

# 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 and hold a multistate license, you are ineligible for a Tennessee 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 principal 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> OCA # RN=1703 LPN=1704
- 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 3 months prior to date of application. Sign and date legal name legibly. (Digital signature is not accepted) Do not conceal the face. Note: Snapshots are not acceptable.

- b. **An official transcript from initial nursing education** Request an official transcript to be sent directly from the educational institution of the nursing program to: [nursing.health@tn.gov](mailto:nursing.health@tn.gov). *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 (digital signature not accepted), have **notarized** and submit with required documentation.  
The form is online at: <https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-41833.pdf>

**Additional information, if applicable:**

Licensure by Endorsement for Foreign Nurse Graduates or Applicants Educated in Puerto Rico.

Applicants seeking a licensure **by endorsement** must submit:

**CES Professional Report** and **Results** from an English Language Proficiency Exam (IELTS or TOEFL) **unless educated** in one of the following countries:

- Australia
- Barbados
- Canada (except Quebec)
- Ireland
- Jamaica
- New Zealand
- South Africa
- Trinidad/Tobago
- United Kingdom
- United States (except Puerto Rico).

Contact CGFNS at <http://www.cgfns.org>

Once you have the **CES Professional Report and the English Proficiency Exam, if required**, you may then apply online for licensure by endorsement, if already licensed in another state, at:

<https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board/nursing-board/applications.html>

**The “SAVE Act” requires Tennessee Department of Health (including all Boards, Commissions, and contractors), along with every local health department in the State, to verify that every adult applicant for a professional license is either a U.S. citizen, a “qualified alien,” or a nonimmigrant who meets the requirements set out at 8 U.S.C. 1621.**

***\*\*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>

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

**Returning User**  
\* \* \* are required.  
\*User ID:   
\*Password:   
[Forgot Password/User ID?](#)

**New User**  
[Begin Here For Sign-up](#)

**You must create an online account even if you already use e-Services. Your online account is separate from your e-Services account.**

**Sign-up and manage your licenses**  
Welcome to LARS the Tennessee Department of Health online Licensure and Regulatory System. If you are a new user please sign up using the link to the left. If you are an existing user, sign in using your credentials.

**⚠** If you have forgotten your user ID or password, select the appropriate link on the left-hand side of your screen to recover your account. If you have forgotten or do not know the email address used to create your account, you will need to call your board to update or retrieve your email address. **Please do not create a new account.**

**⚠** Microsoft EDGE browser is currently not supported.

**⚠ Attention:** The email domains below may not be supported by LARS. Please add LARS@tn.gov to your Address Book, Contacts and/or SafeSendersList before signing up to avoid any communication delays.

[Frequently Asked Questions](#)

**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**

**Quick Start Menu**  
To start choose an option and you will return to this Quick Start menu after you have finished.

Start a New Application or Take an Exam

What are you applying for?

Board of Nursing

Registered Nurse: Licensure by Endorsement Application

Additional Activities

Add Licenses To Registration

**License Information**  
No License Information Available

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

**An introduction page is displayed regarding this application.**

**TN** Department of Health

Logged in as *Tamayo, Mario* | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

### 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.ncsbn.org/nurse-licensure-compact.htm>.

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 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.
- 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](https://www.tn.gov/content/dam/tn/health/documents/Board_of_Nursing_Tennessee_Endorsement_Verification_Request.pdf)
- 2) Attach a copy of your nursing diploma or transcript from initial nursing education (copies of internet transcripts are not accepted). Internationally educated nurses should also attach a copy of the certificate from Commission on Graduates of Foreign Nursing School (CGFNS) or a school transcript.
- 3) 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 legal names, on the front 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**  
**665 Mainstream Drive**  
**Nashville, TN 37243**  
**Email: [nursing.health@tn.gov](mailto:nursing.health@tn.gov)**