



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

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NH Office of Professional Licensure & Certification



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Requirements

- 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



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step One: Create an Online Account

- <https://forms.nh.gov/license/Login>
- Select “Create an Account” under “Person Account.”

**NEW HAMPSHIRE
Online Licensing**

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:



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step One: Create an Online Account

- If you have never held a license, enter the following:
 - Last Name
 - License Number: 0
 - Registration Code: 0
- If you have held a NH license, log in with your last name, license number, and registration code

Menu

Login Page

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:

License Number:

Registration Code:



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step One: Create an Online Account

- Enter all required fields.
- Click “Register.”

Menu

Login Page

Initial Registration

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.

*First Name:

Middle Name:

*Last Name:

Name Suffix:
ex. Sr. | Jr. | III

Birth Date:
MM/DD/YYYY

Address

Address

Country:

Phone:
ex. 3015551212

*Line 1:
ex. 123 Fourth St.

Fax:
ex. 3015551212

Line 2:
ex. Apt. 100

*Email:

*City:

Foreign Addresses:
Enter city, region, postal code

*State:

*Zipcode:
ex. 02705 or 027051234

User Account

*User ID:
User IDs are limited to 25 characters

*Password:

*Confirm 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:
ex. Mother's maiden name?

*Password Answer:
ex. Smith

Register



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

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:



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step Three: Start Online Application

- Click “New Application”

Menu
New Application
Reinstate License
Renew
Demographics Update
Pending Prereqs
Upload Documents
Payment History
Logout

Licensing Home Page

All licenses or permits/certifications/registrations currently held or being applied for are listed below.

To **apply** for a **NEW** license click the **New Application** menu item.

Choose **NEW APPLICATION** to apply for an **TEMPORARY LICENSE**

To **REINSTATE**, click the Reinstate License menu item on the left. *Only available for Pharmacists, Pharmacy Technicians and Interns at this time.

To **RENEW**, click the Renew menu item on the left.

To **UPLOAD DOCUMENTS** outside of any application process, click the Upload Documents menu item on the left. This option is not available for all license types.

If you started a New application and are returning to complete it, click the Continue link in the green bar above the license information below.

Name

Name: Lindsey Courtney

Address: 7 Eagle Square
Concord, NH 03301

Licenses/Permits/Registrations

No license



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step Four: Complete Online Application

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

Menu
Licensing Home Page
Logout

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 **EXCEPT** 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](#)



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Menu

Licensing Home Page
Logout

Application for NEW Licensure

The following information pertains to Nursing applications:

- Obtained by Method: Examination is for graduate nurses seeking license by NCLEX exam
- 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-rn>

License Type Selection

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

Start Application

Menu

Licensing Home Page
Logout

Application for NEW Licensure

The following information pertains to Nursing applications:

- Obtained by Method: Comparable Education is for pre-licensure students attending an approved NH Nursing Program
- 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
Obtained By Method: Examination - US

Start Application



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step Four: Complete Online Application (continued)

- General information about the application process.

Menu	
<input type="checkbox"/>	DEMOGRAPHICS
<input type="checkbox"/>	ALIAS
<input type="checkbox"/>	LICENSE ADDRESS*
<input type="checkbox"/>	LICENSE UPDATE
<input type="checkbox"/>	LICENSE UPDATE 2
<input type="checkbox"/>	EDUCATION
<input type="checkbox"/>	EMPLOYMENT
<input type="checkbox"/>	QUESTIONS*
<input type="checkbox"/>	ATTACH DOCUMENTS*
<input type="checkbox"/>	SURVEY
<input type="checkbox"/>	FINISH
Licensing Home Page	
Logout	

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.



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

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.

Menu	
<input type="checkbox"/>	Demographics
<input type="checkbox"/>	ALIAS
<input type="checkbox"/>	LICENSE ADDRESS*
<input type="checkbox"/>	LICENSE UPDATE
<input type="checkbox"/>	LICENSE UPDATE 2
<input type="checkbox"/>	EDUCATION
<input type="checkbox"/>	EMPLOYMENT
<input type="checkbox"/>	QUESTIONS*
<input type="checkbox"/>	ATTACH DOCUMENTS*
<input type="checkbox"/>	SURVEY
<input type="checkbox"/>	FINISH
	Licensing Home Page
	Logout

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:	<input type="text" value="Florence Nightingale"/>
*SSN (No Dashes)	<input type="text"/>
*Date of Birth	<input type="text" value="1/1/1974"/>
*Legal Address:	<input type="text" value="145 West"/>
	<input type="text"/>
City:	<input type="text" value="Manchester"/>
*State:	<input type="text" value="NH"/>
*Zipcode:	<input type="text" value="03104"/>
Country:	<input type="text" value="United States"/>
*Home Phone:	<input type="text" value="6035551212"/>
*Email:	<input type="text" value="it@oplc.nh.gov"/>

Submit



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step Four: Complete Online Application (continued)

- If you have alias information, complete this section.

Menu
<input type="checkbox"/> DEMOGRAPHICS
<input type="checkbox"/> Alias
<input type="checkbox"/> LICENSE ADDRESS*
<input type="checkbox"/> LICENSE UPDATE
<input type="checkbox"/> LICENSE UPDATE 2
<input type="checkbox"/> EDUCATION
<input type="checkbox"/> EMPLOYMENT
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> ATTACH DOCUMENTS*
<input type="checkbox"/> SURVEY
<input type="checkbox"/> FINISH
Licensing Home Page
Logout

Alias Information

Your alias records are listed below. Click the **edit** link to update existing records. Press the **add** button to add new alias records. If no changes are necessary, press the **complete** button to mark this step complete.

Edit	Delete			
Alias Type:	3-Letter PREFIX	First Name:	Middle Name:	Last Name:
SSN:		Date Changed:		

Add

Complete



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

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.

Menu
<input type="checkbox"/> DEMOGRAPHICS
<input type="checkbox"/> ALIAS
<input type="checkbox"/> License Address
<input type="checkbox"/> LICENSE UPDATE
<input type="checkbox"/> LICENSE UPDATE 2
<input type="checkbox"/> EDUCATION
<input type="checkbox"/> EMPLOYMENT
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> ATTACH DOCUMENTS*
<input type="checkbox"/> SURVEY
<input type="checkbox"/> FINISH
Licensing Home Page
Logout

License Address Information

Complete all required fields. Required fields are denoted by an asterisk (*). When finished, select **Submit** to complete the checklist step and proceed to the next step.

*Mailing Address:

*City:
*State:
*Zipcode:
*Country:
*Work Phone:
*Email:

Submit



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

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.

Menu

- ☐ DEMOGRAPHICS
- ☐ ALIAS
- ☐ LICENSE ADDRESS*
- ☐ License Update
- ☐ LICENSE UPDATE 2
- ☐ EDUCATION
- ☐ EMPLOYMENT
- ☐ QUESTIONS*
- ☐ ATTACH DOCUMENTS*
- ☐ SURVEY
- ☐ FINISH
- Licensing Home Page
- Logout

Licensure Information

ALL DATES MUST BE ENTERED IN MM/DD/YYYY FORMAT.

Check this box to give the NH Board of Nursing permission to include your name and address on a computerized list of nurses that may be made available for purchase.
Add to List? ☐

*Enter your Original US License Information. If by Exam, enter None.

State:
License Type:
License Number:
Expiration Date:

*Enter your Current license information: If by exam enter None.

Current Nursing License Info				
License Number	Expiration Date	State	License Type	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If applying by EXAM - Check the box below only if you have failed a past exam then complete the information.

Failed Exam? ☐
State that provided exam:
Date of Exam (mm/dd/yyyy):
RN or LPN?



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

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



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step Four: Complete Online Application (continued)

- Provide updated information regarding other licenses.

Menu
<input type="checkbox"/> DEMOGRAPHICS*
<input type="checkbox"/> ALIAS
<input type="checkbox"/> LICENSE ADDRESS*
<input type="checkbox"/> LICENSE UPDATE
<input type="checkbox"/> License Update 2
<input type="checkbox"/> EDUCATION*
<input type="checkbox"/> EMPLOYMENT
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> ATTACH DOCUMENTS*
<input type="checkbox"/> SURVEY
<input type="checkbox"/> FINISH
Licensing Home Page
Logout

Update License Information

Note that the **Update** button below will update your record and must be clicked when new information is added, before clicking the **Submit** button to move to the next stage.

Use the form below to update the supplemental information. Press the **Update** button to save the changes and the **Submit** button to move to the next stage.

*List any Nursing or Nursing Assistant Certifications, Licenses or Registrations that you may now hold or have ever held in any other state. ALL DATES MUST BE ENTERED IN MM/DD/YYYY FORMAT.

Other State Nursing Licenses

License Number	Expiration Date	State	License Type	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Update

Submit



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step Four: Complete Online Application (continued)

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

Menu
<input type="checkbox"/> DEMOGRAPHICS*
<input type="checkbox"/> ALIAS
<input type="checkbox"/> LICENSE ADDRESS*
<input type="checkbox"/> LICENSE UPDATE
<input type="checkbox"/> LICENSE UPDATE 2
<input type="checkbox"/> Education
<input type="checkbox"/> EMPLOYMENT
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> ATTACH DOCUMENTS*
<input type="checkbox"/> SURVEY
<input type="checkbox"/> FINISH
Licensing Home Page
Logout

Education Information

Provide the required information as requested.

Additionally, if applying for license by examination:

- Final, official transcripts must be sent directly to the Board from the registrar of your nursing program.
- To apply for the examination by **Comparable Education**, visit the [Board of Nursing](#) site for the forms needed and do not complete this online process.
- Contact the Board office to obtain the Request for Accommodation form if you have a disability and may require accommodations when taking the examination.
- You must request your official Graduate Transcripts be sent to the NH Board of Nursing

Email: CustomerSupport@oplc.nh.gov
Mail to: Office of Professional Licensure and Certification
NH Board of Nursing
7 Eagle Square, Suite 300
Concord NH, 03301

Profession:

School Type:

School:

Degree:

Specialty:

Education Type:

Save

Cancel



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step Four: Complete Online Application (continued)

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

Menu
<input type="checkbox"/> DEMOGRAPHICS*
<input type="checkbox"/> ALIAS
<input type="checkbox"/> LICENSE ADDRESS*
<input type="checkbox"/> LICENSE UPDATE
<input type="checkbox"/> LICENSE UPDATE 2
<input type="checkbox"/> EDUCATION*
<input type="checkbox"/> EMPLOYMENT
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> ATTACH DOCUMENTS*
<input type="checkbox"/> SURVEY
<input type="checkbox"/> FINISH
Licensing Home Page
Logout

Employment Information

You must begin by searching for your employer.

Select the [Search](#) link next to the Employer field to search for your employer's name. (You will eventually be redirected to this page to enter the remaining fields).

Employer: [Search](#)

Complete the following fields only once your employer name appears in the box above.

After you have provided the following information, click the Save button to add the employer to your record.

Note: the start and end dates should be entered in the format mm/dd/yyyy. Alternatively, click on the [Calendar](#) link to the right of the field which will open a calendar window. Select a date then click the Close button.

Position:

Start:

[Calendar](#)

End:

[Calendar](#)

[Save](#)

[Cancel](#)



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

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.”

Menu	
<input type="checkbox"/>	DEMOGRAPHICS*
<input type="checkbox"/>	ALIAS
<input type="checkbox"/>	LICENSE ADDRESS*
<input type="checkbox"/>	LICENSE UPDATE
<input type="checkbox"/>	LICENSE UPDATE 2
<input type="checkbox"/>	EDUCATION*
<input type="checkbox"/>	EMPLOYMENT
<input type="checkbox"/>	Questions
<input type="checkbox"/>	ATTACH DOCUMENTS*
<input type="checkbox"/>	SURVEY
<input type="checkbox"/>	FINISH
	Licensing Home Page
	Logout

Application Questions

Answer the following questions by selecting Yes or No from the drop down.

Questions	
Question	Answer
I have followed the Board directives found at https://www.oplc.nh.gov/board-nursing-criminal-background-check , to complete the Criminal Background check and finger printing process with required fee payable to: State of NH - Criminal Records.	Please Choose ▼
I have initiated the process of verification of my original nursing license. For License by ENDORSEMENT only.	Please Choose ▼
I have had an official transcript sent to the Board of Nursing from my nursing education program. For License by EXAMINATION only.	Please Choose ▼
Active in practice: I have used nursing knowledge, judgment and skills for a minimum of 400 hours within four years immediately prior to the date of this application.	Please Choose ▼
Continuing Education: I have completed 30 contact hours of continuing education within 2 years immediately prior to this application.	Please Choose ▼
I have successfully completed the RN/LPN NCLEX examination within the 2 years immediately prior to this application. (Applicants who have completed NCLEX within the past 2 years are exempt from "active-in-practice" and continuing education requirements.)	Please Choose ▼
*Have you ever received disciplinary action against any nursing assistant license, certification or nursing license, in any state or jurisdiction including reprimand, probation, suspension, revocation, educational or practice stipulations, fines or voluntary surrender? If yes, you must attach a letter of explanation.	Please Choose ▼
*Do you have a mental or physical problem that makes you incompetent to practice nursing? If yes, you must attach a letter of explanation.	Please Choose ▼
*Have you ever been convicted of a misdemeanor, felony or any criminal act, not including traffic violations? If yes, you must attach a letter of explanation.	Please Choose ▼
*Are you currently participating in a substance abuse and/or alcohol or drug treatment program or have been diagnosed with a substance abuse disorder which in any way currently affects or limits your ability to practice safely and in a competent and professional manner? If yes, you must attach a letter of explanation.	Please Choose ▼
I have attached a copy of my Drivers License.	Please Choose ▼

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.

Submit



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step Five: Upload all documents.

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

Menu
<input type="checkbox"/> DEMOGRAPHICS*
<input type="checkbox"/> ALIAS
<input type="checkbox"/> LICENSE ADDRESS*
<input type="checkbox"/> LICENSE UPDATE
<input type="checkbox"/> LICENSE UPDATE 2
<input type="checkbox"/> EDUCATION*
<input type="checkbox"/> EMPLOYMENT
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> Attach Documents
<input type="checkbox"/> SURVEY
<input type="checkbox"/> FINISH
Licensing Home Page
Logout

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	View	Delete
Test Upload Doc.docx	Download	View	Delete

No file chosen

Make sure to select the document type in the dropdown menu after uploading.

Type
Driver's License
Advanced Practice Certification
Audit Form
Continuing Education Certificates
Driver's License
Letter of Explanation
RN 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.



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step Five: Upload all documents.

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

Menu
<input type="checkbox"/> DEMOGRAPHICS*
<input type="checkbox"/> ALIAS
<input type="checkbox"/> LICENSE ADDRESS*
<input type="checkbox"/> LICENSE UPDATE
<input type="checkbox"/> LICENSE UPDATE 2
<input type="checkbox"/> EDUCATION*
<input type="checkbox"/> EMPLOYMENT
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> Attach Documents
<input type="checkbox"/> SURVEY
<input type="checkbox"/> FINISH
Licensing Home Page
Logout

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	View	Delete
Test Upload Doc.docx	Download	View	Delete

No file chosen

Type
Driver's License
Advanced Practice Certification
Audit Form
Continuing Education Certificates
Driver's License
Letter of Explanation
RN Compact State License

Make sure to select the document type in the dropdown menu after uploading.

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.



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step Six: Review application

- Review and confirm application is correct and complete.

Menu
<input type="checkbox"/> DEMOGRAPHICS*
<input type="checkbox"/> ALIAS
<input type="checkbox"/> LICENSE ADDRESS*
<input type="checkbox"/> LICENSE UPDATE
<input type="checkbox"/> LICENSE UPDATE 2
<input type="checkbox"/> EDUCATION*
<input type="checkbox"/> EMPLOYMENT
<input type="checkbox"/> QUESTIONS*
<input type="checkbox"/> ATTACH DOCUMENTS*
<input type="checkbox"/> SURVEY
<input type="checkbox"/> Finish
Licensing Home Page
Logout

* All checklist items must be completed before continuing.

Address Changes

Name: Florence Nightingale

Licensee Address:

145 West
Manchester, NH 03104
it@oplc.nh.gov
6035551212

Question Responses

Question	Answer
I have followed the Board directives found at https://www.oplc.nh.gov/board-nursing-criminal-background-check , to complete the Criminal Background check and finger printing process with required fee payable to: State of NH - Criminal Records.	
I have initiated the process of verification of my original nursing license. For License by ENDORSEMENT only.	
I have had an official transcript sent to the Board of Nursing from my nursing education program. For License by EXAMINATION only.	
Active in practice: I have used nursing knowledge, judgment and skills for a minimum of 400 hours within four years immediately prior to the date of this application.	
Continuing Education: I have completed 30 contact hours of continuing education within 2 years immediately prior to this application.	
I have successfully completed the RN/LPN NCLEX examination within the 2 years immediately prior to this application. (Applicants who have completed NCLEX within the past 2 years are exempt from "active-in-practice" and continuing education requirements.)	
*Have you ever received disciplinary action against any nursing assistant license, certification or nursing license, in any state or jurisdiction including reprimand, probation, suspension, revocation, educational or practice stipulations, fines or voluntary surrender? If yes, you must attach a letter of explanation.	
*Do you have a mental or physical problem that makes you incompetent to practice nursing? If yes, you must attach a letter of explanation.	
*Have you ever been convicted of a misdemeanor, felony or any criminal act, not including traffic violations? If yes, you must attach a letter of explanation.	
*Are you currently participating in a substance abuse and/or alcohol or drug treatment program or have been diagnosed with a substance abuse disorder which in any way currently affects or limits your ability to practice safely and in a competent and professional manner? If yes, you must attach a letter of explanation.	
I have attached a copy of my Drivers License.	

Attachments



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 7: Pay Fee

- Click “Pay Fees”

Attachments

Document Name	Download	View	Type
Test Upload Doc.docx	Download	View	Driver's License

Education Changes

No education records

Employment Changes

No employment records

If all the above information is correct press the **Pay Fees** button.
Otherwise go back and correct any information that is necessary.

Print

Pay Fees



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 8: Pre-register for Exam

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



About ▾

Prepare ▾

Register ▾

Exc ▾





NH Registered Nurse (RN) and Practical Nurse (PN) Licensure 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®

MENU ≡

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 [acceptable form of payment](#). 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 >



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 9: Complete Criminal History Check

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

Criminal Records Portal

Schedule NEW Fingerprint & Criminal Record Check Appointment

To schedule a new appointment, click the button below.

Before you begin, please click [here](#) to read the instructions.

Schedule a New Appointment



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 9: Complete Criminal History Check

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

☒ I certify that I have read, understand and agree to the above policy and procedures related to the NH Criminal Record/FBI Criminal Record check process.

[Back](#)

[Next](#)



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 9: Complete Criminal History Check

- 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 ...

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Next



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 9: Complete Criminal History Check

- Enter Applicant Information.
- Click “Next.”

Applicant

First Name	<input type="text" value="Lindsey"/>	Middle Name	<input type="text" value="Middle Name"/>
Last Name *	<input type="text" value="Courtney"/>	Suffix	<input data-bbox="1936 692 2262 753" type="text" value="Please Select"/>
Maiden Name	<input type="text" value="Maiden Name"/>	Date of Birth *	<input type="text" value="MM/DD/YYYY"/>

Have you ever changed your name since birth? (Married? Divorced? Court order name change?)



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 9: Complete Criminal History Check

- Enter Contact Information
- Click “Next.”

Applicant Contact

Contact Details

Phone 1 *	<input type="text" value="Phone1"/>	Phone Type *	<input type="text" value="Please Select"/>
Phone 2	<input type="text" value="Phone2"/>	Phone Type	<input type="text" value="Please Select"/>
Email Address *	<input type="text" value="Email Address"/>	Confirm Email Address *	<input type="text" value="Confirm Email Address"/>
Contact Preference *	<input type="radio"/> Phone <input type="radio"/> Email Address		



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 9: Complete Criminal History Check

- Enter Address Information
- Click “Next.”

Applicant Address

Address Where You Live (Legal)

Street * City *

State *

Zip Code *

☐ Mailing and Legal Address are same

Street * City *

State * Zip Code *

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NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 9: Complete Criminal History Check

- Enter Address Information
- Click “Next.”

Applicant Address

Address Where You Live (Legal)

Street * City *

State *

Zip Code *

☐ Mailing and Legal Address are same

Street * City *

State * Zip Code *

[Back](#)

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NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 9: Complete Criminal History Check

- Search for an Appointment
- Click “Next.”

Date *

03/25/2023

appointment between

and

Search



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 9: Complete Criminal History Check

- Select Location.
- Click on Desired Appointment Start Time
- Click “Next.”

Please select a location to see the number of appointments available.

Location

Address: MANCHESTER – DMV
SUBSTATION,
377 SOUTH WILLOW
STREET, MANCHESTER, NH
03103

Appointment Start Time	Number of Appointments Available
11:00 AM	1
11:45 AM	1
12:00 PM	1

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NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

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



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 9: Complete Criminal History Check

- 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.



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

Step 10: Provide Transcript to OPLC

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



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

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

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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 [acceptable form of payment](#). 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 >



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

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 www.nclex.com/quick-results.page
 - 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

1. Sign into the [Pearson VUE website](#) 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
6. Result will appear on the receipt page



NH Registered Nurse (RN) and Practical Nurse (PN) Licensure Process

- 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.



NH Registered Nurse (RN) and Practical Nurse (PN) Temporary License Process

- 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: [rn-lpn-temp-exam-app.pdf \(nh.gov\)](https://www.nh.gov/oapl/rn-lpn-temp-exam-app.pdf)
 - 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.

