

## Endorsement - Checklist:

- I have paid the \$110.00 fee.**  
*Applications submitted without fees will not be processed.*
- I have requested verification of my initial license and an active license be sent to the Florida Board of Nursing.** *You may request verification of your license at [www.nursys.com](http://www.nursys.com) or by contacting the state or jurisdiction where you were issued each license.*
- I have been fingerprinted by an approved Livescan provider for this licensure application.**  
*(Please visit [www.flhealthsource.gov/background-screening](http://www.flhealthsource.gov/background-screening) for more information). The Florida Board of Nursing ORI number is **EDOH4420Z**.*
- I have requested that my certified education documents be sent to the Florida Board of Nursing if I am applying for a multistate license and my education was completed in another country.** *Your documents should be sent directly from a Florida Board approved education credentialing service.*
- I have requested that my English Competency exam be sent to the Florida Board of Nursing if I am applying for a multistate license and my education was completed in another country.** *Your documents should be sent directly from a Florida Board approved provider.*

### For applicants with health history:

- I have submitted a self-explanation of my health history.
- I have submitted a letter from a licensed health care practitioner, who is qualified by skill and training to address your condition, which explains the impact your condition may have on your ability to practice your profession with reasonable skill and safety and stating either that you are safe to practice your profession without restriction or indicating what restrictions are necessary. If necessary, you may attach additional sheets. Documentation must be current within the last year. If you fail to disclose the information requested in this section, your application may be denied. ***This document must be received directly from the licensed professional. The letter may be submitted by emailed attachment to [MQA.Nursing@flhealth.gov](mailto:MQA.Nursing@flhealth.gov), by fax or by mail.***

### For applicants who hold, or who have held other *health-related* licenses which have been disciplined:

- I have submitted a self-explanation of my disciplinary history.
- For each disciplinary action taken, I have submitted copies of the Administrative Complaint and Final Order.

### For applicants with Criminal History:

- I have submitted a self-explanation of my criminal history.
- For each conviction, I have submitted arrest records, final disposition(s), and documents showing successful completion of sentencing.
- I have submitted three (3) current (written in the last year) professional letters of recommendation.

## Before you submit...

- **Include** the application fee with your application.  
*Applications submitted without fees will not be processed.*
- **Verify** your email address on page 1 of the application. If you answered “YES” to “I want to be notified by email,” the Board office will communicate via email first.
- **Check** your application to ensure it is complete; answer all questions on the application truthfully and to the best of your ability.

## After you submit...

You may check your application status, make changes to your application, and direct inquiries to the Board office:



[www.floridasnursing.gov](http://www.floridasnursing.gov), [www.flhealthsource.gov](http://www.flhealthsource.gov)



[MQA.NursingAppStatus@flhealth.gov](mailto:MQA.NursingAppStatus@flhealth.gov)



(850) 245-4125



Florida Board of Nursing  
4052 Bald Cypress Way, Bin C-02  
Tallahassee, FL 32399

## What is a(n)...?

**Self-Explanation:** Correspondence that describes the circumstances surrounding disciplinary action/health history/criminal history. Should your application require Board review, the Board will read your self-explanation. *You may attach this to your application to expedite processing.*

**Administrative Complaint / Final Order:** Disciplinary documents which show what violations occurred concerning a license, and what actions were taken against the license by the agency/board/department that issued the license. *You may attach these to your application to expedite processing.*

**Arrest Records / Final Disposition:** Documents that are usually held by the Clerk of Courts. These documents show what happened during an arrest, and what the outcome of court proceedings concerning that arrest were. *You may attach these to your application to expedite processing.*

**Completion of Sentencing Documents:** Documents showing successful completion of any sentencing imposed in a *Final Disposition*. *You may attach these to your application to expedite processing.*