



IDAHO DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSES - BOARD OF NURSING -



BRAD LITTLE - GOVERNOR
RUSSELL S. BARRON - ADMINISTRATOR
JUDY TAYLOR - BOARD CHAIR

PO Box 83720
BOISE, ID 83720-0061
PHONE: (208)577-2476

Licensure FAQs

GENERAL – All applications

Can I send in my forms electronically?

Email forms and documents to IBN-info@dopl.idaho.gov

How long is the application process?

Once the Board of Nursing has received your completed application and all necessary documents your application will move into final review. Final review will take up to 5 business days.

How long can my application remain open?

Applications and fees remain valid for one year from the date of submittal

How do I check my application progress?

Go to the Nurse Portal and monitor your progress regularly through the status link.

What is required for each application type?

Go to our website: [Licensure Application Types | Board of Nursing \(idaho.gov\)](#)

What is required for a Name Change?

Email or upload (PDF preferred) a state issued driver's license and the impetus (reason) for the name change, such as a Divorce Decree, or Marriage Certificate, or Court Order/Judgment

Certification for Advance Practice

Within the application process, national certifications are accepted from the awarding body, or the applicant (including wall certificate or wallet card – but no screen shots)

C.N.A. questions

The C.N.A. program and Nurse Aide Registry is managed by the Department of Health & Welfare: (208) 334-662 or www.IDNAP@dhw.idaho.gov

Compact License

How do I apply for a Compact License and what is the benefit?

First, you must live in Idaho, provide proof of that residency, and meet qualifications re: discipline. www.ncsbn.org/nurse-licensure-compact.htm

OFFICE LOCATED AT:
11351 W CHINDEN BLVD
BOISE, ID 83714



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Employment Verification

The form is designed for the applicant to complete, sign and date the top portion and then send it to the employer for completion and transmittal to the Board of Nursing. IBN-info@dopl.idaho.gov

Note: If the form does not come from the employer (or 3rd Party), it may be rejected.

e-Notification

How can I best be notified about things that affect my licensure?

The Board of Nursing has gone paperless and thus relies on e-mail for communication. Keep your email up to date in the Nurse Portal, and sign up for e-Notify via www.NURSYS.com

Exam Application

How do I register for the NCLEX exam?

Visit the Pearson Vue web site at <http://www.pearsonvue.com/nclex/>

How do I find out my NCLEX results?

Examination results, available only from your Board of Nursing, will be emailed to candidates within two (5) business day of taking the examination.

When can I re-test if I failed the NCLEX?

Exam applicants are eligible to re-test after 45 days.

Fingerprints

Can I send my fingerprints electronically?

Law Enforcement or finger printing stations may use *LiveScan* to scan fingerprints, but the images must be printed onto a card, (any standard fingerprint card will suffice) and mailed to us.

Where do I send my fingerprints?

Mail to: Idaho Board of Nursing, PO Box 83720, Boise, ID 83720-0061

PSOR - (Primary State of Residence)

PSOR designation is the state is which you reside and potentially pay property taxes. Your PSOR will affect whether you are eligible for a multi-state license via the Nurse Compact. For instance, you must live in Idaho to be issued a multi-state license by the Idaho Board of Nursing.

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Reinstatement

Why do I have to be fingerprinted when I reinstate my license?

As your nursing license is no longer active, and per Board of Nursing requirements, fingerprints are necessary for new applications. [ID Code 54-1401]

Will I have to retake the NCLEX to reinstate my license back to the active status?

No, re-taking of the NCLEX is not required for reinstatement. Fingerprints, employment verification and potential completion of Continued Competence Requirements are part of the application process.

Rules of the Board of Nursing

All Rules are located on our website. Go to "About" and Statute, Rules and Policies.

[Statute, Rules, and Policies | Board of Nursing \(idaho.gov\)](#) or www.ibn.idaho.gov/about/guidance

Transcripts & Affidavits of Graduation

Transcripts and Affidavits of Graduation must be received by the original institution or a transcript service and sent to the Idaho Board of Nursing either by mail or via email IBN-info@dopl.idaho.gov

Temporary Licenses:

Can I apply for a temporary license alone?

You must apply for a renewable license to be eligible for a temporary license. Cost \$25

How do I apply for a temporary license?

Log into the *Nurse Portal* and either apply within your application or apply for a temporary application (do not select a Short-term temporary application as this is conditional).

How do I extend my temporary license?

Contact the board IBN-info@dopl.idaho.gov

What is required for a graduate license?

You must have Approval to Test (ATT for the NCLEX); and this temporary license is only good for 90 days, it is conditional and cannot be extended

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Verification of Licensure

How do I request verification of my licensure via Nursys ?

Go to www.nursys.com Select green box on right; "Nurse License Verification for Endorsement," follow request instructions, and pay designated fee

How do I request license verification from California?

- ONLINE RN/APRN - www.breeze.ca.gov , Submit "Request for License Letter," with fee

MAIL - Attach a check or money order payable to "BRN" and mail to:
California Board of Registered Nursing
Attn: Renewals Unit
PO Box 944210
Sacramento, CA 94244-2100

- ONLINE LPN/LVN: https://bvnpt.ca.gov/consumers/license_verification.shtml

MAIL - Attach check or money order payable to "BVNPT"
California Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive - Suite 205
Sacramento, CA 95833-2945

How do I request license verification of Idaho APRN license for another Board?

Each State BON has their own form, in general, but we will accept an email with a release and required information.

See link as example: [License-Verification-Form-draft.pdf \(idaho.gov\)](#); and assure the receiving Board information and address are included. As always, emails are preferred.

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