

# Your Pathway to Licensure



# Objectives

- Preparing for Licensure-the educational process
- Getting your License-the application process
- Maintaining Licensure-the practice process



Professional  
*Profiles*  
Board of Nursing



<https://www.youtube.com/watch?v=P38CGTjZcvE>



# Missouri State Board of Nursing

*The mission of the Missouri State Board of Nursing is to protect the public's health and safety through regulation of nursing education, licensure, and practice.*

- Nursing Regulation Began in 1909
- Nine Board & 28 Office Team Members
- Over 137,000 Licensed Nurses
- Over 2,100 Complaints a Year

# EDUCATION



# Nurse Practice Act/Minimum Standards

- Know your Nurse Practice Act!
  - Sets rules and standards for practice
  - Basis for discipline of a license
  - If you move out of state, you'll need to learn the Nurse Practice Act for that state
- Minimum Standards
  - List of minimum requirements to operate as a school of nursing for pre-licensure programs: PN, RN (ADN, Diploma and BSN), & LPN-to-RN

# The State Board Visit

- Assesses program's evidence of compliance with minimum standards
- Approval status required for graduates to be eligible to take the NCLEX (state board exam)
- 3 types of approval:
  - Full-meeting all requirements to operate as a school of nursing,
  - Conditional-some deficiencies have been identified that the program should address, is allowed to operate as a fully functional school of nursing,
  - Initial-is a new program that has not fully met all requirements to operate, still needs to have a graduating class obtaining at least 80% pass rate on the NCLEX.

# Approval vs. Accreditation

- Approval: The State Board approves schools of nursing. This is the classification that shows that schools of nursing have met minimum criteria. Allows graduates to take the NCLEX.
- Accreditation: this is the status that a school of nursing can achieve showing that they have met higher standards to provide a program of nursing. Generally a national program, approved by the US Department of Education.

# Complaints to the Board

- Complete the Due Process (grievance/ complaint procedure at your school)
- When there is a problem with the school that is not being resolved, you may contact the Board of Nursing
- Submit a written complaint outlining the issue, be as detailed as possible and submit evidence of following the grievance procedure
- The Board will evaluate and determine if there needs to be an intervention

# Curriculum/Testing

- Minimum Standards establishes required curricular content: topics of study and what needs to be covered
  - Schools choose how to deliver that curricular content
  - Tests, lectures and lesson plans are written by the instructors
- Standardized testing:
  - CANNOT determine pass/fail, but may affect grade
  - Excellent self-assessment tool

# Board of Nursing Web Site

- [pr.mo.gov/nursing](http://pr.mo.gov/nursing)
- Education Information
  - Schools of Nursing
    - Approval status-full, conditional or initial
    - Contact information
  - Pass Rates
    - 5 year review of all Schools of Nursing
    - Includes enrollment and graduation data for each program
    - Rules require at least 80% NCLEX pass rate

# Graduate Status

- Graduate Nurse (GN) or Graduate Practical Nurse (GPN) Status Starts When you Graduate
- It ends 90 Days after gradation, or upon receipt of NCLEX results, whichever is first.
- If you pass, you will automatically be licensed.
- If you fail, you cannot practice EVEN if 90 days is not over

# NCLEX

- Know your schools CORRECT NCLEX Program Code
  - Must be correct on your application to take the NCLEX
- 2 forms of identification
- Make sure everything matches
  - Name, address, Social Security Number
  - If it doesn't match—you DON'T TEST!!!

# NCLEX Preparation

- Schedule ASAP! Don't wait to test
- STUDY, don't cram, read/take questions everyday! (Start NOW)
- NCLEX Blueprint or Standardized test as a study guide
- Know your lab values
- SLEEP! Be rested for the exam
- EAT!
- Be there early! At least 30 minutes. If you're late, you will not be able to test

# Contact Information

- Bibi Schultz, RN, MSN, CNE
  - Director of Education
  - Bibi.schultz@pr.mo.gov
- Ryan House, RN, MSN
  - Education Compliance Officer
  - Ryan.house@pr.mo.gov
  - 573-751-4866
- Mallory Ainsworth
  - Education Office Assistant
  - Mallory.ainsworth@pr.mo.gov
  - 573-751-0080

# License Application Elements

- Board application
- Transcript
- Fees
- Fingerprints
- Citizenship
- Register with Test Service



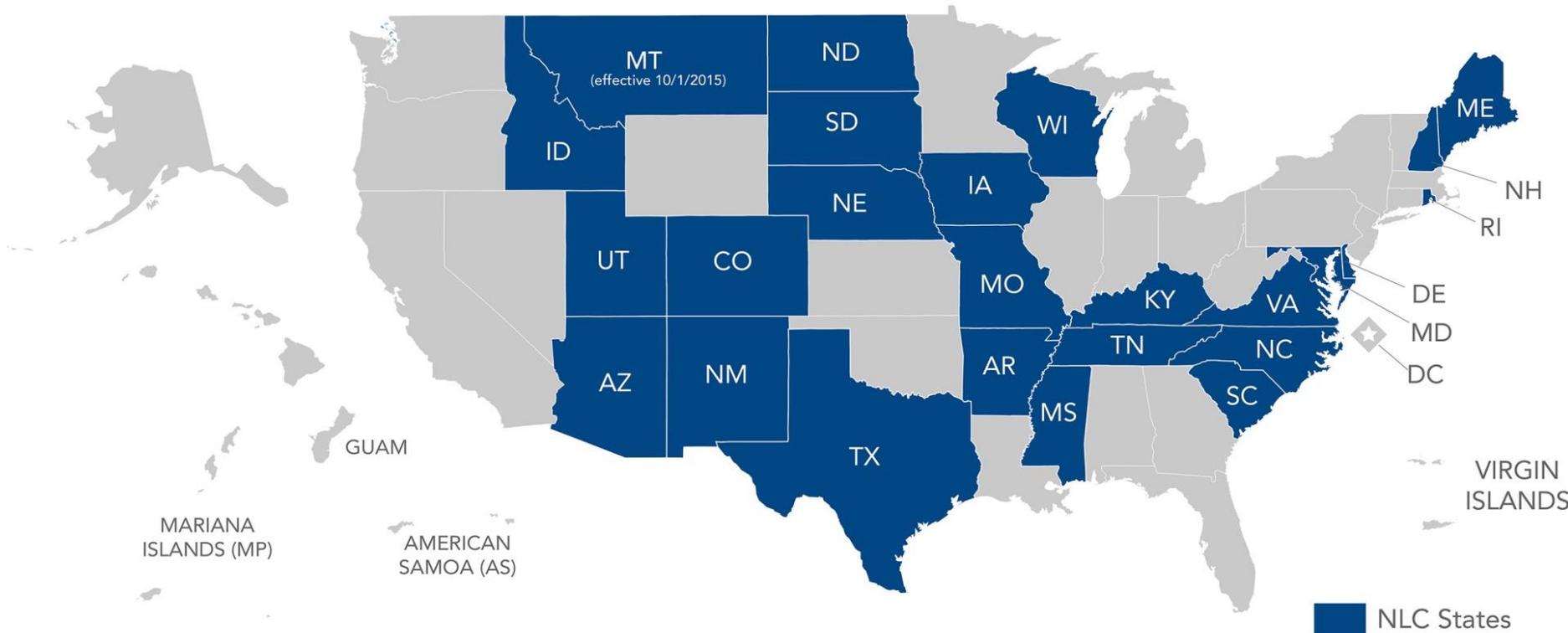
# Decide Where to Apply for Your Initial License

- The NCLEX can be taken in any state convenient to you. The results will be directed to the board of nursing where you applied for a license.
- Practice is where the patient/client is located at the time services are rendered. You must have a license where you practice.

# Nurse Licensure Compact (NLC) Primary Concepts

- Nurse is issued a multistate license in the declared primary state of residence (PSOR) known as the home state
- Nurse holds only one multistate license issued by the home state
- Nurse has a multistate licensure privilege in other Compact states (remote states)
- Think of this like a driver's license

# NLC Participating States



# Nurse Licensure Compact (NLC)

- Missouri became a member of the Nurse Licensure Compact on June 1, 2010.
- If your primary address is in another state that is a member of the NLC, you must apply for a license in that state (If you are attending school in Missouri but live in Colorado, you must apply for licensure in Colorado).
- If you live in a non-compact state but apply for your license in Missouri, you will receive a single state license that is only valid in Missouri.

# Nurse Licensure Compact continued

- You may practice nursing in any state that is a member of the NLC as long as you have a multi-state license
- If you move to another compact state, you must apply for a license in that state; your Missouri license will be deactivated
- If you move to another state that is not a member of the compact, your Missouri license will become a single state license valid only in Missouri.

# 2-3 Months Before Graduation

- Obtain application from <http://pr.mo.gov/nursing> - Submit 2-3 months prior to graduation.
- Two-three months prior to graduation, get fingerprinted – Three step process; online registration, schedule an appointment and then go get printed – [www.machs.mo.gov](http://www.machs.mo.gov)

# One – Two Week Before Graduation

## NCLEX Registration

- Register for the NCLEX at [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) at least a week before graduation.
- All registration information must match your board application (name, date of birth, social security number and address).
- You will need to have an email address in order to receive your Authorization to Test (ATT).

# Legal Residence in the United States

- U.S. and state laws require the Board to verify legal residency in the United States.
- If you are not a citizen of the United States, you will be required to submit proof of legal residence such as a Permanent Resident Card or Immigration Forms.

# License Qualifications

- Be honest and forthright on your application.
- Follow the instructions on the application to get your criminal history background check completed. All information including your name, date of birth and social security number must match your application. If it does not match, you will be required to complete another background check at your expense. This may delay the processing of your application.
- You will be required to submit a notarized statement explaining all criminal offenses and certified court documents (docket sheet, judgement, order of probation, diversion agreement, etc.)
- All criminal history is reviewed on a case-by-case basis.

# License Qualifications

- If there is evidence of a potential substance use disorder, you might be sent a chemical dependency packet. The board members use the information to assist them in a licensure decision.
- If a charge appears on the background check that has not been disclosed on the application, you will be notified by mail to explain the charge and to submit certified court documents. This could delay the processing of your application.
- Suspended Imposition of Sentence (SIS), Suspended Execution of Sentence (SES) or Diversion does not necessarily mean that your criminal history has been removed from your record. These charges still need to be reported.

# Accommodations

- Requests for testing accommodations should be received 2-3 months prior to graduation.
- Information regarding testing accommodations and what documents should be mailed to the Board can be found at [www.pr.mo.gov/nursing](http://www.pr.mo.gov/nursing) under the link “Licensure Information and Forms”.
- If you are approved for testing accommodations, you will be notified by mail and the accommodations will be added to your NCLEX registration on the PearsonVue website.

# After Graduation – Request Final Transcript

- Official final transcript must have the graduation date and degree earned.
- All identifying information on the transcript must match the application or a new transcript may be requested. This will delay the processing of your application.

# After Graduation

- Upon receipt of the transcript, the Board will make you eligible. You will receive your Authorization to Test (ATT) by email from PearsonVue.
- You have 90 days to practice as a graduate nurse (GN) or until you take the NCLEX within that 90 days.
- After you have passed the NCLEX, the Board is notified the following business day and the results will be mailed to you. Remember, if you pay for the unofficial results, they are UNOFFICIAL. The Board cannot release your results over the phone.

# After You Test

- When you pass the NCLEX, you will receive a letter stating you passed and that you can begin practicing as a nurse. You will also receive your test results stating PASS.
- If you failed the NCLEX, you will receive a copy of results along with an application to retake the NCLEX. You can no longer practice as a graduate nurse (GN).
- Missouri no longer issues license cards. You will need to verify your license at [www.nursys.com](http://www.nursys.com) by clicking “Quick Confirm”. Nursys is Missouri’s primary source verification and is the most current and up-to-date information.

# After Licensed

- After licensure, you will need to enroll in E-Notify at [www.nursys.com](http://www.nursys.com). By enrolling in E-Notify, you will be sent an email anytime the status of your license changes. You will also receive an email 30 days prior to the expiration of license as a reminder to renew.
- Always keep the Board informed of any address change. The address change form is found at [www.pr.mo.gov/nursing.asp](http://www.pr.mo.gov/nursing.asp) on the left side of the screen.

# Final Application Tips

Your name, social security number, date of birth and address must match on your application to the board, NCLEX registration and fingerprints. Any discrepancies will cause delays and may require you to repeat steps and repay fees.

## Welcome to Nursys

Look up, verify and monitor your nurse licenses anytime, anywhere.

*Nursys.com provides online verification for endorsement to a nurse requesting to practice in another state and anyone who wants to verify a nurse license.*



**Primary source equivalent:** The Nursys licensure and disciplinary database is the repository of the data provided directly from state boards of nursing. [Learn more](#)



**Nursys e-Notify** is a **free** notification service that provides automated license status updates.

### Want license expiration and status updates for your nurses? For yourself?

**Institutions:** Enroll your entire nurse list and e-Notify will send regular updates of changes to licenses from [e-Notify participating boards of nursing](#).

**Nurses:** Sign up to receive license expiration reminders and status updates via email or SMS for all your licenses from [e-Notify participating boards of nursing](#).

■ [Watch overview video](#)



**QuickConfirm License Verification** is a free service to look up and verify nurse licensure information.

### Need to verify a nurse's licensure status?

Look up a license from any [QuickConfirm participating board of nursing](#) and print/download a report with the licensure and discipline status information for that nurse.

■ [Watch overview video](#)



**Nurse License Verification for Endorsement** is an online service for requesting secure electronic verification of licensure between boards of nursing.

### Need to request verification as a requirement for applying in a new state?

Just tell us which license type, RN and/or LPN/VN, and which state you are applying to. In one simple step Nursys will send that board of nursing all of the verifications from all [participating states](#) where you have a record of licensure.

■ [Watch overview video](#)

[Learn more about NCSBN privacy & security policies.](#)



Welcome to Nursys e-Notify

Receive automated license and discipline notifications of your enrolled RNs, LPN/VNs, and Advanced Practice nurses from participating boards of nursing.

Sign In ▾



**Primary source equivalent:** The Nursys licensure and disciplinary database is the repository of the data provided directly from State Boards of Nursing. [Learn more](#)

### New to Nursys e-Notify? Create a *free* account

As an Institution

As a Nurse

[VIEW OVERVIEW VIDEO](#)

[PARTICIPATING BOARDS OF NURSING](#)

[PRIMARY SOURCE EQUIVALENT](#)

This site requires the use of cookies to function. By using the site you are consenting to this. [Learn more about NCSBN privacy & security policies.](#)

OK

- <https://www.youtube.com/watch?v=8OipOM AooXE&feature=youtu.be>

# License Renewals

- LPN's and RN's renew in opposite years. LPN licenses expire May 31 of even years and RN licenses expire on April 30 of odd years.
- Renewal postcards are mailed to the last known address three (3) months prior to the expiration date with instructions on how to renew your license.
- It is your responsibility to keep the Board informed of your current address. The address change form is found at [www.pr.mo.gov/nursing](http://www.pr.mo.gov/nursing).
- Do not wait until the last minute to renew your license. It normally takes 3-5 business days for the renewal to process online. If you are not renewed by your expiration date, you will need to cease practicing as a nurse.

# Licensure Contact Information

Website: [pr.mo.gov/nursing](http://pr.mo.gov/nursing)

Email: [nursing@pr.mo.gov](mailto:nursing@pr.mo.gov)

Phone: 573-751-0681