Tennessee Board of Nursing  
Instructions for Licensure by Endorsement – RN and LPN

The statutes governing registered nurses are in TCA, Section § 63-7-103 and § 63-7-104 and practical nurses are in TCA, Section § 63-7-108 and § 63-7-109, http://www.lexisnexis.com/hottopics/tncode/

*Read all instructions and determine your Primary State of Residence before completing any applications.*

**Allow six weeks for processing. It is not necessary to call the board to check on the status of your application go to: https://apps.health.tn.gov/Licensure/default.aspx.

Primary State of Residence:
If your primary state of residence* is Tennessee or a non-compact state, you may apply in Tennessee for licensure by endorsement. If you declare your legal residence in another compact state, you are ineligible for a Tennessee multistate license and your application will be placed on hold for up to one year until you declare Tennessee as your primary state of residence. https://www.tn.gov/content/dam/tn/health/documents/PH-3913.pdf

*Primary state of residence means the state of a person’s declared fixed permanent and principle home for legal purposes; domicile. The following items may be requested as proof of primary state of residence: driver's license, voter registration card, federal income tax return. For a current map of states in the compact, check the following web site: https://www.ncsbn.org/nurse-licensure-compact.htm.

Criminal Background Check:
- Criminal background check is required for TN board of nursing. https://www.tn.gov/content/tn/health/health-professionals/criminal-background-check/cbc-instructions.html
- If applicable: obtain and upload documents relative to criminal conviction (arresting document, judgment, completion of judgement) along with a letter of explanation.

Request Verification of licensure from the state where you were originally licensed. The Nursys website (http://www.nursys.com) should be used for most states. However, if original licensure was in the following states, California (LPN) and Pennsylvania contact that board for verification instructions.

The Tennessee Board of Nursing accepts the State Board Test Pool Examination (SBTPE) or the National Council Licensure Examination (NCLEX) provided scores are equal to or higher than the lowest passing scores required by this board.

Complete the Online Application and UPLOAD the following documents and submit $115.00 payment (PAY ONE TIME ONLY) – do not submit duplicate payment) at: https://lars.tn.gov/datamart/login.do (We recommend using a laptop or desktop computer with Google Chrome.)

a. **One (1) passport sized photograph signed and dated on the front by the applicant.** The date must be no more than 6 months prior to date of application. Sign legal name legibly. Do not conceal the face. Note: Snapshots are not acceptable.

b. **A copy of nursing diploma or transcript from initial nursing education** (copies of internet transcripts are not accepted). Or request an official transcript to be mailed directly from the educational institution of the nursing program. **An applicant must be a graduate of an approved school of practical nursing and licensed by written**
examination to be licensed as a practical nurse in Tennessee. An applicant must be graduate of an approved school of registered nursing and licensed by written examination to be licensed as a registered nurse in Tennessee.

c. **Declaration of Citizenship form:** complete, sign, have **notarized** and submit with required documentation. The form is online at: [https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-41833.pdf](https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-41833.pdf)

### Additional information, if applicable:

**International Graduates:**
- Request the Commission on Graduates of Foreign Nursing School (CGFNS) directly send a copy of the certificate
- Attach a copy of your Commission on Graduates of Foreign Nursing School (CGFNS) certificate
- If you change your mailing or practice address, you must notify the Board's Administrative Office within thirty (30) days. Failure to abide by this law could affect your license, since failure to receive the renewal application does not relieve you of the responsibility for timely renewal.

**If the application is not complete upon receipt by the Board, you will be notified by email of the deficiency.**

Please go to [https://lars.tn.gov/datamart/login.do](https://lars.tn.gov/datamart/login.do)

If you currently have a sign on ID and password, please fill in the Returning User fields.

**Please go to [https://lars.tn.gov/datamart/login.do](https://lars.tn.gov/datamart/login.do)**

If you are a new user, please select “Begin Here for Sign-up” and complete the profile registration.

**Once you are signed in, the following “Quick Start Menu” is displayed**
Please select the following: Board of Nursing; then Registered Nurse: Licensure by Endorsement Application

...then click the blue “Select” button.

An introduction page is displayed regarding this application
Registered Nurse: Licensure by Endorsement Application - Introduction

Please read all instructions and determine your Primary State of Residence before completing any application.

Primary State of Residence
If your primary state of residence is TN or a non-compact state, you may apply in TN for licensure by examination; however, if your primary state of residence is a compact state other than TN, you must apply for licensure by examination in your home state.*

*Primary state of residence means the state of a person's declared permanent and principal home for legal purposes, i.e., legal domicile.

The following items may be requested as proof of primary state of residence: driver's license, voter registration card, federal income tax return. For a current map of states in the compact, please refer to the following website: https://www.ncbep.org/license-requirements/compact.html

The Tennessee Board of Nursing accepts the State Board Test Pool Examination (SETPE) or the National Council Licensure Examination (NCLEX), provided scores are equal to or higher than the lowest passing scores required by the Board of Nursing.

Application Submission (If the application is not complete upon receipt, you will be notified of the deficiency.)

The following documents must be submitted to complete the application:
1) Request verification of licensure from the state where you were originally licensed. The Nursys website (http://www.nursys.com) should be used for most states. However, if original licensure was in one of the following states: AL, CA, HI, KS, OK, PA, WV (RN), contact that board for verification instructions.

2) If required by your state of original licensure, a Request for Verification of License form is available on the Tennessee Board of Nursing website at https://www.tn.gov/content/dam/tn/health/documents/Board_of_Nursing_Tennessee_Endorsement_Verification_Request.pdf

3) Internationally educated nurses should also attach a copy of the certificate from Commission on Graduates of Foreign Nursing School (CGFNS) or a school transcript.

4) Attach one (1) passport photograph (taken no more than 6 months prior to the date of application) which is signed and dated by the applicant. Signatures must be legible; no glasses, on the head of the photograph and must not obscure the face of the applicant. Note:

**PLEASE READ THE INSTRUCTIONS CAREFULLY. IF YOU HAVE ANY QUESTIONS REGARDING THIS APPLICATION, PLEASE CONTACT THE BOARD AT 615-532-5166.**

Tennessee Board of Nursing

nursing.health@tn.gov