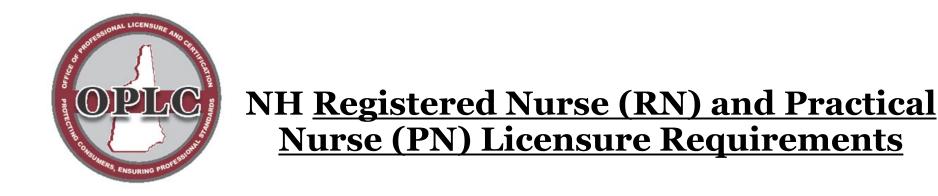


New Hampshire Office of Professional Licensure and Certification

Overview of New Hampshire Board of Nursing RN/LPN Licensing Requirements Graduating Student Nurse Conference
March 22, 2023

Lindsey B. Courtney, Executive Director
NH Office of Professional Licensure & Certification



- Licensure by Examination:
 - Online application
 - Submit copy of state-issued driver's license
 - NCLEX
 - School must submit transcript
 - Pay Fee
 - Complete Criminal History Check through Department of Safety



Step One: Create an Online Account

- https://forms.nh.ogv/license/Logir
- Select "Create an Account" under "Person Account."



Menu
PERSON ACCOUNT
Create an Account
Reset Password
Retrieve User ID
BUSINESS ACCOUNT
Create an Account
Reset Password
Retrieve User ID

New Hampshire Online Licensing

If you have specific questions regarding the licensing process contact your licensing agency. If you have a problem using this web site send an email by clicking on the Contact Us link below. This mail is monitored during normal business hours.

User Id:		
Password:		
	Login	



Step One: Create an Online Account

- If you have never held a license, enter the following:
 - Last Name
 - License Number: o
 - Registration Code: o
- If you have held a NH license, log in with your last name, license number, and registration code



Search for your Record

Read all instructions before beginning the registration process. You must complete this search process even if you do not have an existing license in New Hampshire.

Existing NH License:

Enter your last name, license number and registration code from your renewal notice in the fields below. Click the search button to retrieve your current person record.



Never Held a NH License:,

Enter your last name. Enter a zero in the License number field and a zero in the registration code field

Retrieve User ID:,

Enter your last name, license number and registration code in the fields below. This will display your current User ID and question information. You can also change your password here.

Last Name:	Courtney
	0
License Number:	
Registration Code:	0
	Search



Address

Step One: Create an Online Account

- Enter all required fields.
- Click "Register."

Menu Login Page

If you have a license in New Hampshire you should not be on this page. Click here to search for your record.
If you do not have a license in New Hampshire and you are applying for a NEW license then fill in the form below and click Register to create an account.
All fields with an asterisk "*" are REQUIRED fields.
Name
Name Prefix: ex. Mr. Mrs. Dr. Birth Date: MM//DD/YYYY
*First Name
Middle Name:
*Last Name
Name Suffix: ex. Sr. Jr. III

Country:	United States 🗸	Phone:	
		,	ex. 3015551212
*Line 1		Fax:	
	ex. 123 Fourth St.		ex. 3015551212
Line On		* F11	
Line 2:		*Email	
	ex. Apt. 100		
*City			
	Foreign Addresses: Enter city, region, postal code		
*State	NH 🗸		
*Zipcode			
	ex. 02705 or 027051234		
User Acco	mt		
*User ID			
"User ID	User IDs are limited to 25 characters		
*Password	OSCI IDS are minica to 23 characters	*Confirm Password	
Passworu		"Collilli Password	
	Passwords must be a minimum of 8 characters and must contain ALL of the		
	following : 1 uppercase letter,		
	1 lowercase letter,		
	1 number,		
	and 1 of these special characters: @, &, %, !	,	
*Password Question		*Password Answer	
Question	ex. Mother's maiden name?		ex. Smith
	Г	Register	
		rtogrotor	



Step Two: Log In with New Account

- Enter User ID
- Password
- Click "Login"

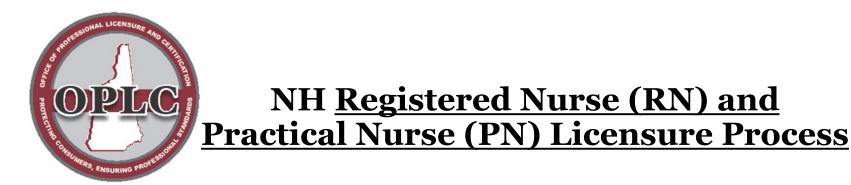


Menu
PERSON ACCOUNT
Create an Account
Reset Password
Retrieve User ID
BUSINESS ACCOUNT
Create an Account
Reset Password
Retrieve User ID

New Hampshire Online Licensing

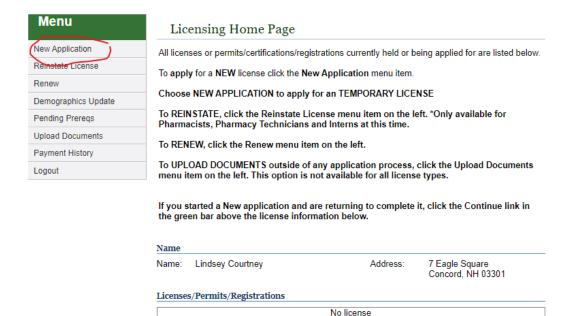
If you have specific questions regarding the licensing process contact your licensing agency. If you have a problem using this web site send an email by clicking on the Contact Us link below. This mail is monitored during normal business hours.

User Id:	
Password:	
	Login



Step Three: Start Online Application

• Click "New Application"





Step Four: Complete Online Application

- Profession:
 - Nursing
- License Type:
 - Registered Nurse OR
 - Licensed Practical Nurse
- Obtained By Method:
 - Examination-US



Application for NEW Licensure

This page is to APPLY FOR A NEW LICENSE. If you want to RENEW a license go back to the Home page and choose RENEW

Select the Profession, License Type and Obtained By Method for which you are applying.

Make sure you choose the CORRECT OBTAINED BY METHOD.

PHARMACY TECHNICIANS upgrading from Registered to Certified - choose Upgrade from Registered in the Obtained by Method dropdown

PHARMACISTS wishing to apply by score transfer can only do so if the transfer was requested through NABP within 90 days of the exam. Please look on the Pharmacy web site for more information.

LIQUOR COMMISSION: All applicants MUST choose "Initial Application" to proceed <u>EXCEPT</u> those who are applying for a Special One Day permit, an Alcohol Consultant License, or a Liquor/Wine Representative License.

TEMPORARY LICENSE: Information about Temporary Licenses Select A Temporary or Emergency License as the profession

License Type Selection

Profession:	Select Profession	•
License Type:	Select License Type ∨	
Obtained By Method:	Select Obtained By ➤	

Start Application





Application for NEW Licensure



The following information pertains to Nursing applications:

- Obtained by Method: Examination is for graduate nurses seeking license by NCLEX examination
- . Obtained by Method: Endorsement is for nurses currently licensed out of state.
- Obtained by Method: Comparable Education is for pre-licensure students that have completed a minimum of 1080 course work hours of instruction.

If you are applying by Endorsement, choose your Original State of Licensure in the State/Province dropdown box.

Instructions for Applying for License by Examination: https://www.oplc.nh.gov/application

Start Application

License Type Selection

Profession:	Nursing		~
License Type:	Registered Nurse	~	
Obtained By Method:	Examination - US	~	

Application for NEW Licensure

The following information pertains to Nursing applications:

- Obtained by Method: Comparable Education is for <u>pre-licensure students attending an approved NH Nursing Program.</u>
- . Obtained by Method: Examination is for for graduate nurses seeking license by Exam.
- Obtained by Method: Endorsement is for for currently licensed out of state nurses.

If you are applying by Endorsement, choose your Original State of Licensure in the State/Province dropdown box.

Instructions for Applying for License by Examination: https://www.oplc.nh.gov/applications-rn

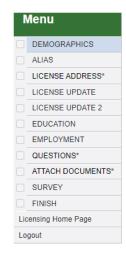
License Type Selection

Profession:	Nursing	~
License Type:	Licensed Practical Nurse V	
Obtained By Method:	Examination - US 🔻	
	Start Application	on



Step Four: Complete Online Application (continued)

General information about the application process.



Start the Application

Please be sure to review the Requirements Checklist to ensure you have all the required documents for your license type. Missing or incomplete documents will cause a delay in processing your application.

To begin the application process click on DEMOGRAPHICS in the menu on the left

To complete the Initial Application for licensure, the checklist items on the left hand side must be completed.

The following items will be required to complete your application:

1. A FBI fingerprint and NH background check- it is required for each initial licensure. NH Board of Nursing cannot complete the application process or issue a temporary license until we have received and reviewed your criminal records. The Board can only accept processed criminal record reports that are sent to us directly from the NH State Police. Criminal Background Check Form.

ABOUT TEMPORARY LICENSES: A temporary license is only available to graduate nurses who are waiting to take the NCLEX examination. If you qualify for a Temporary License, you select this option when applying for full licensure. Temporary licenses can only be issued once an application is complete. Temporary licenses are valid up to 120 days or until your exam results are processed, regardless of pass or fail test results.

ABOUT YOUR ATT: Once your Application for License by Examination is fully completed and you are eligible for testing. Pearson Testing Service will issue you an Authorization to Test. You will not receive an ATT if you have not pre-registered. When you receive your ATT (usually via email), please read and follow the instructions carefully to schedule your examination. The ATT does not come from the Board of Nursing. Be sure to note the date, time and place of your exam on the ATT. You will not receive a confirmation or reminder of your scheduled test date. The ID you present must match the name in the Pearson VUE system. If it does not match, you will not be allowed to test and will be required to re-register.

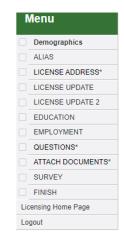
CHECKING THE STATUS OF YOUR APPLICATION: Your application status and any licenses issued, including temporary licenses, can be viewed using our license lookup feature at https://forms.nh.gov/licenseverification/.

NCLEX results are usually processed within 96 hours after testing. PLEASE DO NOT CALL THE BOARD OFFICE ASKING ABOUT THE STATUS OF YOUR APPLICATION. If you have questions about your application, please email us at: CustomerSupport@oplc.nh.gov with the Subject: NCLEX.



Step Four: Complete Online Application (continued)

- Complete Demographic Information.
- Use Email that you want OPLC to utilize in communicating with you.
 - This is where OPLC will send all communications, including your license and renewal notices.



Demographics Information

Enter Legal Address. Sources used to determine a nurse's primary residence for the Nurse Compact include, but are not limited to, driver's license, federal income tax return, and voter registration. PO Boxes are not acceptable, we must have your physical address.

NOTE: Required fields are marked with an asterisk (*)

All correspondence will be mailed to this address or email address. All subsequent address or name changes must be submitted in writing and mailed or emailed (CustomerSupport@oplc.nh.gov) to the NH Board of Nursing within 30 days of said changes.

Click on the Submit button to save and continue.

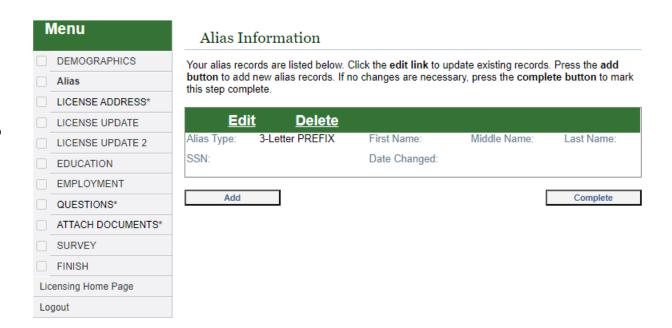
Licensee:	Florence Nightingale	
SSN (No Dashes)		
*Date of Birth	1/1/1974	
*Legal Address:	145 West	
City:	Manchester	
*State:	NH 🔻	
*Zipcode:	03104	
Country:	United States	~
*Home Phone:	6035551212	
*Email:	it@oplc.nh.gov	

Submit



Step Four: Complete Online Application (continued)

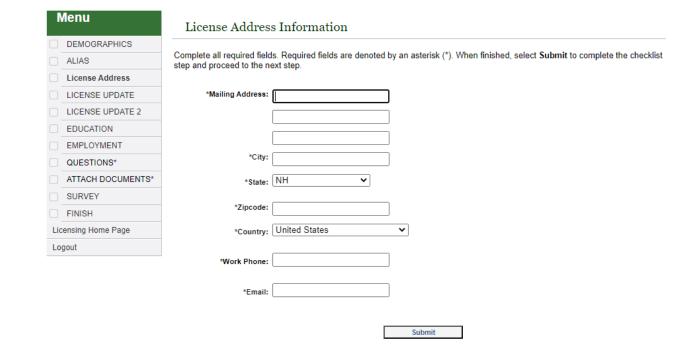
• If you have alias information, complete this section.





Step Four: Complete Online Application (continued)

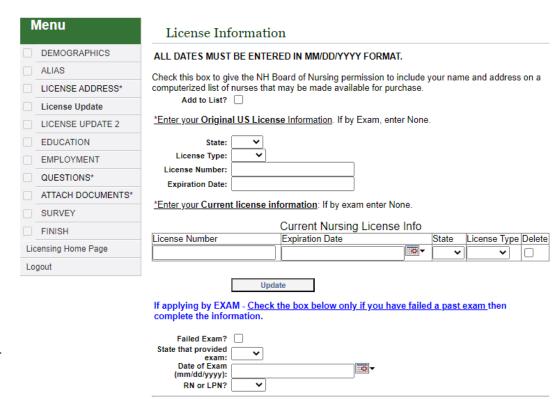
- Complete License Address Information.
 - This may be the same address as your demographic information.
 - You could use a business address.





Step Four: Complete Online Application (continued)

- If you have a nursing license in another state, complete licensure information.
 - If not, do not complete this section.
- If you have taken the NCLEX previously and failed, complete examination section highlighted in blue, and information below.





Step Four: Complete Online Application (continued)

- Complete one of the following bullet points.
- Be prepared to upload copy of driver's license at end of application.

Declaration of Primary State of Residence

Pursuant to the Nurse Practice Act (RSA 326-B: 46- Nurse Licensure Compact), a nurse applying for a license shall provide evidence of the nurse's primary state of residence. The primary state of residency is where you vote, pay taxes, hold a driver's license, etc. In order for NH to issue your eligibility to test for licensure in NH, you cannot legally reside in another compact state.

Please choose **one (1)** of the options below. Additionally, make sure to upload a copy of your State-issued driver's license on the Attach Documents page.

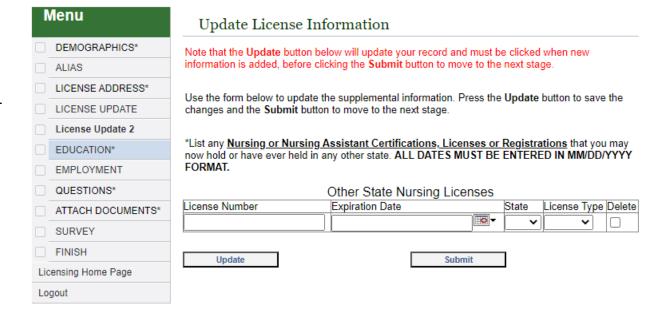
My primary state of residence is New Hampshire. (I have provided a clean, legible copy of my NH driver's license).
I do not declare New Hampshire as my primary state of residency. My permanent residence is a state not participating in the nurse licensure compact. My license will be valid in NH only.
I am declaring another compact state as my primary state of residence. NOTE: When permanently relocating to New Hampshire and applying for licensure by endorsement; you can practice on your former compact license for a period of up to 90 days. The 90 day period starts when you become a New Hampshire resident.
I am employed exclusively in the US Military (Active Duty) or with the U.S. Federal Government and request a NH single-state license regardless of my primary state of residence.

Submit



Step Four: Complete Online Application (continued)

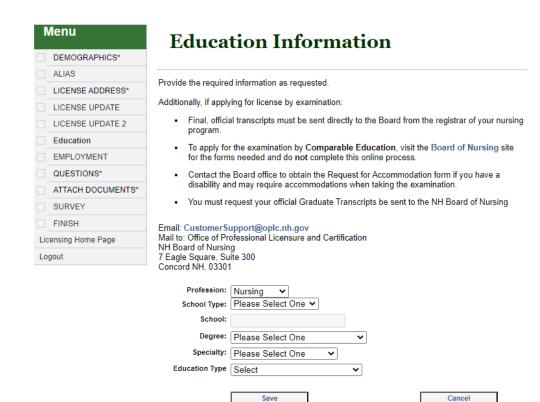
• Provide updated information regarding other licenses.





Step Four: Complete Online Application (continued)

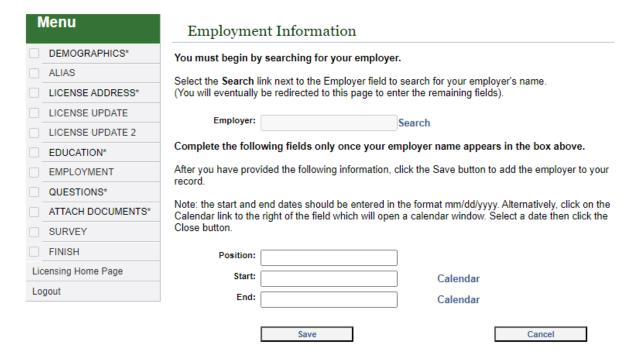
- Provide education information.
- Be sure to arrange for your school to email your transcript to OPLC:
 - <u>customersupport@oplc.nh.gov</u>





Step Four: Complete Online Application (continued)

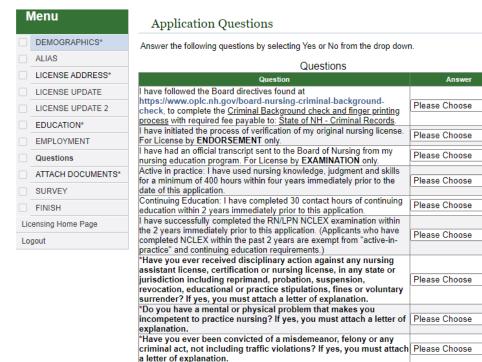
- Provide employment information, if applicable.
- If you do not have employment, do not complete.





Step Four: Complete Online Application (continued)

- Answer Application Questions.
- If you answer "yes" to having had previously disciplinary action, having a problem that would make you incomplete to practice, being impaired, or having a conviction, you must attach letter of explanation. (last four questions).
- Click "Submit."



*Are you currently participating in a substance abuse and/or

limits your ability to practice safely and in a competent and professional manner? If yes, you must attach a letter of

I have attached a copy of my Drivers License.

alcohol or drug treatment program or have been diagnosed with a substance abuse disorder which in any way currently affects or

Attestation

By clicking the **submit button** you hereby swear or affirm under the penalties of perjury that you understand and have answered the questions truthfully to the best of your knowledge.

bmit 19

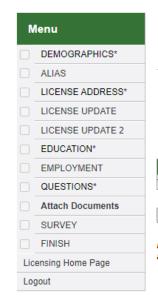
Please Choose

Please Choose



Step Five: Upload all documents.

- Copy of Driver's License
- Letter of Explanation, if required.



Document Upload

Please upload any necessary supporting documents here.

The following documents are required:

Output

Attachments List

			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Total Elect		
Document Name	Download	View	Delete	Туре		
est Upload Doc.docx	Download	View	Delete	Driver's License	~	
Choose File No file	chosen		Uş	Advanced Practice Certification Audit Form Continuing Education Certificates		
Make sure to select the document type in the fter uploading.						name

DOCUMENT REQUIREMENTS:

- 1. Document size must be less than 4 MB
- 2. File names must have extensions on them (.doc, .docx, .pdf, .png, .jpg, .txt, .gif)
- 3. Document name must not exceed 90 characters

If you upload a document that violates any of the above, it will cause an error and impact the application submission. If you cannot provide a document that meets the above criteria, please email your documents to the board office.

Submit



Step Five: Upload all documents.

- Copy of Driver's License
- Letter of Explanation, if required.



Document Upload

Please upload any necessary supporting documents here.

The following documents are required:

Copy of your driver's license

Attachments List							
Document Name Download V		View	Delete	Туре			
Test Upload Doc.docx	Download	View	Delete	Driver's License	•		
Choose File No file chosen Make sure to select the document type in the after uploading.				Driver's License	name		
. 0				Triv Compact State License	-		

DOCUMENT REQUIREMENTS:

- 1. Document size must be less than 4 MB
- 2. File names must have extensions on them (.doc, .docx, .pdf, .png, .jpg, .txt, .gif)
- 3. Document name must not exceed 90 characters

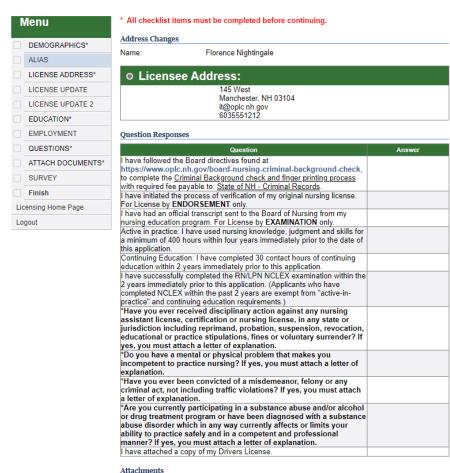
If you upload a document that violates any of the above, it will cause an error and impact the application submission. If you cannot provide a document that meets the above criteria, please email your documents to the board office.

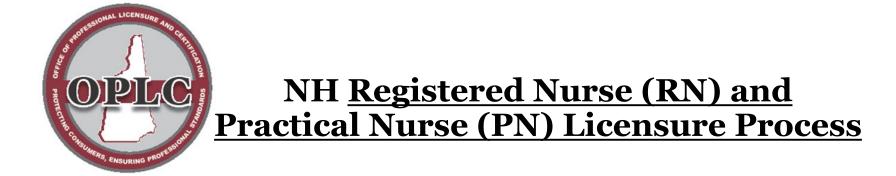
Submit



Step Six: Review application

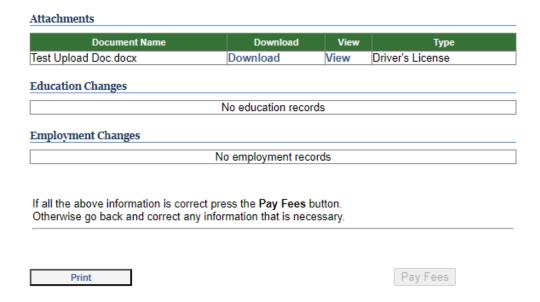
• Review and confirm application is correct and complete.

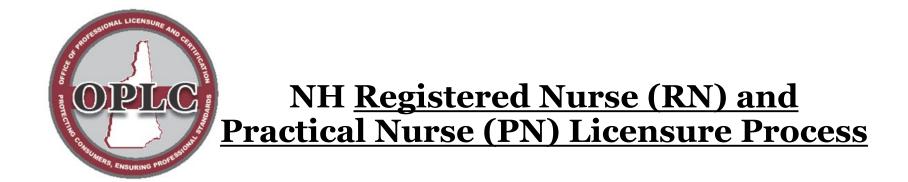




Step 7: Pay Fee

• Click "Pay Fees"





Step 8: Pre-register for Exam

- Pre-Register with Pearson Vue (NCLEX):
 - https://www.nclex.com
- Click on "Registration Process."





Step 8: Pre-register for Exam

- Click on "Register Online Now."
- Complete Prompts to Register for Examination.
 - You MUST have your program code. This should be provided to you by your school.
 - Alternatively, you can locate it at www.nclex.com/registration.page
- Once OPLC receives ALL necessary paperwork, it will issue an Authorization to Test.
- You will receive a notification that you can schedule your examination with PearsonVue.

NCLEX®



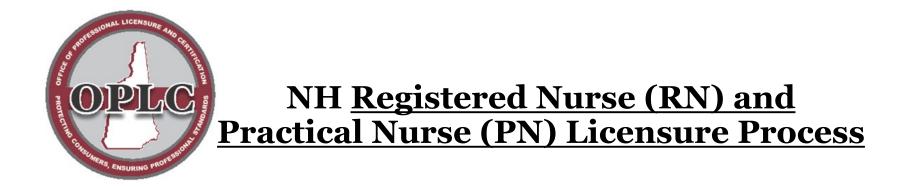
REGISTRATION

How to Register with Pearson VUE

Candidates will need to register to take the NCLEX with Pearson VUE and provide their program code, an email address and an <u>acceptable form of payment</u>. The first and last name provided when registering must match exactly with the identification presented at the exam appointment.

Register Online Now

ALREADY REGISTERED? SIGN IN TO SCHEDULE NOW >



Step 9: Complete Criminal History Check

- Register for LiveScan at <u>https://services.dos.nh.gov/chri/cpo/</u>
- Click Schedule NEW Fingerprint & Criminal Check Appointment

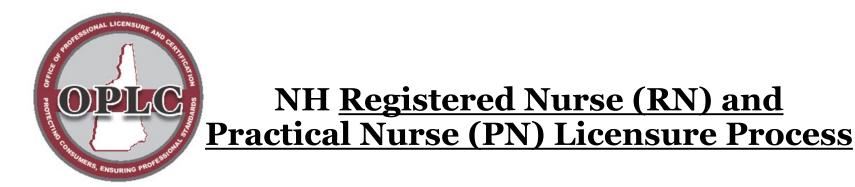
Criminai kecords Portai

Schedule NEW Fingerprint & Criminal Record Check Appointment

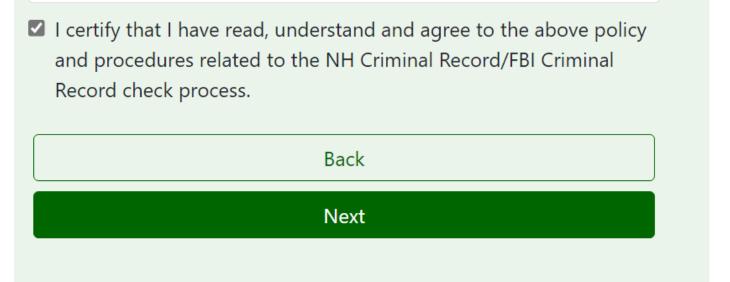
To schedule a new appointment, click the button below.

Before you begin, please click <u>here</u> to read the instructions.

Schedule a New Appointment



- Read statements
- Attest to certifying that you have read, understand, and agree to policy and procedures.
- Click "Next."



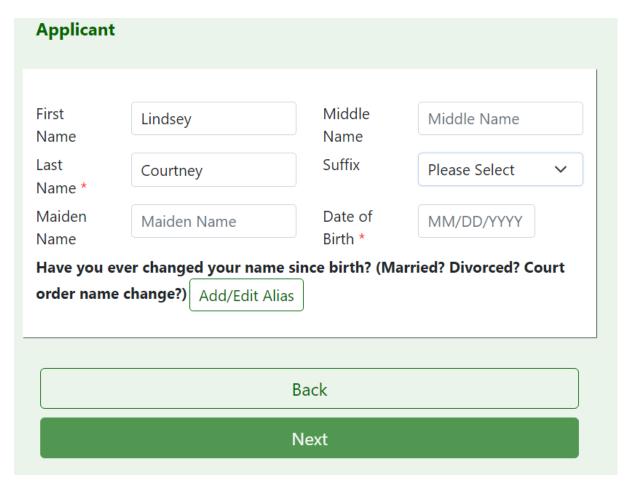


- Select Type of Agency: Board of Nursing.
- Select Agency (should automatically populate)
- Click "Next."
- Confirm Agency on next page.

Select Type Of Agency *	Board of Nursing 💙				
	This option applies to the following professions: Advanced Practice Registered Nurse (APRN), Licensed Nursing Assistant (LNA), Licensed Practical Nurse (LPN), Medication Nursing Assistant (MNA), Registered Nurse (RN), and Nursing Instructor. Please ensure your desired choice is not "Nursing Home Administration", as that option is often mistakenly selected as "Board of Nursing". If your profession was not included in the list, please call the OPLC for confirmation.				
Select Agency *	BOARD OF				
	Back				
Next					

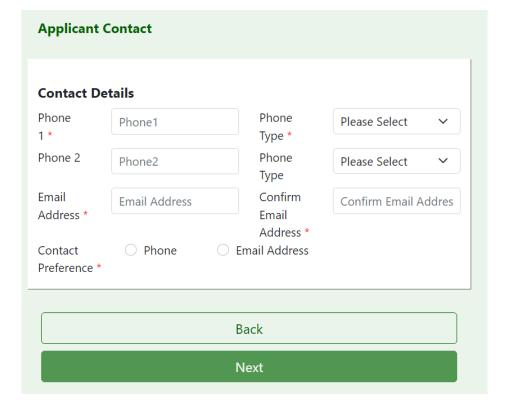


- Enter Applicant Information.
- Click "Next."



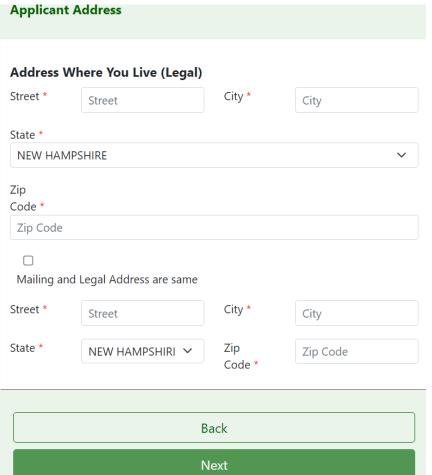


- Enter Contact Information
- Click "Next."



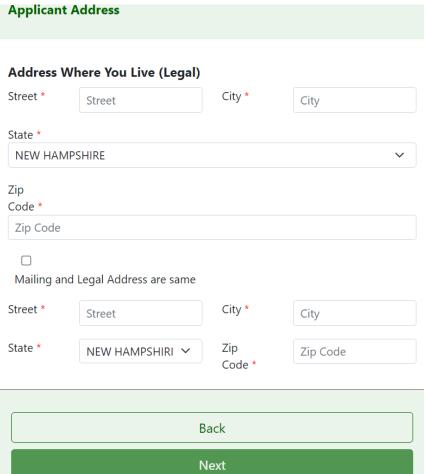


- Enter Address Information
- Click "Next."



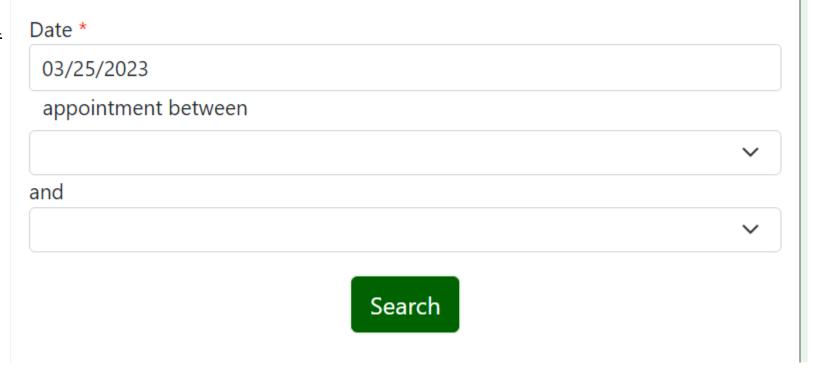


- Enter Address Information
- Click "Next."



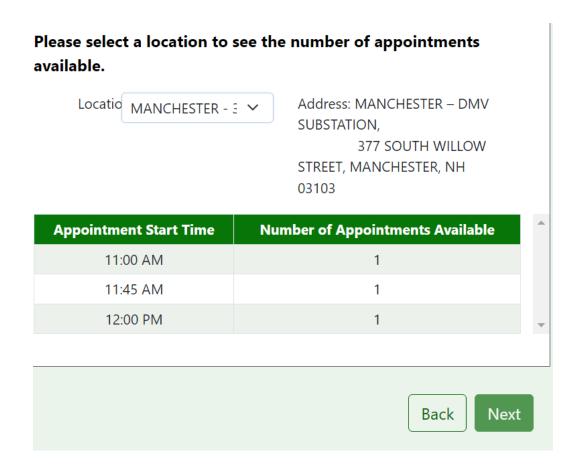


- Search for an Appointment
- Click "Next."





- Select Location.
- Click on Desired Appointment Start Time
- Click "Next."





Step 9: Complete Criminal History Check

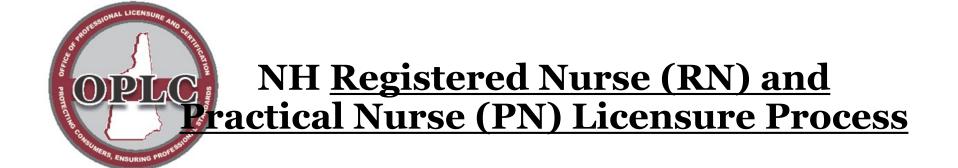
- Confirm Appointment Details
- Pay \$48.25

☐ I certify that all information up to this point is true and this application is signed under penalty of unsworn falsification pursuant to RSA 641:3

Start Over

Review & Change Information

Pay By Credit Card



- Attend LiveScan appointment
- Approximately 7-10 business days after the LiveScan, the OPLC will be notified of the results.
- If your fingerprints are rejected, the Department of Safety will notify you.
 - You will have to reschedule your appointment.



Step 10: Provide Transcript to OPLC

- Ensure your school provides your transcript directly to OPLC, through the following methods:
 - Email (preferred): customersupport@oplc.nh.gov
 - Mail:
 - 7 Eagle Square
 - Concord, NH 03301
 - Attn: Board of Nursing Licensing



Step 11: Schedule Exam

- Upon receiving the authorization to test (ATT), schedule your examination.
 - https://www.nclex.com/registration.page
- Click on "Already Registered? Sign in Now."
- Sign in.
- Schedule Examination

NCLEX®



REGISTRATION

How to Register with Pearson VUE

Candidates will need to register to take the NCLEX with Pearson VUE and provide their program code, an email address and an <u>acceptable form of payment</u>. The first and last name provided when registering must match exactly with the identification presented at the exam appointment.

Register Online Now

ALREADY REGISTERED? SIGN IN TO SCHEDULE NOW >



Step 12: Take Examination

• NCLEX shall be taken within 6 months of graduation

Step 13: Retrieve Examination Results

- You may obtain your examination results online the following day.
- Please go to <u>www.nclex.com/quick-results.page</u>
 - Follow all prompts

What are Quick Results?

Some candidates seeking licensure in the U.S. can access unofficial test results two business days after taking their exam. The NCLEX quick result service does not authorize candidates to practice as a licensed/registered nurse. Only the nursing regulatory body (NRB) will send official results to candidates within six weeks after the exam.

How to Access

- Sign into the <u>Pearson VUE</u> <u>website</u> with username and password
- 2. Under "My Account," select "Quick Results"
- 3. If results are available, Click "Purchase"
- 4. Fill in the payment information and click Next
- 5. Confirm order by clicking the "Submit Order" button
- Result will appear on the receipt page



NH <u>Registered Nurse (RN) and Practical</u> <u>Nurse (PN) Licensure Process</u>

- Licensure Process
 - If you passed your examination:
 - OPLC will issue you a license.
 - If you did not pass your examination:
 - You will be notified that you did not pass your examination.
 - You may take the examination 3 times without intervention of the board. Just complete the steps to reschedule your examination. Nur 303.02
 - Your license will be issued electronically and will be valid 2 years from the date of issuance.
 - If you qualify for a compact license, you will be issued a compact license.
 - If you do not qualify for a compact license, you will be issued a single state license.



- Temporary Licensure Process
 - After submitting online application, apply for a temporary license.
 - This is a paper document, and must be mailed with a \$20.00 check to OPLC at 7 Eagle Square, Concord, NH 03301.
 - Applications may be found here: <u>rn-lpn-temp-exam-app.pdf (nh.gov)</u>
 - Make check payable to: "Treasurer, State of New Hampshire."
 - Once OPLC has issued you an authorization to test, it will issue a temporary license.
 - This is valid for 120 days or until OPLC receives the results of your examination, whichever is first.
 - Nur 301.02
 - Individuals working under this license must work under the supervision of a NH licensed nurse or a nurse that holds a compact license.

