

LOUISIANA STATE BOARD OF NURSING
17373 PERKINS ROAD
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**INSTRUCTIONS FOR APPLICATION PACKET FOR
APPROVAL TO ENROLL IN CLINICAL NURSES COURSES**

GENERAL INFORMATION

- Louisiana Revised Statutes 37:911 et. Seq., provides for the regulation of students seeking permission to enroll in clinical nursing courses in nursing programs in Louisiana preparing candidates for Registered Nurse licensure. Included in this authority is a criminal history record information check in accordance with R.S. 37:918 and 920.1., and is effective for students seeking admission for August 1, 2005 and thereafter.
- Each student must submit the following to the program(s) to which they have been accepted:
 - **Application for Approval to Enroll in Clinical Nursing Courses of the Louisiana State Board of Nursing (LSBN);**
 - **Required documents noted on application;**
 - **Two (2) completed fingerprint cards (see fingerprint card instructions);**
 - **Authorization For Criminal Background Check (CBC)*; and**
 - **Money order for \$90.75 (\$50.00 application fee , \$40.75 CBC fee) made payable to the LSBN (fees are not refundable).**

NOTE: Forms are distributed by the School of Nursing to accepted students.

CBC cards are available at law enforcement agencies.

*** Please copy each page of the Authorization for Criminal Background Check (CBC) form on front of separate page.**

- **Resubmission of Enrollment Application and fee are required if**
 - **Applicant enrolls in different school from original approval; or**
 - **Instructed by LSBN staff.**

NOTE: New CBC packet and fee are not required unless requested by LSBN staff after receipt of application.

REVIEW LSBN RULES AND REGULATIONS (website) – LAC46:XVLII.3331 *Denial or Delay of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse to determine eligibility for approval for clinical and licensure in Louisiana.*

- **Response from LSBN**
 - Correspondence will be made to telephone number or sent to the e-mail and/or address on the application if other information is required.

- It is your responsibility to send change of phone/e-mail/address information in writing to LSBN. A form can be located on the website.

Application to Enroll In Clinical Nursing Courses

- **Each student must submit to the program to which they have been accepted, the Louisiana State Board of Nursing (LSBN) Application for Approval to Enroll in Clinical Nursing Courses in Louisiana.**
 - This application is for students that have been **accepted by approved nursing programs** preparing candidates for registered nurse licensure and that have clinical practice in Louisiana.
 - Applications must be sent to LSBN from the School of Nursing and contain an approval signature of the Program Head.
 - Applications are to be submitted to LSBN **60 days** prior to **ENROLLMENT** in clinical nursing courses (LAC46:XLVII.3324).
 - **Students may not enroll in clinical course in Louisiana without approval from the LSBN.**
- **Applications must be complete**
 - Read EVERY question carefully.
 - Items left blank will result in delay in processing application.
 - Failure to disclose criminal history as outlined on the application will result in delay in processing application and may result in a fine or denial for Falsification of Applications.
 - Failure to include ALL required documents for questions for which you answered “yes” will result in delay in processing application

NOTE: If your institution requires you to send the information directly to the LSBN without the applications you MUST include the following:

 - Cover letter stating name, SS#, School of Nursing accepted, month and year to begin clinical, and reason for submitting information
 - You will receive a letter reflecting inactive status if not received by the time schools submits applications to LSBN.
 - Applications must be signed by Program Head.
- **Application for Approval must be submitted to the nursing program to which you are applying.**
 - The application must be accompanied by a **\$50** money order made payable to the LSBN.
 - Required documentations for application questions for which you marked “yes” must accompany the application.
 - Documents or copies of received materials cannot be returned or forwarded to other agencies.
 - If you have applied with multiple nursing programs you MUST wait until you have been accepted to submit an application.
 - *NOTE: Only ONE application can be processed. Duplicate applications for students that have applied to multiple schools will be held until the student provides documentation of acceptance from one of the programs for which they have submitted an application.

Criminal Background Check (CBC)

APPLICATION FOR PERMISSION TO ENROLL IN CLINICAL NURSING COURSES MUST BE ACCOMPANIED BY FINGERPRINT CARDS, AUTHORIZATION FORMS, AND FEE AS FOLLOWS:

- **Fingerprint Cards, Authorization Forms and Fee must be submitted to the nursing program to which you are applying**
 - The criminal history record information checks are authorized under the Nurse Practice Act, **Louisiana Revised Statutes 37:920.1** and are required as part of the permission to enroll in clinical nursing courses process.
 - The permission to enroll may not be delayed awaiting these reports; however, future action may result if the criminal history record information so indicates.
 - **Two (2) completed fingerprint cards, Authorization for Criminal Background Check (CBC) form must be submitted to the nursing office of the program to which you have been accepted; the program will submit the cards to the LSBN for processing.**
 - **Cards are available through law enforcement agencies.**
 - **Cards must be FBI approved.**
 - **Cards must have demographic information located on the front.**
 - **Complete and sign the Authorization for Criminal Background Check (CBC)**
 - * **Please copy each page of the Authorization for Criminal Background Check (CBC) form on front of separate page.**
 - **All fingerprint cards must be filled out completely with the exception of the “employer and address” section.**
 - Contact your campus security or local police/sheriff’s office, or an office of the state police to inquire about procedures for completion of fingerprint cards. They may specify a particular location, time and fee for fingerprinting.
 - **Each of the two (2) FBI cards need a separate and distinct set of your fingerprints. If the agency utilizes an electronic scan system, request that they scan your fingerprints and print the first FBI card, then scan your fingerprints again and print the second FBI card.**
 - If you’ve experienced problems in the past with fingerprinting or obtaining a CBC report, advise the officer/technician **before** they print you. The following suggestions may improve print quality:

- Hands must be clean and dry. Wash your hands vigorously with warm water and dry thoroughly immediately prior to being fingerprinted.
- If hands are very dry or cracked, wash hands and apply a touch of moisturizer onto fingertips, removing any excess lotion with paper towel prior to being fingerprinted. This may help raise the ridges for printing.
- View both FBI cards before you leave the facility where you're being fingerprinted. If any of the fingerprints are outside the boxes, appear too light, too dark or obviously smudged, have the technician prepare an extra set of cards and submit **both sets** with your application.
 - **Protect both FBI cards from smudges. Do not fold or staple.**
 - LAC46:XLVII.3330.J-K states:
 - J. If the fingerprints are returned from the Department of Public Safety as inadequate or unreadable, the applicant, or licensee must submit a second set of fingerprints and fees, if applicable, for submission to the Department of Public Safety.*
 - K. If the applicant or licensee fails to submit necessary information, fees, and/or fingerprints, the applicant or licensee may be denied licensure on the basis of an incomplete application or, if licensed, denied renewal, until such time as the applicant or licensee submits the applicable documents and fee.*
- Return the two (2) completed cards, required fee and authorization forms to the office of your program head. **Do not fold or staple the cards.**
- Fee for fingerprint record check is **\$40.75 by money order** made payable to the **Louisiana State Board of Nursing.**

ACTION OF THE LSBN RELATIVE TO CRIMINAL HISTORY REPORT

- Based on the criminal history record, the LSBN may approve the student to enroll in clinical nursing courses in accordance with the individual program guidelines or the LSBN may deny, delay, or otherwise restrict the enrollment of the student in clinical nursing courses.
- The individual student and the program head of the program(s) to which the student applied will be notified in writing of the decision of the Board.

REVIEW LSBN RULES AND REGULATIONS (website) – LAC46:XVLII.3331 Denial or Delay of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse to determine eligibility for approval for clinical and licensure in Louisiana.

REVIEW OF FEES

- A fifty (**\$50**) fee in the form of a money order made payable to the LSBN must accompany each Application for Approval to Enroll in Clinical Nursing Courses that you must submit to a nursing program.
- A **\$40.75** fee in the form of a money order made payable to LSBN must be submitted to the program along with two (2) completed fingerprint cards and a completed authorization to disclose form.
- You may submit one money order of **\$90.75**.

SUMMARY

Each applicant for enrollment in clinical nursing courses must submit the following forms and fees to the program where they have been accepted. The nursing program forwards the forms and fees to the LSBN.

- Completed Application for Approval to Enroll in a Clinical Nursing Course accompanied by a money order for **\$50** made payable to the LSBN (Required for each application submitted to a nursing program)
- Completed fingerprint packet including 2 completed fingerprint cards with 2 separate and distinct set of prints (cards provided by the nursing program), authorization to disclose form for the LA Department of Public Safety, and Applicant Processing-Disclosure Bureau of Criminal Identification accompanied by a **\$40.75** money ordered made payable to “LSBN”
- May submit one money order for a total of **\$90.75** made payable to “LSBN”
- **Incomplete Application Packets will not be processed**
 - Applications will not processed and you will be notified that they are inactive if:
 - No or incorrect fee submitted
 - Application or CBC packet missing information
 - Application not approved by School of Nursing Designee
 - Required documents not attached
 - **NOTE:** If your institution requires you send the information directly to the LSBN without the applications:
 - Cover letter stating name, SS#, School of Nursing accepted, month and year to begin clinical, and reason for submitting information
 - You will be placed as inactive status if not received by the time application is ready for processing at LSBN

- **Response from LSBN**
 - Approval Status/Student Number is considered a licensure and can be verified at <http://www.lsbm.state.la.us> under the Licensure tab using Name and Social Security.
 - Print verification and submit to school of nursing.
 - Correspondence will be sent to the postal and/or email address on applications requiring further information or evaluation.
 - Failure to respond to LSBN's request by deadline on letter will result in inactivation of application.
- **It is your responsibility to notify LSBN if :**
 - change in contact information. A form can be located on the website.
 - you have withdrawn from a program.
 - you have a subsequent incident, changes to any questions answers, changes in medication previously approved taking. A disclosure form and Medical form can be found on the website.

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