



# **UCF College of Nursing Nursing Licensure Information**

**Mary Lou Sole, PhD, RN, CCNS, CNL, FAAN, FCCM  
Interim Dean and Professor**

**Summer 2014**

# Resources

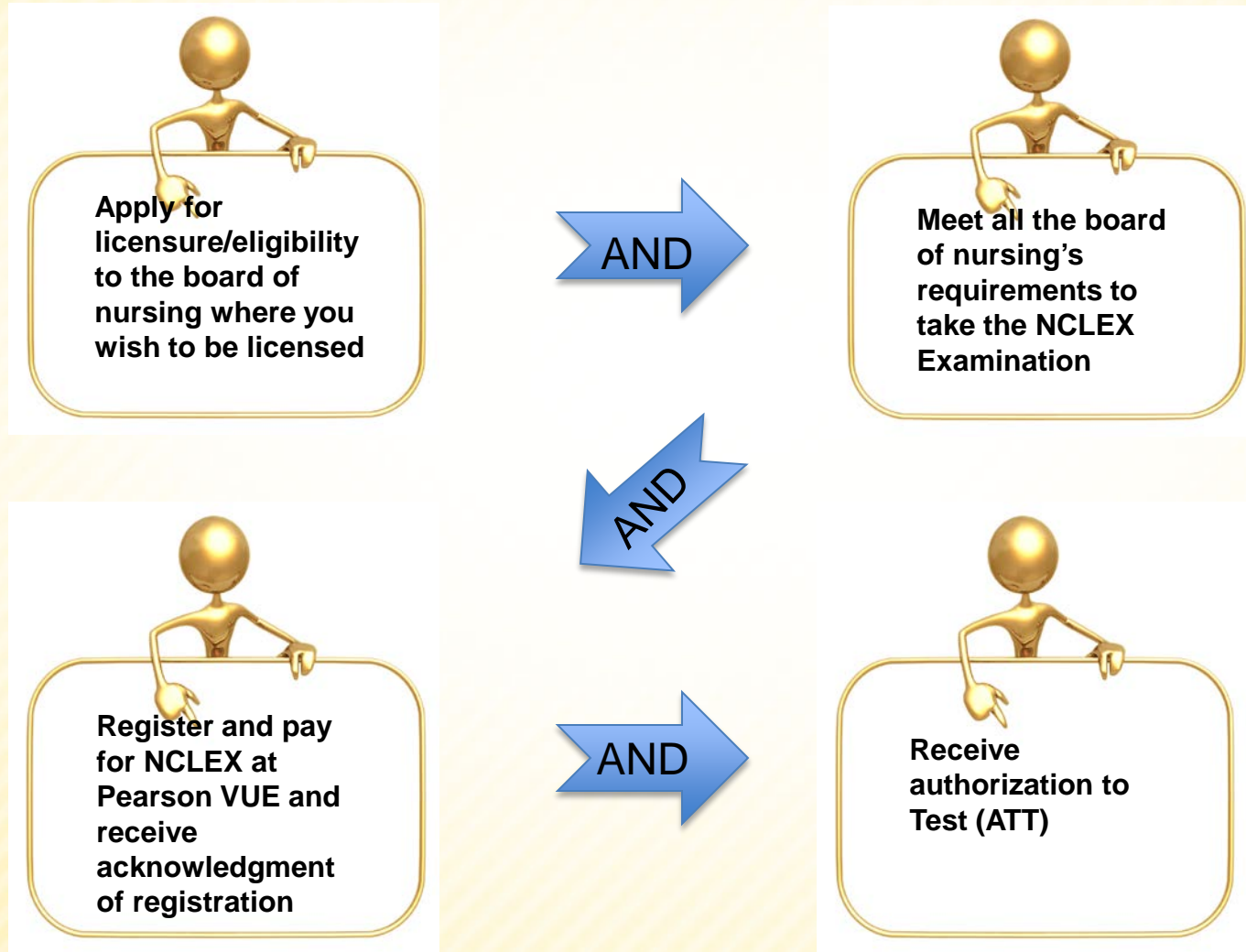
[www.FloridasNursing.gov](http://www.FloridasNursing.gov)



[www.ncsbn.org](http://www.ncsbn.org)



# Examination Process



# RN Licensure in Florida



- Mandatory CE for initial licensure:
  - Completion of 2 hour course on Prevention of Medical Errors (No proof of having completed course is needed unless requested)
- Must complete a 1 hour CE course in HIV/AIDS *before first renewal, not at time of application*
  - (Check renewal requirements each time)



# GN Status

- Can practice as a GN for up to 90 days with ATT pending NCLEX results.
- If you do not pass, you lose GN status and are no longer eligible for employment as a GN



# Summary of Processes

- Apply to Florida Board of Nursing \$ 175
  - Obtain LiveScan Fingerprints \$ Varies
- Apply to Pearson VUE \$ 200
  
- Receive Authorization to test (ATT)



# Initial Licensure in Other States

- Get materials and directions; processes vary
- If need transcript, ask that FINAL transcript showing conferral of degree be sent



# Transcripts NOT Needed

- The CON sends names of graduates to Registrar for certification of degree
- Once CON hears from Registrar that names are clear – names sent to Florida Board of Nursing
  - Usually a couple of weeks after graduation
- Graduate names are cleared by FBON

***NO NEED TO HAVE TRANSCRIPT SENT for FL***





# RN Licensure in Florida

- LiveScan is an electronic process to scan fingerprints. Form and link in Board of Nursing packet
  - <http://www.floridahealth.gov/licensing-and-regulation/background-screening/livescan-service-providers.html>
- Provide social security number and 2 forms of ID – Photo and signature
- Board of Nursing ORI #: EDOH2550Z



# Board of Nursing Hints

- Use name EXACTLY as ID for ALL applications
- Complete applications online
- Keep copies of everything
- Special test accommodations available with documentation
- Take exam within 90 days of the ATT being issued or re-register with Pearson VUE and notify Board of Nursing



# NCLEX = PearsonVue

- <http://www.pearsonvue.com/nclex/>
- Apply to take the exam
- UCF-BS program code is **US70506700**



# Criminal History

- Full disclosure is required for any offense other than a minor traffic offense.
- Must list each offense and submit documentation of arrest record or certification of unavailability of documentation.



# Criminal History

- MUST meet with the Dean in person to discuss case.
  - Call Dean's office at 407-823-5496 or email [debra.urban@ucf.edu](mailto:debra.urban@ucf.edu) to schedule appointment
- Bring all arrest records & disposition documents.
- Bring a draft letter to BON explaining case and disposition, and your leadership/accomplishments since the case.
- Application packet to BON will include:
  - Letter to BON explaining case and outcomes
  - Letter of recommendation from the College of Nursing Dean
  - 3 letters of recommendation from faculty, employers, counselors, or others that can attest to character/leadership
- **KEEP COPIES OF EVERYTHING!!**



# Florida Board of Nursing

## CONVICTION RECORD GUIDELINES FOR APPLICANTS FOR LICENSURE

<b>CATEGORY 1</b>		<b>Bad Checks, Municipal Ordinances</b>	
<b>Occurrence</b>	<b>Time Period</b>	<b>Clear?</b>	<b>Application to Board?</b>
One or more times	No time factor	Yes	No
<b>CATEGORY 2</b> Misdemeanors:		i.e.: Drug Possession, Petit Theft, DUI, Disorderly Conduct, Domestic Violence, Battery, Assault	
<b>Occurrence</b>	<b>Time Period</b>	<b>Clear?</b>	<b>Application to Board?</b>
One time only	No time factor	Yes	No
More than one time	Less than 3 years	No	Yes
	Over 3 years	Yes	No
<b>CATEGORY 3</b> Felonies		Other Felony Offenses Not Listed in Category 4 and 5 i.e.: Grand Theft/Larceny; Crimes with No Actual Harm, DWLS Habitual, Perjury, Fraud (Not Medicaid/Medicare)	
<b>Occurrence</b>	<b>Time Period</b>	<b>Clear?</b>	<b>Application to Board</b>
One or more times	Less than 3 years	No	Yes
	Over 3 years	Yes	No



# Florida Board of Nursing

## CONVICTION RECORD GUIDELINES FOR APPLICANTS FOR LICENSURE

<b>CATEGORY 4 Felonies</b>	Sex Crimes, Child/Elder/Spouse Abuse, Hate Crimes, Violent Crimes with actual harm		
<b>Occurrence</b>	<b>Time Period</b>	<b>Clear?</b>	<b>Application to Board?</b>
One or more times	No time factor	No	Yes

<b>CATEGORY 5</b>	456.0635 Offenses Chapter 409, Chapter 817, or Chapter 893, Federal Statutes 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396 or Similar Offenses in Other States		
<b>Level</b>	<b>Time Period</b>	<b>Clear</b>	<b>File to Board</b>
1 <sup>st</sup> and 2 <sup>nd</sup> Degree Felony	<b>Over 15 years</b> since completed or been lawfully released from confinement, supervision	Yes	No
	<b>Under 15 years</b> since completed or been lawfully released from confinement, supervision	No	Yes
3 <sup>rd</sup> Degree Felony	<b>Over 10 years</b> since completed or been lawfully released from confinement, supervision	Yes	No



# Florida Board of Nursing

## CONVICTION RECORD GUIDELINES FOR APPLICANTS FOR LICENSURE

	<b>Under 10 years</b> since completed or been lawfully released from confinement, supervision	No	Yes
3 <sup>rd</sup> degree Felony under Section 893.13(6)(a)	<b>Over 5 years</b> since completed or been lawfully released from confinement, supervision	Yes	No





# Online Status Check

- Applicants can view deficiencies, email their processor, and check their exam score.
- Certification Office will update application as deficiencies are cleared up.
- Applicant will receive a message when application for license has been approved.



# Summary

- Complete application to Board of Nursing
  - Positive background check—meet with Dean
  - May need FL shorter code 70-567
- Complete LiveScan process
- Complete application to Pearson VUE
  - UCF-BS program code US70506700
- Once eligible to take NCLEX exam, you will receive ATT – authorization to test
  - Schedule test
  - Must test within 90 days



# Questions



 **UCF** COLLEGE OF NURSING

