

New Jersey RN Licensure by Endorsement Application Process

Directions: Use the following guide to apply for a New Jersey RN licensure by endorsement. Since some clinical sites used by the Master's programs at Penn are located in New Jersey, RN licensure in New Jersey 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. Before beginning the online application, make sure you have a debit or credit card ready to pay the \$200 fee.

Step 1: Access the online application.

Link: <https://newjersey.mylicense.com/eGov/Login.aspx>



If you previously held a license in New Jersey, DO NOT complete this application. You must contact the Board of Nursing at 973-504-6430 or visit our website at http://www.njconsumeraffairs.gov/nursing/nur_applications.htm.

Step 2: Unless you already have an account on MyLicense, use the "Register a Person" link to register yourself prior to applying. See the screen shot below.

Menu
Register a Person
Register a Business
Having Trouble? (FAQ's)

Welcome to MyLicense Online Licensing for the New Jersey Division of Consumer Affairs

The New Jersey Division of Consumer Affairs is pleased to offer licensees the opportunity to renew licensure or apply online via our secure MyLicense website.

- To Begin, Login Below.

If you haven't already registered and created an account, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, **renew** an existing professional license, submit name or address changes, or request a duplicate license, **click here** to register (or click the **Register a Person** link on the left).
- If you wish to apply for a business or facility license, **renew** an existing business license, submit name or address changes, request a duplicate license, or request a facility inspection, **click here** to register (or click the **Register a Business** link on the left). This is not for license renewal of health care agencies.
- If you are a business verifying employment of a Certified Homemaker-Home Health Aide (CHHA) for renewal or entering a newly employed CHHA or documenting a CHHA who is no longer employed by you, **click here** to register (or click the **Register a Business** link on the left.)

Step 3: Complete only the “Other Registration” field. This step is meant to ensure that you do not create a duplicate registration in the system. See the screen shot below.

Renewal Letter Registration

License Number:

Registration Code:

Other Registration

Last Name:

SSN:

DOB:
ex. 07/04/1976

Step 4: Complete the “Initial Registration” form. If you are having trouble submitting the form, make sure all requested information marked with a red asterisk has been properly entered. See the screen shot below.

STOP: If you are trying to renew your license and the fields below are blank, DO NOT continue. You must conduct your search again. If you continue to have difficulty after searching again, click [here](#) for information on contacting the proper department/agency/board for assistance. If you have not applied for a license with the state, please continue with your registration below.

NOTE: A red asterisk (*) indicates that the field must be completed to continue.

Other Registration

Name Prefix:
ex. Mr. | Mrs. | Dr.

First Name: *

Middle Name:

Last Name: *

Name Suffix:
ex. Sr. | Jr. | III

DOB: *
MM/DD/YYYY

SSN: *

Step 5: Return to the online application home page and use your credentials to log in.

Link: <https://newjersey.mylicense.com/eGov/Login.aspx>

Step 6: Click “Initial Application” to begin the application for licensure by endorsement. See the screen shot below.

The screenshot shows the top navigation bar for the Division of Consumer Affairs, including the state logo, search bar, and navigation links. Below the navigation bar is a menu with the following items: Renew License, Initial Application (highlighted in yellow), Logout, and Having Trouble? (FAQ's). The main content area is titled "MyLicense Online Licensing" and contains instructions for users to begin a new application or renewal.

Step 7: Enter “Nursing” in the “Profession” field. Select “Registered Prof. Nurse” for “License Type”. Select “Endorsement” for the “Obtained By Method” field. See the screen shot below.

The screenshot shows the "Initial Application" page. The "License Type Selection" section is highlighted in yellow. It contains the following information:

- How to Choose Your Obtained By Method**
- Profession: Nursing
- License Type: Registered Prof. Nurse
- Obtained By Method: Endorsement

Below the selection fields, it says "Click **NEXT** below to begin the application process."

Step 8: Read the application, statutes, regulations and all instructions carefully, then click “Start”.

Step 9: Progress through each of the application sections. For “Previous Licensure Questions”, “Education Information”, and “Nursing Experience”, be sure to use the “Add” function to save your information before moving on to the next page.



When you reach the “Education Information” section, be sure to enter information for “Advanced Nursing Degrees”. Although a BSN is not usually considered an advanced nursing degree, we do advise that you fill out this section listing your BSN (and all other nursing degrees if you have others).

Step 10: Once you reach “Summary”, carefully review the information, check the attestation box, pay the fee and submit.

Step 11: Once you have submitted the online application you must send the Board of Nursing the following documents (preferably in a single mailing):

1. A clear, full-face passport photograph.



Photograph must have been taken within the past 6 months and must include both your head and your shoulders. The photograph must be sized 2” X 2”. Your full name must be printed on the back of the photo. Photocopies are not acceptable.

2. A copy of your birth certificate.



If birth certificate is not in English, a translation must be provided. If your current name differs from the name on your birth certificate, you must submit a name change certificate. If you are not a U.S. citizen, you must submit immigration documents (i.e. alien registration card) to the Board to demonstrate that you are legally eligible for a license.

3. An official copy of your nursing transcript(s).



Obtain official transcripts for your nursing degree(s). We recommend either picking up a copy in person or obtaining a copy through PennInTouch and having it mailed to you. Once you obtain an official transcript, place it into the same package with the above to items and mail it to the Board.

Mail these three (3) documents to:
Board of Nursing
PO Box 47010
Newark, NJ 07101

Step 12: Submit a Nursing Verification form. The form is available here (page 14):
<http://www.njconsumeraffairs.gov/nur/Applications/RN-and-LPN-Licensure-by-Endorsement.pdf>



If your RN license is from a state that is a member of Nursys®, please use the online NCSBN Nursys® form. Check the Nursys® website to determine if your state is a member: <https://www.nursys.com>. Please note that Pennsylvania is not a member of Nursys®, and thus Penn Nursing grads licensed in Pennsylvania must use the form from the New Jersey Board of Nursing linked above. Keep in mind that, unlike all the other application materials, this form is not to be sent to the New Jersey Board of Nursing, rather it is to be sent to the Board of Nursing in the state in which you are licensed. A fee may be charged for this service.

Additional Information:

- The criminal background check and fingerprinting component of the application will occur after you submit your application. The Board will contact you regarding this.
- Recent BSN graduates who are submatriculated into an MSN program should initiate the New Jersey RN licensure by endorsement process as soon as possible after receiving their RN license.
- Be sure to send all pertinent materials to the New Jersey Board of Nursing at the same time to prevent delays.
- If you change your address or your name while the application is pending, notify the Board in writing immediately.
- If you answered “Yes” to the questions regarding criminal charges or convictions, disciplinary actions or other misconduct issues, be sure to provide the Board with supporting documents.
- Be sure to check the New Jersey Board of Nursing website for updates and changes in the application process.
- Please allow 3 months for your application to process. To check the status of your application, call the Board at (973) 504-6430.