

LPN or RN by Endorsement Application Guide

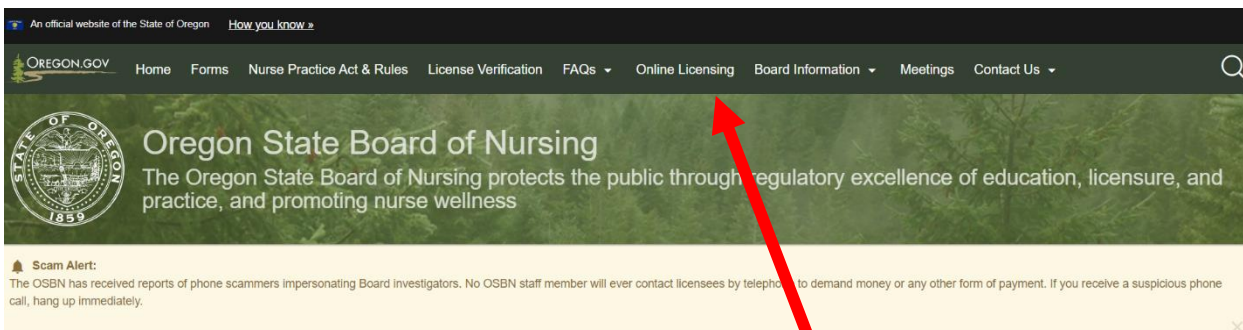
Eligibility

Applicants must:

- Hold an active LPN/RN in another state, and have 400 work hours in the last two years or
- Hold an active LPN/RN in another state, and have graduated in the last two years.
- See NPA Division 31 for all eligibility requirements.
 - <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3927>

Step 1: Create A Login for the Online Portal, if You Do Not Already Have a Login

Visit <https://www.oregon.gov/osbn> Use a computer, the website does not display on phones/tablets.



Click here to start

OSBN Nurse Portal

If this is the first time you are logging into the OSBN Licensing portal since October 10, 2022, you must create a new user account. Click "Create an Account" and agree to the terms and conditions. When you are asked if you have had an account before, click "yes" if you currently hold or have previously held an Oregon license. Follow the directions to create an account. If you are a current or former licensee, you will need to search for your name and verify your identity with your year of birth and last four digits of your SSN. Use your personal email address to establish your account; emails sent to your work or school email may be blocked by the institution.

☆ All applicants for a new license type or reactivation of a license must provide fingerprints for a state and federal criminal history record check **after** they submit an application. [Click for information on Fingerprint Requirements.](#)

Create a new account

Don't have an account?
Create an account to apply for a license or maintain your existing license.
[Create an Account](#)

Didn't receive the verification email after registering?
Note: Registration link in the verification email is only valid for 24 hours. If you have exceeded this time, please restart the registration process.
1. Check your Spam, Junk, Trash, Deleted

Already have an account?

Authorized User Sign In

Email Address (required)

Password (required)

- Enter your full legal name as shown on your government issued ID.
- Make sure your Social Security number and date of birth are correct.
- Before you can log in for the first time, **you must validate your email address!**
- You will receive a validation email at the address you registered with.
- Please be sure to check your inbox and spam folders to ensure you see the verification email.
- Click on the link in the message to validate your email address.

Oregon State Board of Nursing

Step 2: Log Into the OSBN Online Portal

OSBN Nurse Portal

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1. Check your Spam, Junk, Trash, Deleted Items, or Archive folder.

2. Resend the verification email.

[Resend Verification Email](#)

3. If you are still not getting the verification email read our more Detailed FAQs or

Already have an account?

Authorized User Sign In

Email Address (required)

Password (required)

[Forgot your password?](#)

[Sign in using our secure server](#)

Step 3: Select and Submit Application

Associated cost: \$195

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Welcome to the Oregon State Board of Nursing Nurse Portal Dashboard. You may use this portal to submit an application, check the status of an application, renew a license, update your name or address, and use the Message Center to communicate with Board staff.

Your Licenses with OSBN

[Apply for License](#)

License Number	License Type	License Granted Date	License Expiration Date	License Status
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No licenses found

License data provided by the OSBN State Board of Nursing

Oregon State Board of Nursing

▶ LPN Endorsement - International Nursing Education

▶ LPN Endorsement - U.S. Nursing Education

▶ RN Endorsement - International Nursing Education

▶ RN Endorsement - U.S. Nursing Education

Be sure to select the correct license level and education source.

Carefully fill in each of the required sections, errors will delay application processing.

Continuing Education

Prior to submitting your application, you will need to attest to the completion of three hours of continuing education. These three hours must be completed within two years of your application.

- One hour of Pain Management Continuing Education through Oregon Pain Management Commission's Module
<https://www.oregon.gov/oha/HPA/dsi-pmc/Pages/module.aspx>
- Two hours of Cultural Competency Continuing Education can be completed through an organization of your choice. It can be free or completed through your employer. Oregon Health Authority maintains a list of suggested courses.
<https://www.oregon.gov/oha/EI/Pages/CCCE.aspx>

Background Questions

- Answer disclosure questions truthfully.
- If you are not sure about disclosing something, please disclose OSBN will make a determination.
- If you answer yes to a disclosure question, provide a detailed explanation. This can reduce the need for follow-up questions from OSBN staff and speed up your application timeline.
- Use the tool at the bottom of the page to upload supporting documentation.

Nursing Education

Select the correct degree and school.

If you do not see your school in the drop down, scroll to the bottom and select "other". This will allow you to type in the school information.

Employment History

Click "+Add Employment history".

OSBN does not maintain a database of employers you will need to populate the employer fields to be able to choose a primary employer at the bottom of the Employment History page. Select "Other" in the Employer Name to begin entering your employer's information. Once you have entered an employer you will be able to select that employer from the drop-down menu to indicate your primary employer.

Oregon State Board of Nursing

LPN Endorsement - U.S. Nursing Education (LPN)

1 License Application 2 Preview & Submission 3 Fee Payment 4 Confirmation Receipt

View Instructions

License Application Type	✓
General Information	✓
Eligibility Questions	✓
Education History	✓
Employment History	✓

Employment History

Create a new record for each employer you worked for as an LPN in the last 2 years for at least 400 hours of qualifying work history.

If you met the practice requirement by:

1. Graduating from your qualifying PN program in the last two years; or
2. Completion of a Board-approved LPN re-entry program in the last two years prior to application.

Employer

+ Add Employment History

Position Description	Please identify the type of <u>setting</u> that most closely corresponds to your <u>primary</u> nursing practice position (required)	Please Select
	Please identify the <u>position title</u> that most closely corresponds to your <u>primary</u> nursing practice position (required)	Please Select
	Please identify the <u>employment specialty</u> that most closely corresponds to your <u>primary</u> nursing practice position (required)	Please Select
	Please indicate your <u>primary</u> employer (required)	Please Select

Note: The employer selection is dependent upon the Employment details provided above. If no details entered in the Employment History panel, there will be no selection options for this question

Step 4: Documents Required to Support Your Application

Proof of Education

Associated cost: Varies by school

Have your pre-licensure program send transcripts to: osbn.transcripts@osbn.oregon.gov

License Verification

Associated cost: \$30 (Nursys)

Send your exam state license verification to OSBN. Most U.S. states participate in NURSUS nurse license verification for Endorsement <https://www.nursys.com/NLV/NLVTerms.aspx>

If you sat for the NCLEX in Canada, please contact the appropriate College of Nursing to have the license verification sent to osbn.LicenseVerifications@osbn.oregon.gov

Fingerprint Directions

Associated cost: \$70.50

The state of Oregon contracts with Fieldprint Inc. to collect digital fingerprint images from applicants for the background check. Fieldprint Inc has collection sites in every state. Applicants may have their fingerprints imaged by **appointment only** at any Fieldprint site across the country. Use this link <http://www.fieldprintoregon.com> to register, enter the code: **FPORBoardNursingDAS**

Please do not submit fingerprints before you submit your application.