Endorsement Requirements – Foreign Educated Nurses
http://kbn.ky.gov/apply/Pages/Endorsement/endorsement.aspx

Requirement Checklist:

☐ **CGFNS VisaScreen Certificate**: Apply to the Commission on Graduates of Foreign Nursing Schools (CGFNS) to complete their VisaScreen program. The link for this website is: [www.cgfns.org](http://www.cgfns.org). The phone number is: (215)222-8454. The VisaScreen Certificate program does not have any relevance to your immigration status.

If you have completed the CGFNS VisaScreen program, you can email your CGFNS VisaScreen certificate to RachelA.Williamson@ky.gov or mail a copy of it to the Kentucky Board of Nursing.

☐ **Social Security Number**: If you do not have a social security number, contact KBN for a temporary ID to begin the application process. A Social Security Number is required for permanent licensure. Once you have a copy of the social security card, you can email it to RachelA.Williamson@ky.gov or mail a copy to KBN.

- Maintain proof of legal residency according to U.S. laws and regulations.

☐ **Online application** with fee of $165 (**non-refundable**)

(Please include email address when completing application online)

KY does not issue license cards, you will receive an email notification when the temporary permit or license has been issued if one is provided.

- **Fee Payment Update**: Effective July 6, 2020, fees assessed by the banking industry will be charged for each transaction. Payments made with a credit card will have an additional 2.75% of the payment added to the total. Payments made by ACH (online check) will have a $1.00 charge attached to the payment. The banking fees will be in addition to the fees due the Kentucky Board of Nursing.

☐ **Jurisprudence Exam** with fee of $15.00 (must pass with at least 80%) pertains to KY laws (accessed from the application status page) [https://kbn.ky.gov/apply/Pages/jpexam.aspx](https://kbn.ky.gov/apply/Pages/jpexam.aspx)

☐ **Federal Background Check $13.25 fee**

Completed Fingerprint card and fee mailed to Kentucky State Police.

**Please allow 2 to 4 weeks for processing of the fingerprint card and fee once received at KSP.**

☐ **Kentucky State Background Check $27.50 fee**

Kentucky State Background Check through the Administrative Office of the Courts (AOC). Link to online site instructions [https://kbn.ky.gov/apply/Documents/AOCFastCheck_Instructions.pdf](https://kbn.ky.gov/apply/Documents/AOCFastCheck_Instructions.pdf)

☐ **Verification** of licensure from the state where you took and passed NCLEX (Through [www.nursys.com](http://www.nursys.com) if your state is a participating board - $30) - If your state is not listed on NURSYS you will need to complete the verification of licensure form to another state board [http://kbn.ky.gov/apply/Documents/appattach2.pdf](http://kbn.ky.gov/apply/Documents/appattach2.pdf) and contact board for fee.

**NOTE:** Nurses who have been licensed longer than 5 years, but have not worked 500 hours in the past 5 years will need to submit 120 hours of continuing education. These may be earned within the past 1 year of application date and within six months of application date. (This does not apply to new graduates) [http://kbn.ky.gov/ce/Pages/cecoursetypes.aspx](http://kbn.ky.gov/ce/Pages/cecoursetypes.aspx)

**CONVICTIONS**: Link for reporting convictions [http://kbn.ky.gov/investdiscp/Pages/reportingcriminalconvictions.aspx](http://kbn.ky.gov/investdiscp/Pages/reportingcriminalconvictions.aspx)

**EMAIL ADDRESS**–KBN does not issue license cards and all verifications are verified from our website, KBN does provide an email notification when temporary permit or license is issued.

**LINK TO CHECK APPLICATION STATUS** all applicants are required to check their application status for requirements needed to complete the endorsement application. [https://kbn.ky.gov/apply/Pages/appstatus.aspx](https://kbn.ky.gov/apply/Pages/appstatus.aspx)

You have 1 year from the time you apply with KBN to complete all the requirements; if they are not met you will be required to submit a new application and fee. When all requirements are met, the license will be issued and an email notification will be sent if you provided one.
The ICHP VisaScreen™: Visa Credentials Assessment and the Kentucky Board of Nursing

All candidates for RN and LPN licensure in Kentucky must pass the U.S. national licensing examination (NCLEX). The Kentucky Board of Nursing requires that internationally-educated candidates for RN and LPN licensure by examination and endorsement obtain a VisaScreen™ Certificate issued by the Commission on Graduates of Foreign Nursing Schools (CGFNS International). This Fact Sheet provides applicants with information regarding these requirements.

WHAT IS THE COMMISSION ON GRADUATES OF FOREIGN NURSING SCHOOLS (CGFNS INTERNATIONAL)?
CGFNS International is an immigration-neutral, nonprofit organization based in Philadelphia, Pennsylvania. The organization offers evaluation and assessment services such as the VisaScreen™, Visa Credentials Assessment for internationally-educated nurses applying for licensure in and immigration to the United States. CGFNS has more than 29 years of experience in credentials evaluation, and is the only credentials evaluation organization dedicated primarily to the credentialing of international nurses.

THE ICHP VISASCREEN ASSESSMENT
The Kentucky Board of Nursing requires candidates for RN and LPN licensure by examination and endorsement to have a VisaScreen™ Certificate. The VisaScreen Certificate is issued after a complete evaluation of a professional’s credentials and English proficiency to verify that he or she meets the minimum federal requirements. The Certificate must be received before the Kentucky Board of Nursing will issue a license to you. The International Commission on Healthcare Professions (ICHP), a division of CGFNS, administers this screening process, which is called the VisaScreen™: Visa Credentials Assessment. Minimum passing scores for the required English examinations are listed below.

<table>
<thead>
<tr>
<th>Healthcare Profession</th>
<th>Option #1</th>
<th>Option #2</th>
<th>Option #3</th>
<th>Option #4</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>(TOEFL) Test of English as a Foreign Language</td>
<td>(TWE) Test of Written English</td>
<td>(TSE) Test of Spoken English</td>
<td>(TOEIC) Test of English for International Communication</td>
</tr>
<tr>
<td>Registered Nurse (RN)</td>
<td>207 (computerized) 540 (paper/pencil)</td>
<td>4.0</td>
<td>725</td>
<td>6.5 (Academic module)</td>
</tr>
<tr>
<td>Practical/Vocational Nurse (LPN / LVN)</td>
<td>197 (computerized) 530 (paper/pencil)</td>
<td>4.0</td>
<td>700</td>
<td>6.0 (General module)</td>
</tr>
<tr>
<td></td>
<td>TOEFL IBT Total &amp; Speaking Section</td>
<td>83 / 26</td>
<td>7.0</td>
<td>79 / 26</td>
</tr>
</tbody>
</table>

Graduates of health professional programs in Australia, Canada (except Quebec), Ireland, New Zealand, the United Kingdom and the United States are exempt from the English language requirement of VisaScreen.

PLEASE READ CAREFULLY:
If you were licensed in a U.S. jurisdiction as a Registered or Licensed Practical/Vocational Nurse by exam (i.e., you have already passed the NCLEX-RN or NCLEX-PN) and wish to become licensed in that same profession in Kentucky, you are NOT EXEMPT from the CGFNS requirements. If you were licensed in another U.S. jurisdiction, whether by exam or endorsement, that did not require the VisaScreen Certificate, and you now wish to become licensed in Kentucky, you are required to complete the VisaScreen Assessment and obtain a VisaScreen Certificate.

REGISTERED NURSES APPLYING FOR LICENSURE BY EXAM: PLEASE READ CAREFULLY:
In order to qualify for the VisaScreen Certificate, registered nurses must pass either the NCLEX-RN or complete the CGFNS Certification Program1. The Kentucky Board of Nursing will make you eligible to take the NCLEX-RN once you have met all of the remaining requirements of VisaScreen. You will be required to provide the Kentucky Board of Nursing with a copy of your VisaScreen Assessment status letter issued by ICHP indicating that you have met all of the requirements of VisaScreen except for successful completion of either the NCLEX-RN or the CGFNS Certification Program. Once you have taken and passed the NCLEX-RN, and provided the Kentucky Board of Nursing with written authorization, your NCLEX-RN examination results will be forwarded to ICHP by the Kentucky Board of Nursing so that you can obtain your VisaScreen Certificate. You must provide the Kentucky Board of Nursing with a copy of your VisaScreen Certificate before you will be issued a Kentucky RN license.

1 Details on the CGFNS Certification Program may be obtained on the CGFNS website at www.cgfns.org.
WHAT DO I DO WHEN I RECEIVE A VISASCREEN™ APPLICATION?

• The entire application packet and handbook for the VisaScreen: Visa Credentials Assessment is available on-line at www.cgfns.org. You may also apply directly on-line via the CGFNS On-Line Application System.

• After reading the entire application handbook, complete the "Application Form for VisaScreen Certificate" and send it, along with other requested documentation (such as your secondary/high school exam certificate or diploma) and full payment, to ICHP. Full payment for all services must be included with your Application.

• Complete and send the "Request for Academic Records" form to your nursing school(s) in order that your school completes this form and sends copies of your full academic records directly to ICHP.

• Complete and send the "Request for Validation of Registration/License" form to the licensing/registration authorities in your country of education, and to all other jurisdictions, internationally or within the United States, where you have ever been licensed, whether current, expired, active, inactive, etc. The licensing authority must complete this form and return it to ICHP. If your diploma authorizes the right to practice in your country, you must also forward this form to the institution that issued your diploma (school, Ministry of Health, etc.) and request that the completed form be mailed to ICHP.

• If you have taken and passed the NCLEX-RN examination, complete and send the "Request for Validation of Registration/License" form to the US Board of Nursing where you passed the exam.

• You must apply directly with the examining institution in order to schedule an examination date for the English proficiency examinations. All English scores must be sent directly to ICHP from the examining institution; ICHP will NOT accept an official score report submitted by the applicant or any third party. All English language proficiency scores are valid for up to two years from the date of administration, and must be valid at the time your VisaScreen application is approved.

• You will be contacted by ICHP by mail regarding the status of your application and the need for any outstanding documentation. You may also check the status of your file at any time at www.cgfns.org via the On-Line Application System.

You can request additional help regarding the ICHP VisaScreen: Visa Credentials Assessment by visiting the CGFNS website at www.cgfns.org or by writing to:

CGFNS, Attn: VISASCREEN: VISA CREDENTIALS ASSESSMENT
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651

You may also call the CGFNS Customer Service Department at (215) 349-8767 ext 476, or submit an email via CGFNS’ website at www.cgfns.org under “Contact Us”. Phone lines are generally open between 9 AM and 5 PM Monday through Thursday, and 9 AM through 4:30 PM on Friday (ET). The Customer Service lines are not open evenings, weekends, or on U.S. holidays; however, recorded information on all programs and voice mail is available after business hours. The CGFNS Automated Voice Response System can be reached at (215) 599-6200 for 24 hour/day, 7 day/week applicant file status updates.

PLEASE READ CAREFULLY: All documentation sent to CGFNS must be sent by mail; CGFNS will NOT accept any application forms, or other academic or licensure documentation, by fax or email. All academic records and transcripts must be an original document sent by mail to CGFNS by your school, or, in the event that your school is closed, the institution designated as the official repository to hold that document. All registration/licensure documentation must be an original validation sent by mail by the issuing/licensing body. Transcripts and license validations will NOT be accepted if sent by any other source, even if they are contained in a sealed envelope. Documentation received from the issuing bodies that is not in English will be translated by CGFNS for an additional fee.
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”:

   ![Login Menu]

2. Click “Register”:

   ![Register Option]

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]

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

![Account Activation]

Kentucky Board of Nursing
312 Whittington Pky Ste 300
Louisville KY 40222-5172
www.kbn.ky.gov
502-429-3300
800-305-2042

Requesting a Kentucky Criminal Background Check Electronically from the Administrative Office of the Courts (AOC)
6. Click “Login” and log in with the email address and password you registered with:

![Login Screen]

7. Click “AOC FastCheck”:

![AOC FastCheck Screen]

8. Click “Create New Record Request”

![Create New Record Request Screen]

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”

![Add to Batch]

11. Click “Submit Request”

12. Click “Pay Now”:

![Pay Now]

13. Click “Pay Online Now”:

![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:

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:

<table>
<thead>
<tr>
<th>Last, First, and Middle Name</th>
<th>Race</th>
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<tbody>
<tr>
<td>Aliases</td>
<td>Height</td>
</tr>
<tr>
<td>Signature and Residence of Person Being Fingerprinted</td>
<td>Weight</td>
</tr>
<tr>
<td>Date and Signature of Official Taking Fingerprints</td>
<td>Eye Color</td>
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<tr>
<td>Date of Birth</td>
<td>Hair Color</td>
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<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.”
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**Employer and Address**

KY Board of Nursing
312 Whittington Pky., Ste 300
Louisville, KY 40222

**Reason for Lodging**

KBN-Applicant for Licensure
KBS 314 103
PLACE ORI NUMBER KY920170Z ON CARD AS SEEN BELOW

ORI number must be entered here.
NAME CHANGES

If you have submitted an application for licensure and have not been issued a KY license at the time you are requesting a name change, you **DO NOT** have to pay the $25 fee.

You will be required to complete the name change request form and fax it with the required legal document(s) to 502-429-3336.

If you submit the name change form with the fee and legal document(s) and you are in an application process, you **will not** be issued a refund.

Credentials Branch