

## FAQ for State of Alaska Nursing Applications & Licensing

### Applications

#### **How long does it take to process my application?**

It may take 8 weeks to issue your permanent license. Applications are processed in date order of receipt. You can help us process your application more rapidly by making sure you complete the application correctly and submit the correct fees and supporting documents.

#### **How do I find out the status of my application?**

You will be notified in writing or by e-mail as soon as your application has been reviewed. Please allow three to four weeks from the date the application is received for your status letter to reach you. E-mail is considerably faster.

#### **Can I apply for a temporary permit?**

Yes, a temporary permit is valid for six months and can be requested when you submit your application. The fee for the temporary permit is \$50.00.

**Endorsement applicant:** Complete the correct application form and mail it to the address on the form along with a Certified True Copy of a current license to practice nursing, two properly completed fingerprint cards (on cards supplied or approved by the Alaska Board of Nursing [form FD-258]) and \$324 (\$374.00 if you are requesting a temporary permit) made payable to the State of Alaska. Credit card payments can also be made by filling out the Credit Card Payment Form available on this website.

**Examination applicant:** Complete the correct application form and mail it to the address on the form along with two properly completed fingerprint cards (on cards supplied or approved by the Alaska Board of Nursing [form FD-258]) and \$324 (\$374.00 if you are requesting a temporary permit) made payable to the State of Alaska. Credit card payments can also be made by filling out the Credit Card Payment Form available on this website. Note: The Nursing Program Verification form must be received directly from the program attended before a temporary permit will be issued.

#### **How soon will my temporary permit be issued?**

If the application is complete, a temporary permit can be issued in as little as two weeks.

#### **How can I fast-track my endorsement application?**

1. Fill out the application correctly.
2. Attach the required passport photograph.
3. Sign the application in front of a notary and get it notarized.
4. If you want a temporary permit, include a certified true copy of your current nursing license from another jurisdiction.
5. Request verification of your licenses from Nursys.com or from the state where you passed the nursing examination and a verification of licensure from the state where you are currently licensed.

6. Request your employer complete the verification of employment form provided in your application packet. If you are a traveling nurse, your “employer” is the person/entity who signs your pay check.
7. Submit two sets of fingerprints completed on cards supplied by the Alaska Board of Nursing or on cards approved by the Board of Nursing (FD 258).
8. Submit the appropriate fees (\$324.00 or \$374.00 if you are requesting a temporary permit).

### **Can I submit faxed copies to complete my application?**

No, faxed documents are not accepted.

### **FEES**

#### **Why are the licensing fees in Alaska so expensive?**

Alaska law requires each licensed profession to cover its own regulatory costs (AS 08.01.065). Therefore, the Board of Nursing must cover its expenses. Each licensee pays a share of that expense through licensing fees. Generally, the more licensees there are, the lower the licensing fee.

#### **How are licensing fees set?**

About four (4) months before the current license expiration date, the Division reviews the board’s expenses for the prior two fiscal years and calculates licensing fees based on expenses, with consideration given to roll forward credits or debits and projected increases or decreases.

### **Licensure**

#### **How do I verify my Alaska license to another agency?**

Provide a copy of your current license to the agency. Alternately, your license can be verified on-line at [www.nursing.alaska.gov](http://www.nursing.alaska.gov) by performing a professional license search.

#### **I’m moving and need to verify my license for the new state. How do I do this?**

All verification of license requests are to be completed through the Nursys on-line verification system at [www.nursys.com](http://www.nursys.com).

#### **Is my license information considered public information?**

Yes, licensing records are public documents and are available to members of the public upon written request and payment of copying fees. Information considered confidential and not released to the public includes social security numbers, examination scores and transcripts, medical records, criminal background results, and other information considered confidential by state or federal law.

Your address of record is public information and is displayed on the Division’s internet licensing search program. Licensees have expressed concern about this practice. To remedy this concern, some licensees have elected to have a post office box or practice location for

their official address of record to avoid having their residential address easily accessible. Please be advised that all notices from the Board (renewal notices, licenses, and other legal documents) will be mailed to the address of record.

### **How do I change my address?**

You are required by regulation to keep the Division advised of your current mailing address at all times. Changes of address must be in writing and include your signature authorizing the change. The Board of Nursing's mailing address is 550 W. 7<sup>th</sup> Avenue, Suite 1500, Anchorage AK 99501-3567; Fax: (907) 269-8196.

### **How do I change my name?**

To change your name, mail a Certified True Copy of the original legal document that reflects the name change OR download the Name Change Affidavit Form from this website. A \$5.00 fee payable to the State of Alaska must accompany the name change request. The Board of Nursing's mailing address is 550 W. 7<sup>th</sup> Avenue, Suite 1500, Anchorage AK 99501-3567.

### **How do I get a "Certified True Copy"?**

To obtain a Certified True Copy, take the original document and a photocopy to a notary public so he/she may compare the original to the photocopy of the document. Either the applicant or the notary must write, "I certify this to be a true copy of the original document" on the photocopy and attest to that fact by signing the document and having it notarized.

### **How do I get my fingerprints taken?**

Fingerprints must be completed on cards supplied or approved by the Alaska Board of Nursing (Form FD-258) and may be completed at any location or facility where they are authorized to perform fingerprinting. Before you submit cards to the Board, make sure you have filled out all of the information required on the cards (two are needed) and that the person taking the fingerprints signed their name where indicated. **Note:** a physical address is required; do not submit an address that is a post office box.

### **When does my license lapse?**

All RN, ANP, and CRNA licenses lapse on **Nov. 30th** of even-numbered years.  
All LPN's licenses expire on **Sept. 30th** of even-numbered years.

New licenses issued within one year and not within 90 days of the current expiration date will be issued a permanent license to either expire September 30 or November 30 (depending on type of license) of the current expiration date. For example, an RN license issued in June of 2012 will be valid until Nov. 30, 2012.

New licenses issued within 90 days of the current expiration date will be issued a permanent license through the next licensing period. For example, an RN license issued in Sept. 2012 will be valid until Nov. 30, 2014.

## **Do I have to pay the full renewal fee since I was just issued a permanent license within the past year?**

No, licensees who received a permanent license within one year and up to 90 days of the current expiration date have to renew, but will pay one-half of the current renewal fee.

## **When will I receive my renewal form?**

Renewal notices are mailed at least 60 days before the expiration date to the address on file with the Board of Nursing. If you have a change of address, submit it as soon as possible so your renewal notices will not be delayed. On-line renewal is also available and it is fast, secure, and convenient.

## **How do I reinstate my license?**

Reinstatement requirements are printed on the Application for Reinstatement of Nursing License available from this website. Note: continuing education submitted to “reinstate” your license may not be used to “renew” your license.

## **What is the renewal date for Certified Nurse Aide (CNA) certificates?**

All nurse aide certificates lapse on March 31 of even-numbered years.

## **What are the requirements to renew a CNA certificate?**

The requirements are set out in the statutes and regulations available from this website or the Board of Nursing Office. They are also listed on the CNA renew forms.

**Questions?** Contact the Board of Nursing office at 907.269.8161. Or send questions to [license@alaska.gov](mailto:license@alaska.gov) .