



EMPLOYMENT REFERENCE FORM

Instructions

- 1. If you have practiced as a nurse within the last 3 years, complete this form and send it to your most recent place of employment or practice to verify the dates and hours. (Minimum of 80 hours.)
2. If you have graduated from a nursing education program for less than a year, and have not yet practiced, send this form to your education program to verify clinical experience dates.
3. If you have completed mandated remediation, complete this form and have your RN supervisor verify clinical hours.

Authorization for Release of Employment/Practice/Education Information To the Idaho Board of Nursing

Employer/Educational Institution

Individual Authorizing Release

Name of Organization/Institution

Name of Supervisor/Nursing Education Administrator

First, Middle, Last name of nurse applicant

Position/License Type Held

From Mo/Yr

To Mo/Yr

Phone/email address

I am applying to be licensed as a nurse in Idaho. As part of the process, it is necessary to verify I have practiced nursing within the last three years. I am attesting to having practiced in your organization with the license type during the time frame noted above.

By my signature, I hereby authorize release of the information requested below.

Printed name

Signature

Date

Verification of Nursing Practice

Name of Organization/Institution

Mailing Address

Name of Supervisor/HR Representative/Nursing Education Administrator

City, State, Zip

Phone

Email

By my signature, I verify the above-named applicant was employed/enrolled with this organization in the capacity and for the dates entered below.

- License type options: Licensed Practical Nurse (LPN), Licensed Registered Nurse (RN), Student, APRN, CNM, CNS, CNP, CRNA.

From Mo/Yr

To Mo/Yr

Title

Signature

Date

Please return to the Idaho Board of Nursing by one of the following methods

Postal service - Idaho Board of Nursing PO Box 83720, Boise, ID 83720-0061
Fax - (208) 334-3262 Scan and Email - info@ibn.idaho.gov

Important Note: This form will not be accepted if submitted directly from the applicant.