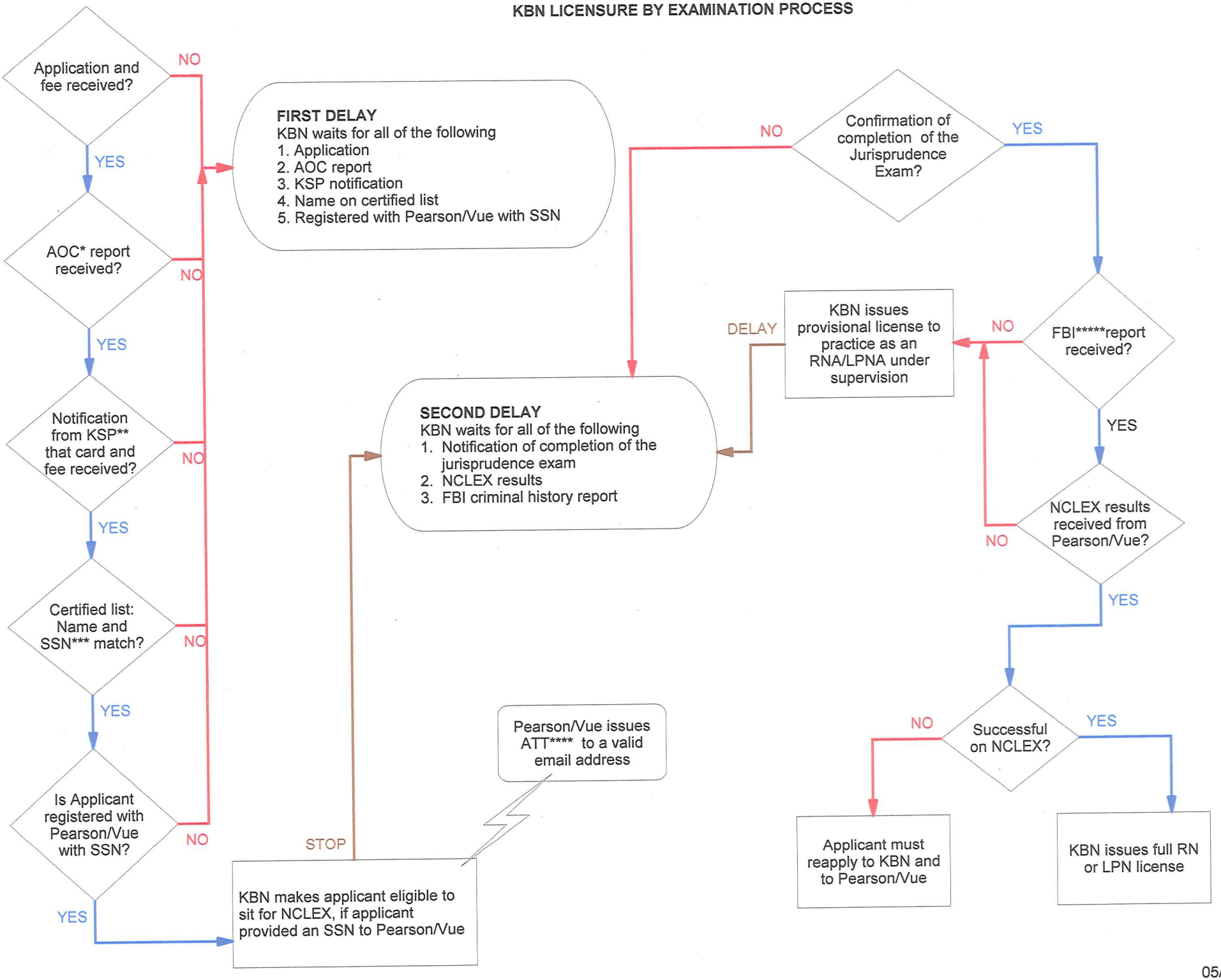
KBN LICENSURE BY EXAMINATION PROCESS



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Licensure Requirements and Process

FLOW CHART ABBREVIATIONS

* AOC: Administrative Office of the Courts
**KSP: Kentucky State Police
***SSN: Social Security Number
****ATT: Authorization To Test
*****FBI: Federal Bureau of Investigation

Required before applicant will be made eligible:

1. KBN application and fee
2. State background report from the Administrative Office of the Courts (AOC)
3. Notification from the Kentucky State Police (KSP) that card and fee received
4. Name on certified list or transcript (Name and SSN must match those on the application for licensure
5. Applicant must have registered with Pearson/Vue with a SSN

Required before a provisional license is issued:

1. All above requirements (except #5)
2. Completion of the Jurisprudence Exam

Required before full licensure is issued:

1. All above
2. FBI report
3. Successful completion of NCLEX

An applicant who completes the jurisprudence examination after KBN receives the FBI report and pass results on NCLEX will receive a full RN/LPN license, bypassing the need for a provisional license

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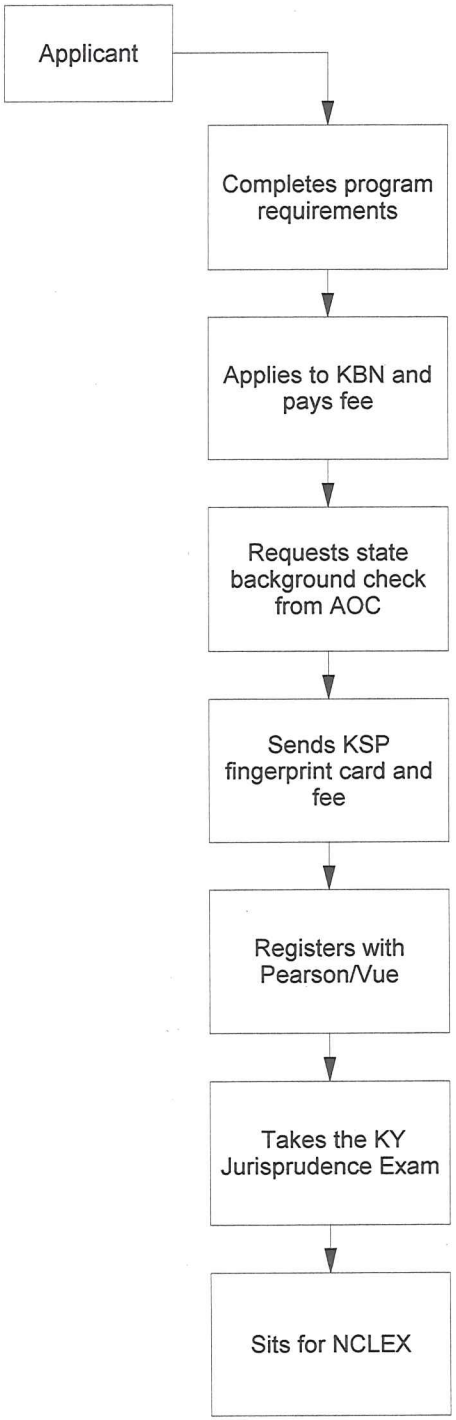
APPLICANTS FOR LICENSURE BY EXAMINATION



Applicant information:

1. Name and SSN on the certified list must match those on the application for licensure
2. KBN application fee is non-refundable. If convictions for felonies or misdemeanors, apply at least 3 months prior to program completion. See web for important details of what to report and documents required.
3 State background check (court-net) must come from the Administrative Office fo the Courts (AOC). Follow the instructions on the KBN web site and KBN will receive a copy of the report directly form AOC.
4. Request a fingerprint card from KBN or your nursing program. Get fingerprinted at a local law enforcement agency. Send the completed card and the fee to
   Kentucky State Police,
   Records Division
   1266 Louisville, Rd.
   Frankfort, KY 40601.
5. Register with Pearson/Vue with the name that appears on your picture ID. A SSN and a valid email address must be given when registering. The ATT comes from Pearson/Vue after KBN makes the applicant eligible to test.
6. Name and SSN on the certified list must match those on the application for licensure. If submitting an official transcript, it must show the degree and date the degree was posted and must come directly from the program of nursing.
7. Complete the Jurisprudence Exam (JP Exam). The link to the exam is accessible only after applying to KBN and is located under "Application Status" on the KBN web site. A pdf study guide is also on the web site. KBN receives electronic notification when the exam has been completed.
8. Employment as an RNA or LPNA cannot begin until a provisional license is Issued. This includes an orientation to the facility even when not on a clinical floor or providing direct patient care.
9. KBN must recieve the background report from the FBI before a license will be issued.
10. Must pass NCLEX before a full RN or LPN license will be issued. NCLEX results are sent electronically to KBN from Pearson/Vue.

More detailed information is on the KBN web site at:
www.kbn.ky.gov

NOTE: These steps may be done in any order, but

1. An applicant *cannot be made eligible until* KBN receives:
   a. The application for licensure,
   b. The AOC report
   c. Notification from KSP that they received the fingerprint card and fee
   d. Name on Certified List
   e. Finding the applicant's registration by SSN with Pearson/Vue
2. A provisional license *cannot be issued until* all of the above, except having registered with Pearson/Vue, are completed and the JP exam was completed.
3. Under a provisional license, documentation must be signed as "RNA" or "LPNA" and the applicant must work under direct supervision.
4. Full licensure *will not be issued until* KBN receives notification of completion of the jurisprudence exam, successful NCLEX results, and the FBI report.
5. Reported convictions will delay the process of making eligible and receiving a provisional license by a minimum of 3 months.
6. Two (2) hours of AIDS/HIV continuing education must be earned every 10 years.
   LPNs must earn it before 10/31/2021.
   RNs must earn it before 10/31/2022.

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