



Policy Number: VIII - LICENSURE - 1

Policy Name: **NON-ROUTINE APPLICATIONS**

Adoption Date: 9/22/05

Revision Date: 11/26/08

Review Date: 11/26/08

Purpose: To define processes related to approval of non-routine licensure applications.

- Policy:
- A. An application for licensure is considered “non-routine” if:
 - 1. There are inconsistencies on the application;
 - 2. The applicant answers “Yes” to one or more screening questions;
 - 3. The employment reference is unsatisfactory;
 - 4. The fingerprint report is positive;
 - 5. Information received indicates action in another jurisdiction;
 - 6. The applicant indicates a period of greater than twenty (20) years since most recent employment; and/or
 - 7. The application is for licensure by equivalence.
 - B. All non-routine applications shall be reviewed by professional staff prior to issuance of temporary and renewable license.
 - C. The Executive Director may authorize issuance of a temporary or renewable license or may refer non-routine applications to the Board for determination of eligibility for licensure.



Policy Number: VIII – LICENSURE – 2

Policy Name: **APPLICANTS WHO HAVE BEEN OUT OF ACTIVE NURSING PRACTICE**

Adoption Date: November 1977

Revision Date: 8/92, 4/01, 4/02, 5/02

Review Date: 04/10/14

Purpose: To establish licensure processes for applicants who have not actively practiced nursing prior to applying for licensure.

Policy: A. Applicants who have practiced nursing less than thirty (30) days shall be considered “non-routine” and referred to the Executive Director for determination or additional requirements.

B. Out of Active Practice for 3 – 10 Years

1. Be issued a conditional temporary license valid for three months with the following conditions:
 - a. Work under registered nurse supervision with no charge responsibilities for a period of not less than 80 hours.
2. After a minimum of 80 hours of supervised practice request a written performance evaluation of the applicant’s nursing competence from the registered nurse supervisor be submitted directly to the Board.
3. Completion of a refresher program is encouraged.

C. Out of Active Practice for More than 10, but Less than 15 Years

1. Be issued a conditional temporary license valid for six months with the following conditions:
 - a. Work under registered nurse supervision with no charge responsibilities for a period of not less than 120 hours.
 - b. Successfully complete a refresher course or make arrangements for a content update which includes:
 - 1) Clarification of the expectations of the nursing practice role
 - 2) Safe performance of essential functions of the nursing practice role
 - 3) Maintenance of therapeutic boundaries
 - 4) Ethical behavior
 - 5) Appropriate delegation and supervision
 - 6) Evolution of nursing practice
 - 7) Legal authority and expectations
2. Attend in-service/continuing education programs appropriate for professional/practical nurse.
3. Submit a written report of the content update and the dates and topics of in-service/ continuing education programs attended.
4. After a minimum of 120 hours of supervised practice, request a written performance evaluation of the applicant’s nursing



competence from the registered nurse supervisor be submitted directly to the Board.

D. Out of Active Practice for More than 15, but Less than 20 Years

1. Successfully complete an organized refresher program or obtain an organized content and skills update approved by the Board.
 - a. The content update must include:
 - 1) Clarification of the expectations of the nursing practice role
 - 2) Safe performance of essential functions of the nursing practice role
 - 3) Maintenance of therapeutic boundaries
 - 4) Ethical behavior
 - 5) Appropriate delegation and supervision
 - 6) Evolution of nursing practice
 - 7) Legal authority and expectations
 - b. A conditional temporary license will be issued for six months following completion of the content update.
Conditions of temporary licensure shall include:
 - 1) Work under registered nurse supervision with no charge responsibilities for a period of not less than 120 hours.
 - 2) Attend in-service/continuing education programs appropriate for professional/practical nurses.
 - 3) Submit a written report of the content update and the dates and topics of in-service/ continuing education programs attended.
 - c. After a minimum of 120 hours of supervised practice, request a written performance evaluation of the applicant's nursing competence from the registered nurse supervisor be submitted directly to the Board.

E. Out of Active Practice for 20 Years or More

1. Successfully complete an instructor-directed organized refresher program.
2. After verification of completion of content update, a conditional temporary license may be issued for six months with the following conditions:
 - a. Practice under registered nurse supervision with no charge responsibilities for a period of not less than 160 hours.
3. Attend in-service and/or continuing education programs appropriate for professional/ practical nurses.
4. Submit a report of the dates and topics of the in-service and/or continuing education programs attended.
5. After a minimum of 160 hours of supervised practice, request a written performance evaluation of the applicant's nursing competence from the registered nurse supervisor be submitted directly to the Board.

F. Conditional Temporary Licenses



1. The conditional temporary license fee must be remitted prior to issuance.
2. For endorsement applicants, evidence of eligibility for licensure must be submitted before a temporary license may be issued. (This may be provided by a verification of licensure form or a copy of a current or expired license.)
3. Conditional temporary licenses may be re-issued at a later date or extended if circumstances warrant in order to meet the requirements.

G. Written Reports

1. Written reports must be submitted prior to the expiration of the conditional temporary license.
2. If the applicant enrolls in a formal organized refresher program, documentation of completion must be submitted before a renewable license may be issued.



Policy Number: VIII - LICENSURE – 3.a

Policy Name: **PN LICENSURE BY EXAMINATION BY EQUIVALENCE**

Adoption Date: 7/24/09

Revision Date: 11/26/08

Review Date: 7/24/09

Purpose: To define criteria for PN licensure by Examination that are “substantially equivalent” to Idaho’s minimum education requirements

- Policy:
- A. An applicant applying for Licensure by Examination Equivalence shall have satisfactorily completed coursework in nursing and related subjects in a professional nursing (RN) program equivalent to those same courses required in an approved practical nursing program.
 - B. An applicant who does not have evidence of employment as a licensed practical nurse of at least ninety (90) days must complete a course in personal and vocational relationships of the practical nurse prior to issuance of a renewable license.
 - C. A transcript may not be required for applicants for Licensure by Endorsement, if the verification form confirms the equivalent education.
 - D. Temporary licenses can be issued based on licensure in another state and having met the practice requirement as evidenced by information provided on the licensure application.



Policy Number: VIII-LICENSURE - 3.b

Policy Name: **LICENSURE BY ENDORSEMENT BY EQUIVALENCE**

Adoption Date: 7/24/09

Revision Date:

Review Date: 7/24/09

Purpose: To define criteria for licensure consideration by endorsement that are “substantially equivalent” to Idaho’s minimum education and examination requirements.

Policy: A. As a prerequisite to consideration, an applicant for either LPN or RN licensure must have at least two (2) years of practice as a licensed nurse prior to application for licensure by equivalence, with a disciplinary record that is acceptable to the Board.

B. To satisfy the substantial equivalent alternative to otherwise required educational obligations, an applicant must also meet at least one (1) of the following conditions:

1. Satisfactory completion of educational requirements acceptable for initial licensure as an LPN or an RN in another state or territory of the U.S.

OR

2. Other educational preparation and/or experience determined by the Board to be acceptable.

C. To satisfy the substantial equivalent alternative to otherwise required examination obligations, an applicant must also meet at least one (1) of the following conditions:

1. A successful score on a competency examination adopted by a Board of Nursing in another jurisdiction used for determination of beginning-level competence for purposes of initial licensure in that jurisdiction.

OR

2. A successful score on the SBTPE or NCLEX examination for RNs or LPNs based on scoring established by a Board of Nursing to be appropriate for determination of competence for purposes of initial licensure in that jurisdiction.

OR



3. A successful score on another examination determined by the Board to be acceptable.

D. Licenses issued by equivalence shall be "single state" licenses.



Policy Number: VIII - LICENSURE - 4

Policy Name: **EXAMINATIONS**

Adoption Date: 9/22/05

Revision Date: 11/26/08

Review Date: 11/26/08

Purpose: To establish competency examinations acceptable for initial licensure and to provide for variances.

Policy:

- A. The following examinations are acceptable for licensure in Idaho.
 - 1. NCLEX - National Council Licensure Examination for RN's and PN's
 - 2. SBTPE - State Board Test Pool Examination

- B. Under its authority to exercise discretion in issuing RN and LPN licenses by equivalence, the Board of Nursing will consider applications for licensure by endorsement from applicants who have not completed examinations identified in A. on a case-by-case basis.

- C. The following examinations require administrative review prior to determination of their eligibility for licensure in Idaho.
 - 1. LVN - State Constructed Examination conducted by California written between 1974 and 1986.
 - 2. Professional Nurse - SBTPE, series 281 and 781 as rescored by the California Board of Nursing
 - 3. Professional Nurse - SBTPE, series 282 as rescored by the Wisconsin Board of Nursing
 - 4. International Examinations



Policy Number: VIII - LICENSURE - 5

Policy Name: **VERIFICATION OF LICENSURE**

Adoption Date: 1/07

Revision Date: 11/26/08

Review Date: 11/26/08

Purpose: To establish verification of licensure as a requirement for the issuance of an initial renewable Idaho license.

Policy: A. Applicants for licensure by endorsement shall request Verification of Licensure, either from the original state of licensure or through the NURSYS electronic verification system, if the applicant has ever been licensed in a state that contributes to NURSYS.



Policy Number: VIII - LICENSURE - 6

Policy Name: **EMPLOYMENT REFERENCE**

Adoption Date: 1/07

Revision Date: 11/26/08

Review Date: 11/26/08

Purpose: To define what constitutes an acceptable employment reference for purposes of licensure.

- Policy:
- A. Applicants applying for licensure by endorsement or reinstatement must submit evidence of employment in nursing of not less than 30-days within the last three (3) years.
 - B. The employment reference shall indicate the dates of employment, position held (RN, LPN or APPN) and general performance.
 - 1. If company policy prohibits the release of performance information, it shall be indicated on the form.
 - C. Applicants who have not practiced nursing within the twelve (12) months since graduation may request a reference from the nursing program indicating enrollment dates and satisfactory performance.
 - D. Applicants unable to obtain a recent employment reference may request an Idaho employer to submit evidence of satisfactory employment of at least thirty (30) days duration while employed on a temporary license.
 - E. Employment references that indicate unsatisfactory practice shall be handled as non-routine applications. (See policy VIII - 1)



Policy Number: VIII - LICENSURE - 7

Policy Name: **ACCEPTABLE EVIDENCE OF CURRENT LICENSURE FOR ISSUANCE OF A TEMPORARY LICENSE**

Adoption Date: 1/07

Revision Date: 11/26/08

Review Date: 11/26/08

Purpose: To establish what is acceptable as evidence of current licensure for purposes of temporary licensure.

Policy: A. Applicants for licensure by endorsement or reinstatement requesting issuance of temporary licensure shall be required to submit evidence of current licensure in good standing from another state.

B. Acceptable evidence means:

- 1.* A copy of a valid licensure certificate, in the licensee's current name, accompanied by a notarized affidavit attesting to the validity of the copy.
- 2.* Verification of current licensure through the issuing Board's web site.
- 3.* Verification of current licensure through NURSYS.
4. Receipt of Verification of Licensure from the original state of licensure or from NURSYS indicating the license is in good standing with a valid expiration date.

*This item does not replace the requirement for the Verification of Licensure document.



Policy Number: VIII - LICENSURE - 8

Policy Name: **REFUND OF LICENSE FEES**

Adoption Date: 9/04

Revision Date: 9/22/05, 11/26/08

Review Date: 11/26/08

Purpose: To establish conditions for refund of licensure fees.

Policy: A. Licensure fees, while considered earned fees and non-refundable, may be refunded in the following circumstances:

1. Temporary license fees – refund in full
 - a. The temporary license is not issued prior to determination of eligibility for issuance of renewable licensure.
2. Licensure Application Fee – refund in full
 - a. The applicant is a resident of a Compact state and is not relocating to Idaho or another non-Compact state.
 - b. Upon approval by the Executive Director
3. Licensure Application Fee – minus processing fee of \$15.00.
 - a. The applicant does not meet licensure requirements.
 - b. The applicant requests to withdraw the application for licensure and the temporary or renewable license has not been issued.

B. Fees shall not be refunded for applications that have been closed.

C. Appeals for refund shall be referred to the Board.



Policy Number: VIII - LICENSURE - 9

Policy Name: **INCOMPLETE APPLICATIONS**

Adoption Date: 9/04

Revision Date: 9/22/05, 11/26/08

Review Date: 11/26/08

Purpose: To establish at what point an incomplete application is considered inactive and/or closed.

Policy: A. Applications that have not been completed within twelve (12) months from the date of receipt and/or applications that have not had any processing activity within the last ninety (90) days shall be considered incomplete and inactive.

1. The applicant shall be notified in writing of the pending closure of the application and information necessary to complete the application.
2. Applications may be re-activated within twelve (12) months from the date of receipt by providing up-dated application information and required documents.
3. Inactive files are maintained in the Board office for twelve (12) months from date of receipt at which time they will be closed.



Policy Number: VIII - LICENSURE - 10

Policy Name: **INTERNATIONAL NURSE LICENSURE CRITERIA**

Adoption Date: April 29, 2005

Revision Date: 9/22/05

Review Date: 12/17/08

INTRODUCTION: Consistent with rules of the Board, applicants for RN and LPN licensure educated outside of and not previously licensed in the U.S. or its territories, must:

- A. Demonstrate nursing knowledge; and
- B. Demonstrate written and spoken English proficiency; and
- C. Have educational qualifications that are substantially equivalent to Idaho's minimum requirements; and
- D. Hold a license or other authorization to practice nursing, in good standing, issued by a government entity or agency, acceptable to the Board.
- E. Pass the licensing examination required by the Board (SBTPE or NCLEX).

Purpose: To define acceptable evidence for determination of licensure eligibility of foreign-educated applicants.

Policy:

- A. For applicants educated outside the United States and its territories, verification of the following provides evidence of knowledge of nursing:
 1. (For professional nurse [RN] applicants):
 - a. Success on the national examination leading to licensure in the applicant's country of initial licensure; or
 - b. Commission on Graduates of Foreign Nursing Schools Certification Program (CGFNS CP) credential
 2. (For licensed practical nurse [LPN] applicants):
 - a. Success on the national examination leading to licensure in the applicant's country of initial licensure; or
 - b. Success on an examination testing for nursing knowledge acceptable to the Board, to include:
 - i. National League for Nursing Comprehensive Nursing Achievement Test PN; or
 - ii. Mosby Assess Test for Practical Nurses
- B. For applicants educated outside the United States and its territories, success on any of the following examinations, provides evidence of knowledge of written and spoken English:
 1. CNATS or CRNE, if administered in English, and completion of a nursing education program taught in English; or



2. The examination leading to licensure in the applicant's country of initial licensure if administered in English, and completion of a nursing education program taught in English; or
 3. TOEFL and TSE, with scores at or above:
 - i. RN: TOEFL - 540 (207 Comp Version) TSE - 50
 - ii. PN: TOEFL - 530 (197 Comp Version) TSE - 50
 4. IELTS with scores at or above 6.5 overall and 6.0 each module.
- C. For applicants educated outside the United States and its territories, the following provide evidence of education equivalent to Idaho's minimum requirements:
1. Commission on Graduates of Foreign Nursing Schools Credentials Evaluation Service (CGFNS CES) course-by-course evaluation
 2. Commission on Graduates of Foreign Nursing Schools (CGFNS) Certification Program credential; or
 3. International Commission on Healthcare Professionals (ICHP) VisaScreen credential
- D. For applicants educated outside the U.S. and its territories, evidence of unencumbered licensure or other authorization to practice, may include:
1. CGFNS Certificate or Credentials Report authorizing the applicant's practice in the country of origin and the unencumbered status of that credential/authorization.
 2. Verification of licensure or authority received directly from the governmental entity or agency granting the license and which bears the official seal/signatures and a translation of the document, if not in English, prepared by a recognized translator.
- E. For applicants educated outside the United States and its territories, success on the National Council Licensure Examination for RNs or LPNs (NCLEX-RN/PN) is required prior to issuance of the renewable license.



Policy Number: VIII - LICENSURE - 11

Policy Name: **GUIDELINES FOR SPECIAL ACCOMMODATIONS ON THE NCLEX**

Adoption Date:
Revision Date:
Review Date: 4/1/09

Purpose: To establish criteria for and procedures for processing candidate requests for accommodations on the NCLEX.

Policy: A. Written requests for NCLEX testing accommodations will be considered based on criteria consistent with NCSBN Guidelines for NCLEX Accommodations, to include, but not limited to:

1. The identified need for the accommodation(s) as determined by a qualified professional with expertise in the area of the diagnosed disability through the use of reports, test results, evaluations and assessments resulting in a diagnosed disability.
2. A professionally recognized diagnosis of a physical or mental impairment that substantially limits one or more major life activities and is subject to the protection of the Americans with Disabilities Act (ADA).
3. Recommendations for testing accommodations with a stated rationale as to why the requested accommodations are necessary and appropriate for the diagnosed disability.

B. Eligibility for testing accommodations as well as the specific accommodations will be approved by administrative staff with responsibility for licensure.

C. Application processing procedures will be consistent with those outlined in the "NCSBN NCLEX Administration Member Board Guide".



Policy Number: VIII - LICENSURE - 12

Policy Name: **WAIVER OF FEES FOR MILITARY PERSONNEL/
PRISONERS OF WAR**

Adoption Date: February 2005

Revision Date:

Review Date: 12/17/08

Purpose: To ensure waiver of fees and renewal requirements for military personnel and prisoners of war.

Policy: A. Consistent with Idaho Code 67-2602A, an individual who is serving in the U.S. armed forces, or who is a prisoner of war, and who holds an active license as a practical nurse, as a professional nurse and/or as an advanced practice professional nurse, is exempt from the payment of license and renewal fees and his/her license(s) shall remain in good standing without the necessity of renewal for a period of 6 months following discharge from military service.

1. The nurse seeking exemption from renewal fees and/or licensure extension or his/her representative, shall request the waiver of fees and extension of period of active licensure and shall provide evidence of military service and dates of discharge from service.
2. If the license has lapsed for failure to renew and the Board is notified that the nurse is serving in the armed forces or is a prisoner of war, the license shall be reinstated without payment of renewal or reinstatement fees or penalties.
3. For a nurse who fails to timely renew as a result of being on active duty in the armed forces or being a prisoner of war and whose license has then been renewed/reinstated, notation in the licensure database shall indicate that the Board has determined that at no time was there a lapse in licensure.
4. Waiver of fees and reinstatement of licensure is dependent on receipt of evidence of active military service or prisoner status.



Policy Number: VIII - LICENSURE - 13

Policy Name: **PETITIONS FOR REINSTATEMENT FOLLOWING DISCIPLINARY ACTION**

Adoption Date: February 2005

Revision Date: 9/22/05

Review Date:

Purpose: To provide a process of licensure reinstatement following discipline.

Policy: Reinstatement of a license to full unrestricted status following disciplinary action requires submission of a completed application for reinstatement, payment of required fees, and proof, satisfactory to the Board, of the applicant's competence to practice.

A. The decision to reinstate a license following disciplinary action shall be the responsibility of the Board.

B. Responsibilities Delegated to Staff:

1. Receive and review the application for reinstatement and request supporting materials and documents necessary to determine eligibility and competence to practice.
2. Interview applicants for reinstatement of licensure for purposes of clarifying information included in the application and supporting materials.
3. Present the application for reinstatement including staff recommendation and rationale. Recommendations may include:
 - a. Reinstatement without condition or restriction
 - b. Reinstatement with conditions or restrictions
 - c. Denial of reinstatement
4. Staff may, at anytime, decline to recommend reinstatement and, instead, provide information to assist the Board in their decision regarding reinstatement.

C. Responsibilities of the Board:

1. Consider the report and recommendations of staff relative to each request for reinstatement of licensure following disciplinary action. The Board may:
 - a. Accept the recommendation of the staff
 - b. Modify the recommendation of the staff
 - c. Reject the recommendation of the staff
2. The Board may request additional information upon which to base their decision, including the request to meet with the applicant.
3. The Board Chair shall sign/authorize the document notifying the applicant of either approval or denial of reinstatement.



- Policy Number: VIII - LICENSURE - 14
- Policy Name: **CRITERIA FOR ORGANIZATIONS THAT REVIEW CREDENTIALS OF INTERNATIONAL NURSES**
- Adoption Date: February 2005
- Revision Date:
- Review Date: 4/1/09
- Purpose: To establish criteria for organizations that review international nurse credentials.
- Introduction: To assist organizations that review the credentials of international nurses in providing the level of credentials evaluation needed for regulatory purposes, the NCSBN developed guidelines to serve as a standard, "The Minimal Data Set for Evaluation of International Nurse Credentials".
- Policy:
- A. The Board of Nursing will accept credentials reviews from organizations that adhere to the "Minimum Data set for Evaluation of International Nurses", adopted by the National Council of State Boards of Nursing.
 - B. Minimum Data shall include:
 - 1. Applicant Information
 - 2. General Education-Secondary School Information
 - 3. General Education-Post Secondary Information
 - 4. Professional/Nursing Education Information
 - 5. Professional Licensure Information
 - C. In addition, the Board will accept credentials review organizations that meet NCSBN "Criteria for the Services of Credentialing Agencies" as evidence of standards appropriate for evaluation services, repository services and information services.



Policy Number: VIII - LICENSURE - 15

Policy Name: **ONE-TIME/SHORT-TERM TEMPORARY LICENSURE**

Adoption Date: April 29, 2005

Revision Date: July 23, 2008

Review Date: 12/17/08

Purpose: To establish processes related to issuance of one-time, short-term temporary licenses.

Policy:

- A. Temporary licenses are issued at the discretion of the Board, “upon such terms and conditions as the Board may determine necessary to insure safe and qualified performance of nursing functions”. When issuing temporary licenses, the Board defines the nature, scope and permissible period of practice. Idaho Code 54-1410A.
- B. A temporary license may be issued under the following terms and conditions:
 - 1. Applicants for licensure by endorsement who are currently licensed in good standing in another jurisdiction and have applied for Idaho licensure.
 - a. The temporary license is issued valid for 90 days and may be extended upon approval by the Executive Director or her designee.
 - b. The license may be issued upon receipt of the completed application for licensure by endorsement and payment of required fees for licensure by endorsement and temporary licensure.
 - 2. Applicants for licensure by examination who are not licensed elsewhere, meet requirements for eligibility to take the NCLEX/RN-PN, and have not taken the examination or have taken the examination but have not reported the results to the Board.
 - a. The temporary license is issued valid for 90 days and may not be extended or reissued.
 - b. The license may be issued upon receipt of the completed application for licensure by examination and payment of required fees for licensure by examination and temporary licensure.
 - 3. Applicants who hold current licensure in good standing in another jurisdiction and desire to practice in Idaho for a one-time period of short duration, who do not have the privilege granted by the Nurse Licensure Compact to practice in Idaho and are not otherwise exempt from licensure.



- a. The temporary license, valid only in Idaho, is issued valid for 90 days and may not be extended.
 - b. The license may be reissued no sooner than 1 year from the time of issuance.
 - c. In its sole discretion, the Board may issue additional temporary licenses upon receipt of a completed application for temporary licensure, payment of the required temporary licensure fee and such supporting documentation or information as the Board may deem necessary.
4. Applicants for licensure by examination who were educated outside the U.S. and its territories, who are not licensed in another jurisdiction, and who meet requirements for eligibility to take the NCLEX/RN-PN.
- a. The temporary license is issued valid for 90 days and may not be extended or reissued.
 - b. The license may be issued upon receipt of the completed application for licensure by examination including all required documents, and payment of required fees for licensure by examination and temporary licensure.
- C. One-time/short-term temporary licenses are issued for LPN and RN practice only and are not for APPN practice.



Policy Number: VIII - LICENSURE - 16

Policy Name: **REVIEW AND CHALLENGE OF
LICENSURE EXAMINATION**

Adoption Date: 2/17/94

Revision Date: 8/11/94

Review Date: 12/17/08

Purpose: To authorize unsuccessful NCLEX candidates to review and challenge the examination and to clarify terms and conditions for such review and challenge.

Policy: Candidates who fail the NCLEX may review and challenge the licensure examination in accordance with policies and procedures adopted by the National Council of State Boards of Nursing (NCSBN). In addition to those fees established by NCSBN, a non-refundable fee of \$100.00 payable to the Board of Nursing at the time of the request, will be assessed the candidate.



Policy Number: VIII - LICENSURE - 17

Policy Name: **TEMPORARY LICENSURE PENDING RECEIPT OF CRIMINAL BACKGROUND CHECK RESULTS**

Adoption Date: 2/8/07

Revision Date:

Review Date: 12/17/08

Purpose: To establish when temporary licensure may be issued/extended pending receipt of results of criminal background checks.

- Policy:
- A. Applicants for licensure by examination who have not yet written NCLEX-RN/PN: An applicant for licensure by examination who meets all other requirements and upon payment of the temporary license fee, may be issued a graduate temporary license pending receipt of results of NCLEX-RN/PN and results of the criminal background check.
 - 1. If the applicant discloses a conviction on the application for licensure by examination, the decision to issue a graduate temporary license will be referred to administrative staff for approval.
 - 2. The graduate temporary license will be issued valid for 3 months and may not be extended.
 - 3. Upon receipt of success on the NCLEX-RN/PN and payment of an additional temporary license fee, an unrestricted temporary license may be issued pending receipt of results of the criminal background check.
 - 4. The unrestricted temporary license may be extended for 30-day periods for up to 12 months upon approval by administrative staff provided there continues to be activity on the application.

 - B. Applicants for licensure by endorsement, reinstatement, or initial APPN licensure: An applicant for licensure by endorsement, reinstatement, or initial APPN licensure who meets all other requirements and upon receipt of the temporary license fee, may be issued a temporary license pending receipt of results of the criminal background check.
 - 1. If the applicant discloses a conviction on the application for licensure, the decision to issue a temporary license will be referred to administrative staff for approval.

 - 2. The temporary license will be issued valid for 3 months and may be extended for 30-day periods for up to 12 months upon approval



by administrative staff provided there continues to be activity on the application.

- C. The renewable license may not be issued until results of the criminal background check have been received.



Policy Number: VIII - LICENSURE - 18

Policy Name: **RENEWAL OF LICENSURE/
UNUSUAL CIRCUMSTANCES**

Adoption Date: 1/07

Revision Date:

Review Date: 12/31/08

Purpose: To establish processes for licensure renewal related to unusual or non-routine situations.

- Policy:
- A. Application for licensure renewal including renewal of Restricted or Non-Practicing licenses, shall be on official forms provided by the Board office, or electronically completed through the Board's web site.
 - B. Each renewal application shall include a statement to be signed by the licensee or attested to electronically declaring that the applicant:
 - 1. has no mental or physical conditions that may impair the ability to safely and competently practice nursing;
 - 2. is not currently in treatment for chemical addiction;
 - 3. has not been convicted of, received a withheld judgment for, or entered a plea of nolo contendere to any felony;
 - 4. has not failed to report every action taken or initiated against any professional or occupational license, registration, or other certification, that has not been previously disclosed to the Board.
 - C. Unsigned Forms: Applicants who are unable to sign the attestation must submit a statement explaining the reason for the omission. All statements must be reviewed by administrative staff for further direction.
 - D. Change of Name. Applications indicating a change of name must be accompanied by official documentation, e.g., marriage license, divorce decree or Affidavit of Name Change provided by the Board office
 - E. Emeritus Status. Licensees holding Emeritus Status licenses will be provided a separate renewal application and must renew on or before the established due date.



- F. Limited Licensure. Limited Licenses are issued for a designated time period and are not subject to renewal.

- G. Holding of License Certificates. Release of licenses for renewal applications not accompanied by cash, cashier's check, money order or other guaranteed funds will be held for two weeks to allow clearance of the personal check through the licensee's bank.

- H. Due Date. Applications for renewal are due no later than August 31st of the appropriate renewal year. Any application post-marked after that date will be considered late and shall be assessed the reinstatement fee for reactivating the license.

- I. Mandatory Licensure. Licensure in Idaho is mandatory, and licensees may not practice without benefit of current licensure. A licensee who continues to practice without having renewed the license may be assessed an administrative fine in accordance with the Assessment of Administrative Fine Policy adopted May 2001.



Policy Number: VIII - LICENSURE - 19

Policy Name: **ADMINISTRATIVE FINING AUTHORITY AND ASSESSMENT**

Adoption Date: May 24, 2001

Revision Date: 12/31/08

Review Date: 12/31/08

Purpose: To clarify conditions under which an administrative fine is assessed, and to establish the fining schedule.

Introduction: Nurses practice without current licensure when they (1) work without renewing their licensure (practice on an expired license) or (2) practice without benefit of an Idaho license (fail to apply for Idaho licensure or failure to hold licensure from a state that is a party to the Multistate Licensure Compact). By statute, the Board is authorized and empowered to receive and collect administrative fines not to exceed one hundred dollars (\$100) for each count or separate offense of practicing nursing without current licensure. Idaho Code § 54-1404(7).

A. As provided in rule, the Board will assess an administrative fine not to exceed \$100.00 for each separate offense of practicing nursing without current licensure as a condition of reinstatement or issuance of a temporary or renewable license.

B. For purposes of assessing administrative fines, "separate offense" will be calculated on a per working day basis: each day (or portion thereof, if less than an entire shift is worked) that is worked without current licensure will constitute a separate offense or count. Fines will be assessed as provided in the following schedule:

C. EXPIRED LICENSE - Working without Renewing License

In addition to payment of records verification fee, an administrative fine will be assessed as follows:

1. FIRST TIME VIOLATION

15 - 30 days \$ 50.00

31 - 60 days 75.00

61 - 90 days 100.00

More than 91 days - \$5.00/day up to a maximum of \$1,000



2. SECOND TIME VIOLATION

15 - 30 days	\$100.00
31 - 60 days	150.00
61 - 90 days	200.00
More than 91 days	- \$10.00/day up to a maximum of \$1,000

D. UNLICENSED PRACTICE - Failure to obtain a license authorizing practice in Idaho

There will be no grace period permitted in cases of unlicensed practice. Accordingly, in addition to applying for licensure and paying related application fees, any individual practicing without benefit of appropriate licensure within the State of Idaho will be assessed an administrative fine as follows:

1 - 30 days	\$100.00
31 - 60 days	200.00
61 - 90 days	300.00
More than 91 days	- \$10.00/day up to a maximum of \$1,000



Policy Number: VIII - LICENSURE - 20

Policy Name: **NURSE REFRESHER PROGRAM STANDARDS**

Adoption Date: 2/07

Revision Date:

Review Date: 12/31/08

Purpose: To define criteria for recognized refresher programs.

Introduction: Nurses seeking licensure who have been absent from nursing practice must complete a content update or nurse refresher program recognized by the Board as defined in Policy VIII-3.

Policy: A. To be recognized by the Board, nurse refresher programs must adhere to the following standards:

1. Must be specifically designed for either RN or LPN practice with content appropriate for the level of practice.
2. Must include content appropriate for development of knowledge, skills and abilities related to:
 - a. Clarification of the expectations of the nursing practice role
 - b. Safe performance of essential functions of the nursing practice role
 - c. Maintenance of therapeutic boundaries
 - d. Ethical behavior
 - e. Appropriate delegation and supervision
 - f. Evolution of nursing practice
 - g. Legal authority and expectations
3. Must have written learner objectives for both didactic and practical experiences relevant to the program content
4. Must include a measure of learner competence for successful program completion
5. May be delivered through a variety of methods including but not limited to self-study, faculty directed classes, on-line courses
6. Must be recognized by a board of nursing or by an accreditor/accredited approver of nursing education or continuing education



Policy Number: VIII - LICENSURE - 21

Policy Name: **DUPLICATE LICENSE CERTIFICATE**

Adoption Date:

Revision Date:

Review Date: 12/31/08

Purpose: To clarify circumstances under which a duplicate certificate of current licensure may be issued

- Policy:
- A. A duplicate license certificate may be issued to a currently licensed nurse upon receipt of a notarized Request for Duplicate License and appropriate fee.
 - B. A duplicate license certificate may be issued within ninety (90) days following licensure renewal at no charge if the licensee has not received the renewed license and submits the Request for Duplicate License Form.
 - C. Duplicate license certificates may be issued for the following reasons, including, but not limited to: name changes, lost/destroyed licenses, or a license never received in the mail, changes to compact status, or address changes upon receipt of the appropriate form and fee (if required).
 - D. Duplicate license certificates shall have the designation of "Duplicate" stamped on the face of the document.
 - E. Duplicate license certificates issued shall be reported in the biennial "News from Idaho".



- Policy Number: VIII – LICENSURE – 22
- Policy Name: **USE OF CRIMINAL HISTORY TO INFORM LICENSURE DECISIONS**
- Adoption Date: May 1, 2008
Revision Date:
Review Date: 12/31/08
- Purpose: To provide direction in applying criminal history to decisions about licensure.
- Policy: A. Criminal history will be considered in decisions about licensure in addition to other defined criteria.
- B. Criminal history will be evaluated on a case-by-case basis in determining eligibility for licensure.
- C. Appropriate consideration will be given the context of the crime(s) and the applicant’s demonstrated behavior following the commission of the crime(s) or release from incarceration in addition to any other information considered relevant by the Board or Board staff in making the licensure decision.

Procedure for Use of Criminal History to Inform Licensure Decisions

- A. Applications that include self-disclosed criminal background or that result in positive fingerprint reports will be reviewed by professional staff consistent with Licensure Policy VIII.1, Non-routine Applications for Licensure, and Policy VIII-24, Determination of Eligibility for Licensure
- B. Staff will consider the following in review of the application:
1. Honesty in disclosing criminal history on the application for licensure
 2. Type and severity of the crime(s)
 3. Whether the licensee is subject to current court oversight (e.g. incarceration, probation, parole)
 4. Relationship of the crime(s) to nursing practice
 5. Applicant’s age at the time of the crime(s)
 6. Time elapsed since the crime(s) or conviction of the crime(s)
 7. Time elapsed since completion of terms of sentence/sanctions
 8. Evidence of significant threat to the health or safety of the public, to include but not limited to:
 - a. Multiple or repeat criminal violations or a pattern of similar/related offenses
 - b. Criminal mistreatment of children or vulnerable adults
 - c. Murder, felonious assault, kidnapping, rape or other violent crime
 - d. Demonstrated lack of rehabilitation or rehabilitation potential
 9. Genuine remorse for commission of the crime(s)



10. Restitution to the victim(s) of the crime(s)
 11. Any other information considered relevant by the Board or Board staff in making the licensure decision
- C. Determination of licensure shall be by concurrence of at least two professional staff members



Policy Number: VIII - LICENSURE - 23

Policy Name: **MANAGEMENT OF FINGERPRINT-BASED CRIMINAL HISTORY REPORTS**

Adoption Date: April 8, 2008

Revision Date: June 6, 2014

Review Date: 12/31/08, 4/15/14

Purpose: To ensure fingerprint-based criminal history reports are appropriately managed.

- Policy:
- A. Fingerprint-based criminal history reports will be managed in accordance with procedures that assure confidentiality, appropriate storage and final disposition. Federal Bureau of Investigation (FBI)/Idaho State Police (ISP) criteria will be followed in handling of reports.
 - B. The following procedures will be applied:
 - 1. Confidentiality
 - a. Only authorized staff will have access to criminal background reports and the information included in the reports
 - b. Authorized staff (management assistant, mail handler, directors responsible for licensure, others - refer to list attached to this policy) will open and review correspondence received from the Idaho State Police concerning criminal background check (CBC) reports.
 - c. CBC reports will not be released to any individual, including applicants. However, applicants may be informed about information contained in the CBC report that is relevant to decisions regarding licensure.
 - d. Reproduction of any CBC report is prohibited
 - C. Retention, Storage and Destruction
 - 1. CBC reports will be maintained in locked cabinets in the Board office pending licensure determination
 - 2. Upon determination of licensure, the CBC report will be destroyed by the directors responsible for licensure. Destruction will be by on-site shredding.
 - 3. Related information sufficient for an understanding of criminal history, including self-disclosure statements, court documents, etc., will be retained as a part of the permanent application file.
 - 4. Financial records related to CBC reports will be retained in a locked cabinet in the office of the Board of Nursing. Access shall be by key/combination held by authorized persons.



5. Name search records, results lists and accounting records related to CBC reports will be secured in locked cabinets and retained consistent with provisions of the state's records retention policy.

D. Rejection of Fingerprints/Unreadable Prints

If a set of fingerprints is rejected as unacceptable prints, the applicant will be required to submit a second set of prints. If the second set is also rejected, a third set will not be required. Instead, the Board will request that a search based on name and social security number be performed and the results submitted to the Board.

E. Length of Validity of Prints

Fingerprint cards will remain valid for 180 days from the date the prints were taken. Prints taken more than 180 days prior to submission to the Board will be considered outdated and new prints will be required.

F. Destruction of Fingerprint Cards

Returned Fingerprint Cards or Unprocessed Cards Returned or unprocessed fingerprint cards and accompanying materials will be destroyed by the Management Assistant or designee. Destruction shall be by on-site shredding.

G. Other - Staff Training

Authorized staff will complete ISP 'Security Awareness' training on hire or acceptance of responsibility for fingerprint management and every two (2) years thereafter.



Policy Number: VIII - LICENSURE - 24

Policy Name: **DETERMINATION OF ELIGIBILITY FOR LICENSURE**

Adoption Date: April 8, 2008

Revision Date:

Review Date: 12/31/08

Purpose: To authorize staff to determine eligibility for licensure consistent with applicable statutes, Board rules and established criteria and policies of the Board.

- Policy:
- A. Licensure decisions related to non-routine applications will be determined by staff on a case-by-case basis
 - B. Licensure decisions will be dependent on established core criteria related to:
 - 1. Demonstrated basic knowledge, skills and abilities as evidenced by completion of a Board of Nursing-approved nursing education program or the equivalent; and
 - 2. Validation of basic competence as evidenced by a passing score on the State Board Test Pool Examination (SBTPE) or the National Council Licensure Examination (NCLEX), or the equivalent; and
 - 3. Demonstrated behavioral and functional abilities consistent with safe, effective practice as evidenced by practice history, licensure history and criminal history.
 - C. Consideration of licensure based on other than established core licensure criteria is at the sole discretion of the Board.



Policy Number: VIII - LICENSURE - 25

Policy Name: **AUTHORIZATION TO TEST VALIDITY**

Adoption Date: February 17, 1994

Revision Date:

Review Date: 12/31/08

Purpose: To establish the period of validity of the NCLEX 'Authorization to Test'.

Policy: The Authorization to Test (ATT) issued by the authorized NCLEX test vendor, is valid for a period of no longer than ninety (90) days from the date of issuance.



Policy Number: VIII - LICENSURE - 26

Policy Name: **NCLEX RETAKES**

Adoption Date: February 17, 1994

Revision Date:

Review Date:

Purpose: To establish the number of times a candidate can take the NCLEX and related conditions.

Policy:

- A. There is no limit on the number of times a candidate may repeat the NCLEX following failure consistent with NCSBN policies.
- B. Consistent with Policy VIII - 2, "Licensure: Out of Practice", a new graduate who has not practiced nursing within 12 months following graduation shall meet the requirements for licensees who have been out-of-practice for 3-10 years, i.e., 80 hours of supervised nursing practice and submission of an employment reference from the RN supervisor indicating currency of knowledge and competence in performing basic nursing skills.



Policy Number: VIII - LICENSURE - 27

Policy Name: **SOCIAL SECURITY NUMBER REQUIRED FOR LICENSURE/CERTIFICATION**

Adoption Date: December 4, 2009

Revision Date:

Review Date:

Purpose: To address provisions of Idaho law requiring a social security number of every applicant for professional licensure/certification to be recorded on the application (Idaho Code 73-122) and to provide an exception for applicants who have not been assigned a social security number.

Policy:

- A. Applicants for nurse licensure or medication assistant certification must provide their social security number on the application in order to be issued a renewable license/certificate. Applicants who have not been assigned a social security number shall provide evidence as defined below in lieu of a social security number.
- B. An applicant who has not been assigned a social security number shall:
 - 1. Present written verification from the U.S. Social Security Administration that the applicant has not been assigned a social security number; and
 - 2. Submit a birth certificate, passport or other documentary evidence issued by an entity other than a state or the United States; and
 - 3. Submit proof that the applicant is lawfully present in the United States (if applicable).
- C. A temporary license/certificate may be issued to an applicant pending assignment of a social security number. The temporary license/certificate will be issued valid for 3 months and may be extended for 30 to 90-day periods for up to 12 months with approval of administrative staff.
- D. In order to renew a license/certificate, the applicant who has not been assigned a social security number shall provide written attestation on a form provided by the Board that his/her status has not changed since the previous license/certificate was issued



E. An applicant who does not provide a social security number shall be issued a single state license valid only in Idaho

Reference: "Words of Wisdom" 11/23/09 from RG/DAG



Policy Number: VIII - LICENSURE - 28

Policy Name: **BOARD REVIEW OF NCLEX ITEMS**

Adoption Date: 4/29/2010

Revision Date:

Review Date:

Purpose: To affirm previous Board action to discontinue review of NCLEX examination items as a regular Board-scheduled activity. The August 1991 action was based on the Board's confidence in the test item review processes in place for NCLEX-RN/PN.

Policy: The Board declines to participate in annual Member Board NCLEX Examination Item Review Sessions, as defined in policies of the National Council of State Boards of Nursing.



Policy Number: VIII - LICENSURE - 29

Policy Name: **PARTICIPANTS IN ALTERNATIVE PROGRAMS ADMINISTERED IN OTHER JURISDICTIONS**

Adoption Date: 2010

Revision Date:

Review Date:

Purpose: To establish provisions for monitoring participants in alternative to discipline programs for nurses with drug use and/or mental health disorders seeking licensure or the privilege to practice in Idaho

Policy: **I. Applicants for licensure who are participating in another state's alternative to discipline program**

- A. Applicants for licensure who are participating in another state's alternative to discipline program for nurses with drug use and/or mental health disorders may be considered for licensure in Idaho under terms defined in IDAPA 23.01.01.132.04, to include:
 - 1) Receipt of a completed application for licensure and related fees and determination of eligibility for licensure; and
 - 2) Signed written statement admitting to facts which demonstrate impairment or risk of impairment of the safe practice of nursing as a result of a drug use and/or mental health disorder; and
 - 3) Evidence of compliance with terms and conditions of participation in the alternative program received directly from the program administrator; and
 - 4) Written permission from the program administrator allowing the applicant to seek licensure/practice in Idaho
- B. Upon mutual decision of the states, monitoring may be managed by the original state with reports submitted directly to the Idaho Board of Nursing on a schedule to be determined by the states; or monitoring may be "transferred" to the Idaho Board
- C. A renewable license will be issued on condition that the nurse signs the temporary voluntary surrender form admitting to the violation of the Act and agreeing to monitoring either through the original state program or through the PRN as a Board-referral
- D. Upon receipt of the signed voluntary surrender form, a limited license with conditions for monitoring will be issued
- E. The renewable license will be issued upon evidence of successful completion of monitoring



- I. Nurses whose 'declared state of residence' is another jurisdiction that is party to the Nurse Licensure Compact**
- A. Nurses whose 'declared state of residence' is another jurisdiction that is party to the Nurse Licensure Compact and who are participating in that state's alternative to discipline program for nurses with drug use and/or mental health disorders may be granted permission to practice in Idaho under terms defined in Idaho Code 54-1418 and IDAPA 23.01.01.132.04, to include:
- 1) Signed written statement admitting to facts which demonstrate impairment or risk of impairment of the safe practice of nursing as a result of a drug use and/or mental health disorder; and
 - 2) Evidence of compliance with terms and conditions of participation in the alternative program received directly from the program administrator; and
 - 3) Written permission from the program administrator allowing the applicant to seek licensure/practice in Idaho
- B. Monitoring will be managed by the home state with reports submitted directly to the Board of Nursing on a schedule to be determined by both boards
- C. Submission of compliance reports will be discontinued upon evidence of release from the program by the home state
- D. Upon mutual decision of both states, monitoring may be "transferred" to the Idaho Board (refer to I. above)