ALL APPLICANTS APPLYING FOR
INITIAL OR ENDORSEMENT OF AN APRN ONLY LICENSE OR
REINSTATEMENT OF AN APRN ONLY LICENSE
MUST SUBMIT:

**INITIAL OR ENDORSEMENT**

Listed below is what is required for you to be issued a permanent APRN license:

- Completed APRN online application and fee of $165.00,
- Fingerprint card & fee of $13.25
- Criminal history report*,
- Official Transcript - Advanced practice education (with degree and date posted)
  **All transcripts must be sent directly from Program of Nursing**, and
- Proof of current national certification (A copy of the card, letter or certificate is acceptable. May be mailed, emailed or faxed to 502-782-2752.)

**REINSTATEMENT**

Listed below is what is required for you to be issued a permanent APRN license:

- Completed APRN online application and fee of $135.00,
- Fingerprint card & fee of $13.25,
- Criminal history report*, and
- Proof of current national certification (A copy of the card, letter or certificate is acceptable. May be mailed, emailed or faxed to 502-429-3336.)

*To obtain a criminal history report, you can request one from the AOC website with payment by credit card at http://courts.ky.gov and click on Obtain a Criminal History Report. If you apply online to the AOC, the KBN will be able to retrieve the report from them. I am enclosing instructions on how to complete an online background request.

**Licenses will not be issued until the report from the Administrative Office of the Courts and fingerprint report from the FBI are received at KBN.**
KENTUCKY BOARD OF NURSING
ONLINE APPROVED PROVIDERS
OF CONTINUING EDUCATION

NETCE
1-800-232-4238
www.netce.com

National Center of Continuing Education
1-800-824-1254
www.nursece.com

University of Kentucky College of Nursing
www.ceprofessor.uky.edu

Western Schools
1-800-438-8888
www.westernschools.com

***Please note this is not the full approved program list for KBN. For the complete list of approved online providers please visit our website at www.kbn.ky.gov.***
Please follow these steps if you wish to place an electronic request for a Kentucky Criminal Background Check via the Administrative Office of the Courts’s website:

1. Go to [https://kycourts.gov/Pages/default.aspx](https://kycourts.gov/Pages/default.aspx) and click on “Criminal Record Reports”:

   ![Register button](image)

2. Click “Register”:

   ![Login and Register menu](image)

3. Fill out the registration form and click the “Register” button.

4. An email will be sent to the email address you registered with. Open the email and click on the verification link:

   ![Verification link](image)

5. You will be taken to a screen that will say, “Your account has been successfully activated.” You will now need to click “Continue”.

   ![Success message](image)
6. Click “Login” and log in with the email address and password you registered with:

7. Click “AOC FastCheck”:

8. Click “Create New Record Request”

9. Fill out the information as follows:
   - Category: “Licensing”
   - Group: “Kentucky Board of Nursing”
   - Reason: “Licensing”
   - Requester Information: Enter your information
   - Request Entry: “Manual Entry” then enter your information (including any maiden names, aliases, or any other names you have ever used)
   - NOTE: Items with an asterisk ( * ) are required

10. When finished, click “Add to Batch”

11. Click “Submit Request”

12. Click “Pay Now”:

13. Click “Pay Online Now”: 
14. Fill out your billing and credit card information.
   ● NOTE: Visa and MasterCard only
   ● NOTE: You will be charged for the criminal history report and an express processing fee. These are AOC fees, not Kentucky Board of Nursing fees.

15. Click “Continue.” You will receive a confirmation.

16. To check the status of your order, log in to AOCFastCheck (http://kcoj.kycourts.net/PublicMenu/).
   NOTE: It may take 24-48 hours for your background check to appear.

17. You will receive an email when your order has been completed. Follow the link in the email to see your order:

   **Record Request Confirmation**
   Your request batch of record(s) has been completed
   Please visit https://apps.kycourts.net/RecordRequest to view
   the results.
   Submitted on: 05/19/2010 10:24:42 AM
   Confirmation Number is: 0000274452
   Thank you for your ongoing participation with the Kentucky Court of Justice.

18. When your order status is listed as “Completed,” your order has been processed by the AOC:

19. To see the results of your background check, click “Completed,” then click on the PDF icon. This is the result that will be sent to KBN.

20. A copy of this background check will be electronically submitted by AOC to KBN. Please allow 7-14 business days for the processing of your background check by KBN.

21. To check the status of your KBN application (including KBN processing of background check), go to https://kbn.ky.gov/apply/Pages/appstatus.aspx
FINGERPRINTING INSTRUCTION SHEET

Completed fingerprint card must be sent:

1. Directly to the Kentucky State Police at:
   Kentucky State Police
   Records Branch
   1266 Louisville Road
   Frankfort, KY 40601

2. With a check or money order:
   a. In the amount of $13.25
   b. Made payable to Kentucky State Police

Do not fold or staple the fingerprint card

All fingerprints must be rolled in black ink only
Digital fingerprints are acceptable if fingerprints are transferred to:
   a. Obtain the FD258 card from any authorized agent and add the ORI number KY920170Z
   b. An FD-258 fingerprint card and ORI number KY920170Z is placed on the card, or
   c. An electronic print out in the FD-258 format with the ORI number

Take the fingerprint card for fingerprinting to:
   a. Kentucky State Police Post, or
   b. Louisville Metro Corrections (502) 574-2191
   c. United Parcel Services (UPS) mailing office, or
   d. Any local police station or sheriff’s office trained to do fingerprinting

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Complete the following required fields of the fingerprint card:

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<tr>
<th>Last, First, and Middle Name</th>
<th>Race</th>
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<tr>
<td>Aliases</td>
<td>Height</td>
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<tr>
<td>Signature and Residence</td>
<td>Weight</td>
</tr>
<tr>
<td>Date and Signature of Official Taking Fingerprints</td>
<td>Eye Color</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Hair Color</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Place of Birth (State or Country)</td>
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<tr>
<td>Sex</td>
<td>Social Security Number</td>
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Note:
1. All of the required fields listed above must be completed on the fingerprint card or the card will be returned to you for completion.
2. Fingers to be printed must be clean and dry. Wiping the individual’s fingers with an alcohol swab and drying them should prevent perspiration from being a problem.
3. Roll each finger from nail to nail in the appropriate space taking care to lift each finger up and away after rolling, to avoid smudging.
4. Plain impressions are printed last, at the bottom of the card. The technician simultaneously presses the individual’s four fingers (on the right hand), keeping the fingers together. The process is repeated for the left hand. Print both thumbs simultaneously in the plain impression thumb blocks.
The Kentucky Board of Nursing has the legal authority, KRS 314.103, to require a criminal background investigation of an applicant for licensure by requiring fingerprinting of the applicant.

In accordance with FBI policy, please read the following information regarding the use and dissemination/restriction of the fingerprint report obtained from the FBI:

**FINGERPRINT USE AND CHALLENGE INFORMATION**

"Under provisions set forth in Title 28, code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and received FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. If the information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI's CJIS division records system, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34."
<table>
<thead>
<tr>
<th>EMPLOYER AND ADDRESS</th>
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<tr>
<td>KY Board of Nursing</td>
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<tr>
<td>312 Whittington Pky.,</td>
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<td>Ste 300</td>
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<td>Louisville, KY 40222</td>
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<th>REASON FOR FINGERPRINTS</th>
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<td>KBN-Applicant for Licensure</td>
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<td>KBS 314.103</td>
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PLACE ORI NUMBER KY920170Z ON CARD AS SEEN BELOW

ORI number must be entered here.