



## How to Apply for your License

- ✚ The NH Board of Nursing (BON) must receive and review your criminal record report and FBI fingerprinting in order to complete the application process. The Board can only accept completed criminal record reports that are sent to them directly from the NH State Police. The State Police only keeps fingerprinting results in their system for 30 days. **WE STRONGLY ENCOURAGE YOU TO BEGIN THE FINGERPRINTING PROCESS AS EARLY AS POSSIBLE TO AVOID LICENSING DELAYS.**
  
- ✚ **To complete your fingerprinting:**
  - Call **603-271-2538** to schedule an appointment for applicant/licensee LiveScan fingerprinting with the State Police. You can schedule the appointment for Concord, Manchester, Dover, Keene, Tamworth or Twin Mountain. We **strongly** encourage our students to get LiveScan fingerprinting done at one of the sites listed above **ONLY**. Failure to do so may result in a delay in licensing, extra fees or a process that we cannot assist with.
  - On the day of your Fingerprinting appointment, be sure to arrive with your photo ID. They will give you an "Applicant LiveScan Site Form" which you will need to send to the Board of Nursing. Keep it secure and do not lose it.
  - You can complete your LiveScan fingerprinting at any time before, during or after your LNA course. However, the State Police will only keep the results on file for 30 days. Therefore, after your appointment **mail the following items to the NH Board of Nursing right away** (even if you have not completed your LNA course):
    - Criminal Background request form that contains "NH Board of Nursing" in Section II. This form must be fully completed and notarized prior to sending it in. Complete Section I and have Section II notarized.
    - Applicant LiveScan Site Form that was given to you upon completing your fingerprints.
    - Check or money order payable to "State of NH – Criminal Records" in the amount of \$47.
    - Mail all items together, in one envelope, to NH Board of Nursing, 121 South Fruit St., Concord, NH 03301.
  
- ✚ **To apply for licensure:**
  - Be sure you have already completed and sent in your LiveScan fingerprinting documents (above).
  - Fill out the BON application, "Application for Initial License: Nursing Assistant." Carefully complete all fields, both front and back.
  - Make a copy of the certificate that you received on your graduation day.
  - Make a copy of your state test results.
  - Include a check for \$35 payable to "Treasurer, State of NH."
  - **Mail** all items together to the NH BON at: 121 South Fruit Street, Concord, NH 03301.
  
- ✚ Your license will be posted on the BON website: <https://nhlicenses.nh.gov/Verification/> **Please note: The Board of Nursing will NOT mail a paper copy of your license to you.** Everything is done electronically. It is *your* responsibility to check the Board's website to verify your license has been posted. The Board will not contact you to let you know your application has been processed.
  
- ✚ If you have previously been licensed in NH and have taken our course to refresh yourself you can not apply online for a reinstatement. You need to call the board office and they will send you a reinstatement application.
  
- ✚ You are required to complete 24 contact hours every 2 years to maintain your license and will need to reapply every two years (your license is set to expire on your birthday) for a renewal. You must also work a minimum of 200 hours every two years to stay active in practice.

Holding a license requires legal, moral, and ethical responsibilities. Know your nurse practice act. If you do not have a copy; check the BON website or call the Board of Nursing and request one.



*The Coordinator of LNA Health Careers welcomes you into the nursing profession.  
May you practice with professionalism and compassion throughout your career.*

### **Verifying your License:**

*Online license verification is accurate, quick, current and available 24/7 for licensees and employers. The NH BON uses a paperless licensing system. The Board does not provide paper licenses. License details can be verified on the Board website:*

1. Go to <https://nhlicenses.nh.gov/Verification/>
2. Click on "Person Search"
3. Select Nursing Assistant under the profession field, Licensed Nursing Assistant under the License Type field, and enter your first name and last name.

If your license has been issued, your information will appear with the word "ACTIVE" next to it and your license number will be displayed. You can print this verification if desired.

Important Note: It is YOUR responsibility to notify the Board of Nursing if your address or name changes. If your address changes and you do not notify the Board of Nursing before your renewal, your renewal will be returned to the board.

### **Contact Hours & Continuing Education:**

As an LNA you are required to maintain a total of 24 contact hours within 2 years prior to the date of your renewal application. Guidelines for continuing competence can be found on the Board website [www.oplc.nh.gov/nursing](http://www.oplc.nh.gov/nursing) under the Nursing Assistant tab on the right hand side.

Be prepared to provide proof of your contact hours should you get audited by the Board.

### **Questions for the Board of Nursing?**

The Board of Nursing website provides answers regarding licensing, scope of practice, educational programs, license verification, continued education and more. Visit [www.oplc.nh.gov/nursing](http://www.oplc.nh.gov/nursing). Topics you can access include:

- News and Announcements
- Board Meeting Dates and Events
- Educational Programs
- Enforcement
- Frequently Asked Questions
- Forms, Applications and Publications
- Licensure
- Nursing Practice
- Nurse Practice Act

In addition you can access the online verification system, online licensing and practice inquiry.