mistake.
2. Type your information or print in blue or black ball-point pen. HEALTH staff will not make assumptions about illegible information.
3. Provide a response to each section or question; otherwise mark "N/A" for Not Applicable.
4. We suggest that you make a copy of your completed application before submitting it to HEALTH.
5. It is your responsibility to check on the status of your application.

Completing your Application

1. Complete the application pages (5-8). You must respond to all components of the application as instructed. If you attach separate pages in continuation of the Board application, such pages **MUST** clearly indicate the section for which such information is being reported.
2. Make a check or money order (in U.S. Funds only) for the application fee payable to **General Treasurer, State of Rhode Island** and staple it to the upper left-hand corner of the first (Top) page of the application. This application fee is **NONRE-FUNDABLE**.
3. Complete all application materials as instructed and arrange them in the order listed on the application checklist (page 9). Do not submit the application without all applicable information, documentation and fee(s). Mail these components of the application to:

<p style="text-align: center;">Rhode Island Department of Health Board of Nurse Registration and Nursing Education Room 105, 3 Capitol Hill Providence, RI 02908-5097</p>
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In addition to the materials you mail to HEALTH, the following must be either mailed or requested from other sources.

1. Official transcript from the school of nursing must be submitted by the college/school/university, directly to the Board, at the address listed above. **Fascimiles will not be accepted.** This transcript includes the date of completion, graduation, and degree. To be eligible for licensure in the State of Rhode Island, **you must be a graduate of a nursing program.**
2. Interstate Verification Forms. The original state of licensure must be sent the form on Page 10, and all other licensing authorities in which you are/were licensed must be sent the form on Page 11 (which may be copied as needed). Be sure to sign and complete the identifying information on each form. HEALTH must receive these verifications directly from the licensing authority.
3. All applicants must apply to the Department of Attorney General ("AG") for a national background check supported by fingerprints and a state background check. The report **MUST** be sent directly from the Department of Attorney General ("AG") to the RI Board of Nursing. For information on this process please visit <http://www.riag.state.ri.us/bci/records.php>

You may obtain the mailing address of all U.S. licensing authorities at the National Council of State Boards of Nursing web site, or by calling the State Board in question.

www.ncsbn.org

Please, **do not** contact the Rhode Island Board for mailing addresses of other licensing authorities.

14. Affidavit of Applicant

Complete this section and sign in the presence of a notary public.

Make sure that you and the notary public have completed all components accurately and completely.

I, _____, being first duly sworn, depose and say that I am the person referred to in the foregoing application and supporting documents.

I hereby authorize all hospital(s), institution(s) or organizations(s), my references, personal physicians, employers (past and present) and all governmental agencies and instrumentalities (local, state, federal or foreign) to release to the Rhode Island Board of Nurse Registration and Nursing Education any information which is material to my application for licensure.

I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license to practice as nurse in the State of Rhode Island.

I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Board of Nurse Registration and Nursing Education of any change in the answers to these questions after this application and this affidavit is signed.

Signature of Applicant

Date of Signature (MM/DD/YY)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, who is personally known to me or has produced _____ as documentation and did / did not take an oath.

Name of Notary (Print, Type or Stamp)

Signature of Notary

Notary No/Commission No.

Commission Expiration Date (MM/DD/YY)



15. Recent Photograph

Securely tape or glue in this square a current 2" x 2" photograph of yourself (alone).

Photographs must be recent, passport type photo, clear, front view, full face without a hat or dark glasses.

Full length photos will not be accepted.



Write your name on the back of the photograph, and provide the date that the photograph was taken.

Date of Photograph

APPLICATION CHECKLIST

Please review the following checklist to ensure that all the components of the application process have been satisfied. Some items may not apply.

Board Application

- I have read and understand the “Instructions for Completing the Application”.
- I have completed the Rhode Island Board application as instructed (pages 5-8).
- I have attached the cover page of the application.
- I have completed Section 14, “**Affidavit of Applicant**” (page 8), and had the form notarized by a notary public.
- I have attached a photograph to Section 15, “**Recent Photograph**” (page 8) as instructed. I have verified that it meets the photograph requirements as stated in the application.
- I have attached a photocopy of an active, out-of-state advanced practice license.
- I have a **check or money order** (preferred), made payable (in U.S. funds only) to the “**RI General Treasurer**” in the amount of **\$130.00** and attached it to the upper left-hand corner of the first (Top) page of the application.
- I have arranged my Board Application materials in the following order.
 1. Fee (attached as instructed).
 2. Board Application (including cover page) (pages 5-8)
 3. Supporting documentation as required. [**Note:** Pages containing additional information in continuation of the Board application] **MUST** indicate the section for which the information is being reported.]
- I have mailed the above application materials directly to the Rhode Island Board of Nurse Registration and Nursing Education.

Required Forms

- I have completed and mailed the following forms as instructed.
 1. Interstate Verification Form - Original State of Licensure
 2. Interstate Verification Form - to all other states of licensure

Other Documents

- I have requested a school transcript as instructed.
- I have applied for prescriptive privileges, completed the “Summary Sheet of Pharmacology Education Activities” (page 12) and enclosed an **additional \$50.00**
- I have applied for the RI Uniformed Controlled Substances Act Registration (CSR), completed the form (page 13) and enclosed an **additional \$140.00**
- I have requested a national background check supported by fingerprints and a state background check to be sent directly to the Board of Nursing.



Rhode Island Board of Nurse Registration and Nursing Education

Room 105, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-5700

Substitute forms are not acceptable.

INTERSTATE VERIFICATION FORM - ORIGINAL STATE OF LICENSURE

I am applying for a license to practice as a registered nurse in the State of Rhode Island. The Rhode Island Board of Nurse Registration and Nursing Education requires that the following form be completed by the jurisdiction in which I obtained my original license. This constitutes your authority to release all information in your files, favorable or otherwise, directly to the Rhode Island Board of Nurse Registration and Nursing Education at the above address.

Print/Type Full Name _____ Signature _____ Date _____

Previous Names Used _____ Social Security Number _____ Date of Birth _____

License Number _____ Date Issued _____

THIS SECTION TO BE COMPLETED BY THE NURSING BOARD

Nursing Education Program Completed:		Location:		Graduation Date:	
Approved by State: <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Nursing Program <input type="checkbox"/> DIP <input type="checkbox"/> LPN <input type="checkbox"/> AD <input type="checkbox"/> BSN <input type="checkbox"/> Other _____			
Basis for Issuing License: <input type="checkbox"/> RN <input type="checkbox"/> LPN/VN		Licensed by Examination: <input type="checkbox"/> Yes <input type="checkbox"/> No		Exam Type:	
Series:		Date:		Results:	
License Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Lapsed		Original Date Issued:		CGFNS: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Questions:

- Has this registered nurse ever been investigated by your Board? Yes No
- Has this registered nurse incurred any disciplinary proceedings in your state, or is any action pending? Yes No
- Has the applicant's license ever been denied, surrendered, reprimanded, suspended, revoked or placed on probation? Yes No
- Do you know of any information that may discredit this person? Yes No

If you answer "Yes" to questions 1-4, please provide a written explanation below, and attach a copy of all supporting documentation (e.g., Board order, complaint, etc.).

Certification:

Signature _____	Date _____	Please Affix Board Seal Here
Type or Print Name _____		
Title _____		
Full Name of Licensing Board _____		

Please return directly to the Board at the above address. Thank you for your prompt cooperation.



Rhode Island Board of Nurse Registration and Nursing Education

Room 105, Three Capitol Hill
Providence, RI 02908-5097
(401) 222-5700

Substitute forms are not acceptable - This form may be duplicated as needed.

INTERSTATE VERIFICATION FORM - OTHER STATES OF LICENSURE

I am applying for a license to practice as a registered nurse in the State of Rhode Island. The Rhode Island Board of Nurse Registration and Nursing Education requires that the following form be completed by the jurisdiction in which I obtained a license. This constitutes your authority to release all information in your files, favorable or otherwise, directly to the Rhode Island Board of Nurse Registration and Nursing Education at the above address.

_____	_____	_____
Print/Type Full Name	Signature	Date
_____	_____	_____
Previous Names Used	Social Security Number	Date of Birth
_____	_____	
License Number	Date Issued	

THIS SECTION TO BE COMPLETED BY THE NURSING BOARD

Basis for Issuing License:

RN LPN/VN

Licensed by:

Endorsement Waiver

License Status:

Active Inactive Lapsed

Original Date Issued:

Expiration Date:

Questions:

- Has this registered nurse ever been investigated by your Board? Yes No
- Has this registered nurse incurred any disciplinary proceedings in your state, or is any action pending? Yes No
- Has the applicant's license ever been denied, surrendered, reprimanded, suspended, revoked or placed on probation? Yes No
- Do you know of any information that may discredit this person? Yes No

If you answer "Yes" to questions 1-4, please provide a written explanation below, and attach a copy of all supporting documentation (e.g., Board order, complaint, etc.).

Certification:

Signature

Date

Type or Print Name

Title

Full Name of Licensing Board

Please Affix
Board Seal Here

Please return directly to the Board at the above address. Thank you for your prompt cooperation.



Rhode Island Board of Nurse Registration and Nursing Education

Room 105, 3 Capitol Hill
Providence, RI 02908-5097
(401) 222-5700

Rhode Island Uniform Controlled Substances Act Registration (CSR)

I am applying for a Rhode Island Uniformed Controlled Substances Act Registration (CSR). **I understand that there is an additional \$140.00 fee for this Registration and that the check or money order must be made out to the RI General Treasurer.**

Print/Type Full Name	Rhode Island Business Name	Current RI NPP/PCNS LicenseNo.
Signature	Rhode Island Business Address	Business Telephone
Date		Business Fax

Complete this application for registration to prescribe controlled substances in the State of Rhode Island	The Rhode Island Uniform Controlled Substances Act can be accessed at the following web Site: <p style="text-align: center;">www.rilin.state.ri.us/Statutes/Title21/21-28/index.htm</p>
	Drug Schedule (Check all that apply) <input type="checkbox"/> Schedule II <input type="checkbox"/> Schedule III <input type="checkbox"/> Schedule IV <input type="checkbox"/> Schedule V
A CSR is not required if there will be no controlled substances prescriptions prescribed in this state. The CSR is renewed at the same time that the professional license is renewed.	<p>A Copy of the DEA Registration must be provided to the Nursing Board within 60 Days of its issuance by the DEA. The DEA Registration must be issued to your Rhode Island Practice Address in order for it to be valid. If you are relocating from another state, you need to apply for a DEA Registration that is specific to Rhode Island. See The bottom of this form for information on how to contact DEA.*</p> <p>All Applicants MUST answer the following:</p> <p>A. Has the applicant been convicted of, or entered a plea of nolo contendere to a violation of any state or federal law relating to manufacturing, distributing, possessing, prescribing, administering or dispensing of drugs presently defined as controlled substances under Chapter 21-28, General Laws of Rhode Island? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Has the registration application or registration of the applicant, corporation, firm, partner, or officer of the applicant been surrendered, revoked, suspended or denied under any law of the United States or of any state relating to drugs presently defined as controlled substances under Chapter 21-28 of the General Laws of Rhode Island, or is such action pending? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If you answered "Yes" to question "A" or "B" attach an explanation to this form.</p>
NOTE: Read Important Information on the bottom of this application.	

Important Information

Issuance of a Rhode Island Controlled Substances Registration is contingent upon registration by the U.S. Drug Enforcement Administration. If denied a "DEA Registration", the Rhode Island Controlled Substances Registration becomes **"VOID"**. Licensed drug facilities and licensed practitioners with prescriptive privileges, cannot dispense, possess, store or ship controlled substances in or into the State of Rhode Island without a valid drug facility or professional license. Rhode Island Controlled Substances Registration (CSR), and a federal Drug Enforcement Administration (DEA) Registration. Practitioners may only prescribe, dispense, possess, and store controlled substances within their particular "scope of practice". "Controlled Substances" for purposes of this application, means a prescription drug in Schedules II through V, pursuant to the Rhode Island Uniform Controlled Substances Act, and 21 CFR 1300 of the Federal Code of Regulations. Schedule I drugs are used by researchers, and require the submission of a protocol.

Without a Rhode Island CSR, and federal DEA Registration, licensed drug facilities, and practitioners with prescriptive privileges, may dispense or possess non-controlled prescription medications under its facility or professional license. A CSR will not be granted to an applicant whose BOARD licensure application is "pending" in this state.

A Rhode Island Controlled Substances Registration must be obtained prior to applying for the DEA Registration. Federal regulations require that applicants comply with individual state requirements prior to issuance of a DEA Registration. Once the CSR is issued, applicants must apply to the U.S. Drug Enforcement Administration for a federal registration using that agency's DEA Form 224 (New Application for Retail Pharmacy, Hospital/Clinic, Practitioner, Teaching Institution, or Mid-Level Practitioner). Applicants may apply on-line for the DEA Registration at the following web site: www.dea diversion.usdoj.gov/drugreg/reg_apps/index.html

*You can also receive an application, or check the status of a pending DEA Registration by contacting the Drug Enforcement Administration at the following location: Registration Unit, US Drug Enforcement Administration, JFK Federal Building, 15 New Sudbury Street, Boston, MA 02203-0131, Telephone (888) 272-5174.

NOTE:

- Schedules II, III, and IV of section 21-28-2.08 will become void unless dispensed within thirty (30) days of the original date of the prescription.
- Prescriptions in schedules III, IV and V cannot be written for more than one hundred (100) dosage units and not more than one hundred (100) dosage units may be dispensed at one time. For purposes of this section, a dosage unit shall be defined as a single capsule, tablet or suppository, or not more than one (1) teaspoon of an oral liquid.
- Prescriptions in schedule II may be written for up to a 30-day supply, with a maximum of two hundred and fifty (250) dosage units, as determined by the prescriber's directions for use of the medication.

Applicant: Print your complete last name >



State of Rhode Island and Providence Plantations Department of Health

This information is completely voluntary and will NOT affect your Application in any way.

VOLUNTARY RACE/ETHNICITY QUESTIONS*

Note: This information is voluntary and refusal to provide it will not impact on the renewal of your license. It will be confidential and used only in accordance with Title VI of the Civil Rights Act of 1964.

1. Ethnicity: Are you Hispanic or Latino? (Mark “No” if not Hispanic or Latino.)

No, not Hispanic or Latino Yes, Hispanic or Latino

2. Race: What is your race? (Mark one or more.)

American Indian or Alaska Native Black or African American White
 Asian Native Hawaiian or other Pacific Islander

For the purposes of the above questions kindly use the “Federal Minimum Data Collection” explanations listed below:

1. Ethnic Categories:

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin” can be used in addition to “Hispanic or Latino.”

Not Hispanic or Latino

A person who is not Hispanic or Latino.

2. Racial Categories:

American Indian or Alaskan Native

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the Black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American”.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

*This information is being collected in accordance with the Department of Health’s Policy for Maintaining, Collecting and Presenting Data on Race and Ethnicity. The mission of the Department is to protect and promote the health of the population and to prevent disease through life-style change, environmental change, and health services delivery. A copy of this policy is available upon request.
