REQUIREMENTS FOR LICENSE - NURSE (WITHOUT EXAM)

Access this form via website at: hawaii.gov/dcca/pvl

(READ THOROUGHLY)

NOTICE: Should there be any changes in the information provided here, the requirements effective at the time application is filed shall apply. Requirements for license are pursuant to Chapter 457, HRS, and Chapter 89, HAR.

EXAM REQUIREMENT

Successful completion of ONE of the following is required:

The NCLEX (National Council Licensure Examination) in another state or U.S. jurisdiction; having passed or received a score of at least 1600 for RN, or 350 for LPN; **OR**

The SBTPE (State Board Test Pool Exam) in another state or Canadian province (prior to 1970); having passed or received a score of at least 350 in each part; **OR**

A state board constructed exam prior to the inception of the SBTPE in that jurisdiction.

NOTE: CANADIAN NURSES - CNATE IS NOT RECOGNIZED BY THE HAWAII BOARD OF NURSING.

EDUCATIONAL REQUIREMENT

Must be a graduate of an accredited board-recognized baccalaureate, associate degree or hospital nursing program in the United States or U.S. jurisdiction whose curriculum is approved by the Hawaii Board of Nursing or other state boards of nursing.

Foreign school graduates who are licensed in another state or U.S. jurisdiction are not required to have their educational credentials evaluated by a professional evaluator. However, the original state or U.S. jurisdiction board of nursing must approve/recognize that the nursing program from which the nurse has graduated is equivalent to a U.S. Accredited Nursing Education Program. This **APPROVAL/RECOGNITION** must be so indicated on the attached State of Hawaii License Verification form or equivalent form.

NOTE: If this approval/recognition is not indicated, you may be required to have your educational credentials evaluated by the Commission on Graduates of Foreign Nursing Schools (CGFNS).

INSTRUCTIONS FOR FILING

APPLICATION FORM

1. Type or print *legibly* in dark ink.
2. Answer **all questions**. If not applicable, indicate N/A.
3. Application **must** be signed. Incomplete applications will not be accepted and will be returned for completion.

- **Failure to provide all the requested information will delay the processing of your application.**

SOCIAL SECURITY NUMBER

Your Social Security Number is used to verify your identity for licensing purposes and for compliance with the below laws. **For a license to be issued you must provide your Social Security Number or your application will be deemed deficient and will not be processed further.**

The following laws require that you furnish your Social Security Number to our agency:

FEDERAL LAWS:

42 U.S.C.A. §666(a)(13) requires the Social Security Number of any applicant for a professional license or occupational license be recorded on the application for license; and

If you are a licensed health care practitioner, **45 C.F.R., Part 61, Subpart B, §61.7** requires the Social Security Number as part of the mandatory reporting we must do to the Healthcare Integrity and Protection Data Bank (HIPDB), of any final adverse licensing action against a licensed health care practitioner.

HAWAII REVISED STATUTES ("HRS"):

§576D-13(j), HRS requires the Social Security Number of any applicant for a professional license or occupational license be recorded on the application for license; and

§436B-10(4), HRS which states that an applicant for license shall provide the applicant's Social Security Number if the licensing authority is authorized by federal law to require the disclosure (and by the federal cites shown above, we are authorized to require the Social Security Number).

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ADDRESS

The Board's mailing address is:

Board of Nursing
P.O. Box 3469
Honolulu, HI 96801
Phone: (808) 586-3000

The Board's street address is:

Board of Nursing
335 Merchant Street, Room 301
Honolulu, HI 96813

FEES

Make check payable to: **COMMERCE AND CONSUMER AFFAIRS**

Fee

If license will be issued between JULY 1, ODD-NUMBERED years (2011, 2013, 2015) and JUNE 30, EVEN-NUMBERED years (2012, 2014, 2016), pay. $180.00
(Application**-$40, License-$20, Compliance Resolution Fund***-$70, 1/2 Renewal-$10, Center for Nurse Fee****-$40)

*If license will be issued between JULY 1, EVEN-NUMBERED years (2010, 2012, 2014) and JUNE 30, ODD-NUMBERED years (2011, 2013, 2015), pay. $135.00
(Application**-$40, License-$20, Compliance Resolution Fund***-$35, Center for Nurse Fee****-$40)

* **SUBJECT TO RENEWAL BY JUNE 30, ODD-NUMBERED YEARS (2011, 2013, 2015), REGARDLESS OF ISSUE DATE. PLEASE READ DETAILED INFORMATION UNDER LICENSE RENEWALS.**

** Application fee is not refundable.

*** The Compliance Resolution Fund (CRF) was established by the 1982 Legislature (§26-9(m), Hawaii Revised Statutes) to expedite resolution of consumer complaints filed with the Department of Commerce and Consumer Affairs. Assessment amounts are based on the services rendered in resolving complaints. Assessment is due for the issuance of a new license as well as for the renewal of a license.

**** Act 198 (effective July 1, 2003) establishes a Center for Nursing (Center) at the University of Hawaii School of Nursing and Dental Hygiene. The Center will help to ensure that better data about nurses is available, which will improve health care in Hawaii, as well as working conditions for nurses. The Center will collect and analyze data and prepare and disseminate written reports and recommendations regarding the current and future status and trends of the nursing workforce. The Center will conduct research on best practices and quality outcomes, as well as, develop a plan for implementing strategies to recruit and retain nurses. Act 198 establishes a special fund to support the Center's activities and requires the assessment of a $40 fee upon the issuance of a new nurse license and at each license renewal. Beginning on July 1, 2003, each new license will be assessed the $40 fee to support the Center, and beginning with the 2005 renewal, the fee will be assessed for each license renewal.

NOTE: One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the payment you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a $25.00 service charge shall be assessed for payments that are dishonored for any reason.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for license has been denied.

VERIFICATION OF LICENSE

Verification of your exam scores, educational credentials and out-of-state licensure must be completed. Send your request to the state/territory board of nursing of **ORIGINAL LICENSURE BY EXAMINATION** with the appropriate service fee that the originating board requires. Please verify with the respective state board for fee information.

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VERIFICATION OF LICENSE (cont.)

- PROVIDE DATE YOU REQUESTED A LICENSE VERIFICATION FROM YOUR ORIGINAL STATE (see application).
- If your state uses NURSYS to verify their licenses, you must contact the National Council via their website at: www.nursys.com, and request a verification of your license.
- License verifications are valid for one year only. If no Hawaii nurse application is received within that 1 year, a new verification of license will be required.

TEMPORARY PERMIT

To obtain a temporary permit, the following items must be completed and submitted:

1. The attached application for license (without exam) with fee.
2. A photocopy of a current **U.S.** nursing license indicating the expiration date of license.
3. A completed **original** *"Verification of Employment"* form (NSG-05) which must first be signed by your **employer in Hawaii**. Letters of hire will not be accepted.
4. Proof of mailing the *"Verification of License"* form (NSG-03) **OR** NURSYS verification (receipt of certified mail, copy of the cancelled check for the verification fee).

Only ONE temporary permit is allowed. Permittee is allowed to practice nursing only if employed by employer indicated on the *"Verification of Employment"* form (NSG-04). Once permit is issued, no other will be reissued in care of another employer. *PRIOR DISCIPLINARY ACTION OR CONVICTION, WHICH HAS NOT BEEN EXPUNGED, MUST BE REVIEWED BY THE BOARD.*

STATE LAWS AND RULES

All applicants/licensees are responsible for reading, being knowledgeable and maintaining current knowledge of the Hawaii Statutes and Rules relating to nursing and the amendments adopted throughout the years for the duration of the applicant/licensee's nursing career. These statutes and rules consist of Chapter 457, Hawaii Revised Statutes and Chapter 89, Hawaii Administrative Rules. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Act should be read in conjunction with the nursing statutes.

The laws and rules are posted on our website free of charge at: hawaii.gov/dcca/pvl. Click on "NURSING". Then click on "Statute/Rule Chapter" in the box on the right.

ADDRESS/NAME CHANGES

It is the responsibility of the applicant to notify the Board of any changes **in writing**. If you have a name change **after** your application was originally filed, you must provide a photocopy of the name change document along with a letter requesting the change.

All address changes must be submitted **in writing**. No changes will be taken over the phone. The Board will not be responsible for non-receipt of any correspondence.

LICENSE RENEWALS

All licenses, regardless of issuance date, **expire on June 30 of each odd-numbered year** and are subject to renewal. Renewal applications are made available about 60 days prior to the license expiration date. Effort will be made to mail notification to licensees as a courtesy. However, the Board must be informed in a timely manner of any address changes in writing. If a licensee does not receive a notice at least 30 days prior to the license expiration date, licensee must contact the Board's office or pick one up at 335 Merchant Street, Room 301, in Honolulu. EACH LICENSEE IS ULTIMATELY RESPONSIBLE FOR THE RENEWAL OF HIS/HER NURSING LICENSE. The Board will not negotiate this matter with the employers for a licensee who has not timely renewed a nursing license. AT NO TIME MAY A NURSE, WHOSE LICENSE HAS LAPSED, CONTINUE TO PRACTICE AS A NURSE. IT IS THE NURSE'S DUTY TO INFORM EACH EMPLOYER WHO IS IMPACTED, OF THE NURSE'S FAILURE TO RENEW A NURSING LICENSE ON TIME.

Online renewal of a nurse license is available to licensees who have not had any disciplinary action pending or taken or have not had a conviction during the two years prior to the renewal date.

- If you are eligible for a license near the end of the second year of a two-year license period (within 3 months), you may elect to delay the issuance of your license until July 1, odd-numbered year, **provided you do not intend to start practicing nursing until the next license period**.

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LICENSE RENEWALS
(cont.)

NOTICE TO ALL NURSES REGARDING ACT 30

Act 30 (Effective April 16, 2006) requires the following:

A. License Renewal & Re-Applying After Forfeiture

1) All nurses whose licenses are not renewed by June 30, every odd numbered year shall cause their licenses to be forfeited. These nurses have two years to restore their licenses. (Note: Practicing without a license during this period shall be considered unlicensed activity punishable to the full extent of the law).
2) **After** two years of the date of forfeiture, the nurses who fail to restore their forfeited licenses shall be required to apply as new applicants for licensure. These nurses shall be required to submit a new application, fees, education and other pertinent documents, which include successful completion of the National Council of State Boards of Nursing exam. In addition, nurses who have not practiced nursing in the United States or U.S. territories for five or more years may be required to:
   a) Retake and pass the NCLEX or
   b) Complete appropriate continuing education approved by the Hawaii Board of Nursing.
3) It is the responsibility of each nurse to keep abreast with amendments to laws relating to nursing. Licensing requirements at the time of application shall apply.

B. License Inactivation and Reactivation of License

1) All nurses with inactive licenses who have not practiced nursing in the United States or U.S. territories for five or more years may be required to:
   a) Retake and pass the NCLEX or
   b) Complete appropriate continuing education approved by the Hawaii Board of Nursing.
2) It is the responsibility of each nurse to keep abreast with amendments to laws related to nursing. Licensing requirements at the time of application shall apply.

The requirements in Act 30 have been incorporated into Chapter 457, Hawaii Revised Statutes (§457-9, HRS).

NOTIFICATION OF DISCIPLINARY ACTION

Once licensed, each licensee who has a nursing license disciplined in another state, must notify the Hawaii Board of Nursing within 30 days of the action. Failure to do so may result in action taken against the person's Hawaii nursing license.

ADVANCED PRACTICE R.N.

Contact the Board's office for a separate application or download from our website at: hawaii.gov/dcca/pvl. Click on "Nursing". Then click on "Application Forms & Publications" in the yellow box on the right. Be advised that separate fees and documents are required.

RELEASE OF INFORMATION

If an agency or individual is assisting you with the licensure process, we will not be able to release any information to them unless you provide us with authorization. If you wish to do so, please complete the portion on **Release of Information to Third Party**, sign and date it.

ABANDONMENT OF APPLICATION

Pursuant to HRS §436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and other information were requested, or (2) failure to complete any additional requirements for licensure that remains after approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

Print Form

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.