

Delaware RN Licensure by Endorsement Application - Checklist

Directions: Use the follow checklist and tips to guide you through the Delaware RN licensure by endorsement application process. Since some clinical sites used by the MSN programs at Penn are located in Delaware, RN licensure in Delaware is a prerequisite for entry into the clinical components of these programs. This process should be initiated no later than 3 months before the start of your first Master's-level clinical rotation.

Check once completed	Task
<input type="checkbox"/>	<p>Fill out a Delaware RN licensure by endorsement application form.</p> <p>Application is available here: http://dpr.delaware.gov/boards/nursing/documents/Nursing_Endorsement_Application.pdf</p> <p>TIP: Applicants should be sure they are filling out the correct application. The correct application is titled "APPLICATION FOR LICENSURE AS A REGISTERED OR PRACTICAL NURSE BY ENDORSEMENT". Applicants who previously held a Delaware RN license should not use the licensure by endorsement form. These applicants should use the RN reinstatement application available through the Board's website. For question #1, be sure to check "Registered Nurse—I have a current, active RN license in another jurisdiction (state, U.S. territory or District of Columbia). I have never held a Delaware RN license."</p>
<input type="checkbox"/>	<p>Ensure that you meet the Home State of Residence Requirement before filing.</p> <p>TIP: Most applicants will meet this requirement by living in Pennsylvania and claiming Pennsylvania as their <i>home state of residence</i>. If another state is being listed as your <i>home state of residence</i> bare in mind that the application for licensure by endorsement can only be used if one of the following applies to you:</p> <ul style="list-style-type: none"> Your current home state of residence is Delaware, OR Your current home state of residence is not a compact state (e.g. Pennsylvania), OR Your current home state of residence is another compact state but you plan to move to Delaware or to a non-compact state. <p>COMPACT STATES Arizona, Arkansas, Colorado, Idaho, Iowa, Kentucky, Maine, Maryland, Mississippi, Missouri, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Wisconsin</p>
<input type="checkbox"/>	<p>Ensure that you meet the Practice Requirement before filing.</p> <p>TIP: To be licensed by endorsement Delaware, you must meet one of the following practice requirements. If possible, you must complete one of these requirements before filing the application:</p> <ul style="list-style-type: none"> Graduation from a Nursing education program within the past two years (24 months) <ul style="list-style-type: none"> Most submatriculated, fast track and recent BSN graduates will fall into this category. At least 1000 hours of nursing practice during the five years (60 months) before filing this application. At least 400 hours of nursing practice during the two years (24 months) before filing this application.

	<ul style="list-style-type: none"> Completion of a Board-approved refresher program <ul style="list-style-type: none"> Section 3.0 in the Board's Rules and Regulations explains the requirements for refresher programs. See also Approved Delaware Nursing Education & Refresher Programs.
<input type="checkbox"/>	<p>Enclose the processing fee by check or money order made payable to "State of Delaware".</p> <p>TIP: Applications submitted without the processing fee will be rejected. Check here for the current fee schedule: http://dpr.delaware.gov/boards/nursing/fees.shtml</p>
<input type="checkbox"/>	<p>Enclose a copy of your driver's license or official identification card from the Division of Motor Vehicles.</p> <p>TIP: The state (or other jurisdiction) on the identification you provide is considered your home state of residence. If you don't have a driver's license or official identification from the Division of Motor Vehicles, you may submit a voter registration card, federal tax return, military form 2058 or a Form W-2 showing your home state of residence.</p>
<input type="checkbox"/>	<p>Enclose a photocopy of your <i>current</i> nursing license from another jurisdiction. You may send a printout of your state's online verification <i>if</i> it shows the expiration date.</p> <p>TIP: License must show an expiration date. If there is a signature section on your license, sign it before copying. If the other jurisdiction where you are currently licensed is not a compact state, your license <i>must remain current</i> throughout the <i>entire</i> endorsement process. If the jurisdiction where you are currently licensed is a compact state, you can work in Delaware for up to 90 days after establishing Delaware as your home state of residence while you await your Delaware license. Your license in the compact state must remain active throughout the 90 days.</p>
<input type="checkbox"/>	<p>Complete the <i>Authorization for Release of Information</i> form to request a criminal background check.</p> <p>TIP: Follow the instructions on the authorization form to arrange to be fingerprinted. You must complete this requirement <i>even if</i> you recently had a criminal background check done for some other reason. Both State of Delaware and FBI criminal background checks are required. Be sure not to send the Authorization for Release of Information form or the fee to the Board of Nursing, these materials must be sent to the Delaware State Police at the address indicated on the endorsement form: http://dpr.delaware.gov/boards/nursing/documents/Nursing_Endorsement_Application.pdf (see page 9)</p>
<input type="checkbox"/>	<p>Submit the proper Nurse Reference form.</p> <p>TIP: Arrange for the Board office to receive <i>Nursing Reference Form(s)</i> as follows:</p> <ul style="list-style-type: none"> If you have not been employed as an RN for at least the past six months but you graduated from your nursing program within the past two years (24 months), send a form to your nursing school for completion. Recent BSN graduates should select this option. Be sure to check "Yes" for question 20 on the endorsement application, and skip questions 21-24. For Penn Nursing graduates, you may have the form completed by bringing it to OSI. If you have been employed as an RN for at least the past six months, send a form to each nursing employer where you worked during the past six months. If you have not been employed for at least the past six months and you did not graduate from nursing school within the past two years (24 months) but you were employed as an RN within the past five years (60 months), send a form to your most recent nursing employer(s) where you worked for at least six months.

	<p>After completing the form, the nursing school (or employer) must return the form by mail directly to the Board office. Forms received from you will be rejected. If the Board office receives an incomplete <i>Nursing Reference Form</i> from your employer because it is your employer's policy not to comment on performance, the Board office will contact you to submit a copy of your most recent employee evaluation. Obtain this evaluation yourself; do not ask your employer to forward a copy. This is needed in addition to, not instead of, the <i>Nursing Reference Form</i>.</p>
<input type="checkbox"/>	<p>Provide verification of original licensure by examination. How you do this depends on whether the jurisdiction where you were licensed utilizes the Nursys databank.</p> <p>TIP: Currently If your original jurisdiction of licensure uses Nursys, go to www.nursys.com and complete the <i>Nursys Verification Request</i>. If your original jurisdiction of licensure is not a jurisdiction that uses Nursys, then you must complete the <i>Verification of Original Licensure</i> form and send it to the Board of Nursing in the jurisdiction where you were licensed by examination. Contact that jurisdiction to find out if there is a fee. Note: Currently, Pennsylvania does not use Nursys, therefore students with a PA RN license should be sure to send the form on page 13 of the endorsement application to the Pennsylvania Board of Nursing.</p>
<input type="checkbox"/>	<p>Submit completed, signed and notarized "Application for Licensure as a Registered Nurse or Practical Nurse by Endorsement".</p> <p>TIP: Forms that are incomplete, unsigned or not notarized will be rejected. Be sure <u>not</u> to sign the "Affidavit" part of the form until at the Notary Public. Also be sure to bring a government-issued photo ID with you when you notarize the form.</p>

Additional Tips

- Recent BSN graduates who are submatriculated into an MSN program should initiate the Delaware RN licensure by endorsement process as soon as possible after receiving their RN license.
- Be sure to send all pertinent materials to the Delaware Board of Nursing at the same time to prevent any delays.
- Be sure to sign all pages that require a signature. Failure to sign a document will delay the application process.
- If you graduated from a nursing program outside the United States, provide a copy of your [CGFNS](#) certificate or CES report.
- If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).
- For additional information or to ask the Delaware Board of Nursing a question, you may email the Information Center at customerservice.dpr@state.de.us. Be sure to include your daytime phone number in your email message. You may also call the Information Center can at (302) 744-4500, Monday - Friday, 8:15 a.m. - 4:15 p.m. Eastern Time.