

TEXAS BOARD OF NURSING

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LVN ENDORSEMENT APPLICATION FOR GRADUATES OF U.S. PROGRAMS

It is your responsibility to read the instructions carefully and make sure that you meet the qualifications to receive the license for which you are applying *before* you submit your application and the required fee.

ALL FEES ARE NON-REFUNDABLE

ITEMS NEEDED FROM EACH ENDORSEMENT APPLICANT

- You must submit a completed **Endorsement Application**.
- You must submit a full and valid Endorsement Application **fee**.
- You must be **fingerprinted** per our instructions.
- You must pass the **Nursing Jurisprudence Examination** which is available via our website.
- You must request and pay for **verifications of licensure** for each and every license/authorization to practice nursing that you hold or have held, to be sent directly to the Texas Board of Nursing.
- You must provide **any other item or information requested and/or required** after staff has reviewed your application. Such items may include but are not limited to: a copy of your basic nursing education certificate, diploma, or degree; a copy of your current driver license; a Credentials Evaluation Service (CES) report.

Timeframe

Review of your application for permanent licensure will take place only after each of the above items has been received. Allow staff **up to ten (10) business days** after receipt of the last required item to complete this review.

TXBON applications and fees are valid for one **(1) year** from the date received. All licensure requirements must be completed within that year, or your application and fee will expire, and a new application and fee will be required

Board staff processes all items within ten **(10) business days*** of the date the items are received by mail, fax, hand-delivery, email, or other means. All items are processed in date order.

***Business Days** – these are days that the TXBON is open for official business. These exclude weekends, holidays, and other office closures.

ENDORSEMENT LVN QUALIFICATIONS FOR GRADUATES OF U.S. PROGRAMS

This application is for nurses that meet the following qualifications:

1. You must have graduated from an approved school of vocational/practical nursing based in the United States or one of its territories, having satisfactorily completed curriculum components (didactic and clinical) comparable to the requirements of the Board of Nursing, including but not limited to:

- Nursing Care of Children
- Maternity Nursing
- Nursing Care of the Aged
- Nursing Care of Adults
- Nursing Care of Individuals with Mental Health Problems

Note: If your nursing education was based in **Puerto Rico, DO NOT USE THIS APPLICATION.** Instead use the application for Graduates of International Programs.

Note: If you completed a partial RN nursing program, then you are ineligible to apply for a Texas LVN license by Endorsement.

Note: The Board Constructed Examination (**BCE**) is not recognized by the **Texas Board of Nursing (TXBON)** since it is not a national examination. Applicants who only passed the (**BCE**) are ineligible for a Texas license by Endorsement.

2. You must have received a satisfactory score in either the National Council License Examination for Practical Nurses (**NCLEX-PN**) or State Board Test Pool Examination (**SBTPE**) – score of 350 and above.
3. You must hold or have held at least one (1) vocational/practical nurse (VN/PN) license in another U.S. state, territory, or Canadian province which has requirements substantially equivalent to Texas. The status of your other license(s) (active, expired, etc.) is irrelevant in regard to this requirement.
4. You must have practiced as a vocational/practical nurse **OR** have taken and passed the appropriate VN/PN examination within the past four (4) years. If you passed the (**NCLEX- PN**) or (**SBTPE**) more than four (4) years ago, **AND you have not been practicing** as a vocational/practical nurse in a Canadian province or another state or territory of the United States **within the last four (4) years**, then you must comply with **Rule 217.5 (b)**.

(See the section regarding Six-Month Permits)

Six-Month Permits

Per **Rule 217.5 (b)**, you will need a **Six-Month Permit** for the purpose of completing a refresher program, extensive orientation, or a nursing program of study under the supervision of an RN Instructor **if this will be completed in Texas**. Board rules mandate that a Six-Month Permit be obtained prior to your engaging in any clinical learning experiences. You may proceed with submitting your Endorsement Application; however, you will NOT be issued a temporary or permanent license until you successfully complete one (1) of the following:

- a. A refresher course, which is defined as an organized course for Registered Nurses designed to update nursing knowledge, and which meets all content criteria; or
- b. An extensive orientation to the practice of Registered Nursing which meets all content criteria; or
- c. Academic nursing course(s), in an approved Registered Nursing education program, which meets all the content criteria.

The permit will be valid for **six-months** from the date of issuance.

Please be sure that you are prepared to begin and complete the course, orientation, or nursing program of study within the required time limit.

Note: It is not within the purview of the Board of Nursing to recommend specific programs or possible clinical sites for refresher programs.

Note: If you complete the NJE as part of the requirements for the Refresher Course, then the passing results can be used for the Endorsement application portion as well.

It is the nurse's responsibility to submit both the NJE completion certificate and certificate of completion for the prep course/workshop/course to our office as these certificates will be kept with your permanent file.

You may find more information regarding Refresher Courses on our website by clicking the "Education" tab then clicking "Refresher Courses".

Temporary Licenses

There is no separate application for a Texas temporary license, the temporary and permanent licenses are both issued based on the same application. Within ten **(10) business days*** of receipt, staff will review your eligibility and you *may* be issued a temporary license that allows you to practice as an VN/PN in Texas for a total of **120 calendar days** from the date of issuance. This should allow you sufficient time to complete all other requirements to receive your permanent license.

If you hold an active multi-state license, you may practice in Texas using your active multi-state license while you are in the process of fulfilling the requirements to receive a permanent Texas license.

If you disclose or we become aware of an eligibility issue such as criminal history or prior discipline, or if upon review of your application we need further information or documents to determine if you

qualify for licensure, the issuance of a temporary license will be delayed while these matters are resolved. In some cases, a temporary license may never be issued.

Note: Temporary licenses are issued once per lifetime and are not extended or renewed for any reason regardless of how many times a person applies.

The Texas Board of Nursing issues electronic temporary and permanent licenses and does not mail out physical licenses. You may print a copy of the license if you so desire.

Nursing Jurisprudence Exam (NJE)

Effective September 2008, all applicants for Texas licensure are required to complete the **Nursing Jurisprudence Exam (NJE)** prior to permanent licensure. The NJE is 2 hours long and based on the Texas Nursing Practice Act (NPA) and Texas Board Rules & Regulations. You can register for the NJE at https://www.bon.texas.gov/licensure_nursing_jurisprudence.asp. If you previously completed this requirement and the results are on-file with the TXBON, then you do not need to complete this again.

Fingerprint Submission & Criminal Background Check

Effective 2004, all applicants for Texas licensure are required to submit fingerprints for a **Criminal Background Check (CBC)**. The CBC is completed through the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) and are sent directly to the TXBON by the DPS & FBI. CBC results cannot be sent in by the applicant or be results previously completed for another facility or agency.

If you already completed a CBC for the TXBON, either as a student or during a previous application, you will not need to resubmit fingerprints for a CBC unless you are instructed to do so by TXBON staff.

Enforcement Department Review

When there is an eligibility issue such as but not limited to criminal history or prior discipline, your application will undergo an initial eligibility review within ten (10) business days of the receipt of the **criminal background check results**. This initial review can take up to 30 days.

If it is determined that the issue being reported to the BON meets the criteria for opening a case according to our current rules, you *may* be required to pay a \$150.00 review fee. If that is the case, the review of your file will begin within ten (10) business days of the payment being received. Do not send this payment until you receive written notice from the Board that it is required.

The time needed to complete an eligibility review by the Enforcement Department varies on a case-by-case basis. The process generally takes an average of 90 days to make a recommendation, provided the application contains all the needed information. If additional material is needed, you will receive such request by the Enforcement staff. Upon completion of the eligibility enforcement review, the processing of your application will continue by the Licensing staff.

Note: The BON **will not** approve an applicant with an issue that calls for Enforcement Department

review for licensure until a decision has been rendered by our Enforcement Department.

Verifications of Licensure

The TXBON must receive a verification of licensure **directly** from ALL states, territories, provinces, and/or countries where you hold or have ever held a nursing license, even if the license was never used, is inactive, delinquent, or invalid. Verifications are not accepted when they are received from an applicant. The verification must provide the basis of licensure, date of issuance, licensure status, and any disciplinary history. If the basis of licensure is by examination, the verification should also provide the education information (i.e. name of nursing program, date of graduation, type of degree conferred).

Per NPA Sec 301.260(a)(3) the BON requires proof of initial licensing by examination. If you were not granted a license in your exam state due to lack of a U.S. social security number at that time, then you must contact that state directly and request proof of passing the NCLEX be sent directly to the TXBON. The TXBON Verification Request Form may be completed and sent to that jurisdiction along with their fee, to request your verification be sent to the TXBON. Be advised that Texas does not transfer out or accept transfer in of examination scores. All endorsement applicants **MUST** have a verification of licensure by examination sent to the TXBON. **IF YOU DO NOT HOLD A LICENSE ISSUED BY EXAMINATION (NCLEX or SBTPE) FROM ANOTHER JURISDICTION, THEN YOU ARE INELIGIBLE FOR A TEXAS LICENSE BY ENDORSEMENT UNTIL WE RECEIVE PROOF THAT THIS REQUIREMENT IS MET.** Also, if the exam verification does not contain the education information, and the BON is not able to obtain the education information by other means, you may be required to submit a copy of your nursing program certificate, diploma, or degree, and transcripts.

It is **your responsibility** to make sure the TXBON receives the verification(s). We need verifications of permanent RN licenses if you are applying to Texas for an RN license. **We need verifications of permanent VN/PN licenses if you are applying to Texas for an LVN license.**

Note: We only need verifications for the permanent licenses and do not need verifications regarding temporary, pending, or other licenses.

If you hold or have held a license in any state that is part of the national database **NURSYS**, then go to www.nursys.com and complete a verification request and pay the appropriate fee. Once you complete that process, the TXBON will be given access to the needed license verification report.

Note: Verifications received directly from states that participate in NURSYS instead of within NURSYS will be rejected.

If you hold or have held a nursing license from a state/jurisdiction that does not participate in the NURSYS database, such as **California (PN), Pennsylvania, Michigan, or an international jurisdiction**, you must submit the **TXBON Verification Request Form** to that state/jurisdiction and request a verification to be sent **directly** to the TXBON. You will need to contact the state/jurisdiction for information regarding their exact procedure and required fee. The VR must come **directly** from the appropriate licensing authority and must bear the authority's official stamp and/or seal. The VR is only valid for one (1) year after it is signed and sealed by the licensing authority.

To identify the regulatory body from which to request an international verification you may use the National Council of State Boards of Nursing (NCSBN) Global Regulatory Atlas at this link: <https://www.regulatoryatlas.com/>

Credential Evaluation Service (CES) Report

LVN licensure by Endorsement applicants that are graduates of international nursing programs are **required** to have a CES report submitted directly to the TXBON.

Unless required by staff upon review, RN licensure by Endorsement applicants that are graduates of international nursing programs have the **option** of providing a CES report in lieu of a VR from an international jurisdiction. If TXBON staff determines that an RN applicant is required to submit a CES report, this requirement will be added within the licensing system and viewable by you within the Texas Nurse Portal.

For licensure we accept an original professional, full-education, course-by-course report, containing the license information of the original country of licensure. The report is valid for one (1) year from the date of issuance by the CES report provider. The report must be sent directly to the TXBON from an approved provider.

You may view list of approved providers here: <https://www.bon.texas.gov/bon-ces.asp>

Primary State of Residency

Primary state of residence (PSOR) is the state (also known as the home state) which a nurse declares a primary residence for legal purposes. PSOR refers to legal residency status and does not pertain to home or property ownership. Only one state can be identified as the primary state of legal residence for Nurse Licensure Compact (NLC) purposes.

The Texas Board of Nursing entered into a Nurse Licensure Compact which allows qualifying nurses licensed in Texas the privilege of practicing in participating Compact states. As part of this process of initiating multistate licensure, all applicants for licensure in Texas must declare their primary state of residence (PSOR). Applicants who declare a Compact state, other than Texas, as their primary state of residence may not become licensed in Texas since the Compact licenses can be used to work in Texas. They should instead obtain a Compact license in their primary state of residency or if moving, must update their address and primary state of residence either to Texas in order to receive a possible Compact license or to a non-compact state in order to receive a single- state/Texas-only license.

Primary state of residence (PSOR) is determined by the following documents, and you may be requested/required to submit one or more to satisfy residency requirements:

- (1) a driver's license with a home address;
- (2) voter registration card displaying a home address;
- (3) federal income tax return declaring the primary state of residence;

(4) Military Form No. 2058 - state of legal residence certificate; or

(5) W2 from US Government or any bureau, division or agency thereof indicating the declared state of residence.

Note: Applicants should provide their **current address and PSOR** information, not what their future address and PSOR will be. Address changes may be made within the nursing portal after an application has been submitted.

For more information on multistate licensure, please review the Boards Compact section:

https://www.bon.texas.gov/licensure_nurse_licensure_compact_eNLC.asp

NLC Frequently Asked Questions: <https://www.ncsbn.org/nlc-faqs.htm>

Current NLC States and Status: <https://www.ncsbn.org/nurse-licensure-compact.htm>

Graduates of Programs Based in the Philippines

The Texas Board of Nursing does not recognize vocational/practical nursing programs based in the Philippines as substantially meeting Texas vocational education requirements. Therefore, we no longer accept graduates of any such program.

Please be aware, that the Board will no longer approve graduates from the following school(s). If you graduated from one of the following programs, you will not be eligible for initial licensure by endorsement or examination in Texas. These programs are no longer Board approved nursing programs as they do not substantially meet Texas requirements for licensure.

School Name	Location	Date Effective
Kennedy Global School of Business, Inc.	Makati City, Philippines	September 11, 2012
Ryan International School of Business	Davao City, Philippines	September 11, 2012

Graduates of Programs Based in Puerto Rico

A temporary license will not be issued until proof has been received that a National Licensing Examination has been taken. Puerto Rico may have allowed an applicant to take the Board Constructed Examination which is not a National Licensing Examination. Since Puerto Rico is a U.S. territory, some states do not require that the applicant take the NCLEX but allows them to Endorse their Puerto Rico nursing license into that state. **Texas requires the National Licensing Examination (SBTPE or NCLEX) to have been passed.** If the Puerto Rico Board Constructed Examination is the only exam that was taken and this allowed you to endorse your nursing license to a U.S. state, then you are not eligible to apply by Endorsement. If you have not passed a National Licensing Examination, then you will be required to pass the National Licensing Examination either for Texas or for another state.

Graduates of VN/PN Programs Based in Jamaica

The Texas Board of Nursing does not recognize vocational/practical nursing programs based in Jamaica as substantially meeting Texas vocational education requirements. Therefore, we no longer accept graduates of any such program.

LVN Applicants with Military Education

The U.S. Army Practical Nurse Course (formerly the 91C Clinical Specialist Course) is the only military program acceptable for vocational nurse licensure in Texas.