



## 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.
- ✦ **To complete your criminal background check:**
  - Complete the left section (Section I) of the NH Board of Nursing Record Information Authorization.
  - Have the right side (Section II) notarized (most local banks have notaries or a representative from LNA Health Careers can notarize for you). This section needs to be completed in front of the Notary with a copy of your photo ID.
  - 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. The fee is **\$49.75 at these sites only (other sites may charge higher rates and may not send the results directly to the NH Board of Nursing)**.
  - Give the State Police your notarized authorization form the day of your appointment. They will send your results directly to the BON.

If an applicant goes to another police station instead of going to one of the sites listed above, they will be required to pay \$39.75 plus whatever that particular police station charges for a processing fee. *We strongly discourage the use of inked fingerprinting as it will significantly hold up the process of receiving your LNA license.*

- ✦ **To complete the application for licensure:**
  - Fill out the BON application, following along section 1 and fill in all fields
  - 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. <http://www.nh.gov/nursing> in the **online verification** section on the right hand side of the home page. **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 12 contact hours every year 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.*



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### **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 [www.NH.gov/nursing](http://www.NH.gov/nursing)
2. On the right hand side, click on "Online Verification"
3. Select Nursing Assistant under the profession field, Licensed Nursing Assistant under the License Type field, and enter your first name, last name and last 4 digits of your social security number.

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, they will charge you a \$10 fee.

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

As an LNA you are required to maintain 12 contact hours per year, for a total of 24 hours within 2 years prior to the date of your renewal application. Guidelines for continuing competence can be found on the Board website [www.nh.gov/nursing](http://www.nh.gov/nursing) under the Licensure tab on the Home Page.

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.nh.gov/nursing](http://www.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.