

NISF File or Letter Submissions for Application


Locate the NISF Application ID

1. Step One (Do First)


- a. Locate your NISF Application ID
 - i. Visit the KBN Nurse Portal and log in.
 - ii. Near the bottom of the home page, you will see all “**Other Applications**” you submitted in the past.
 - iii. Locate the **NURSING INCENTIVE SCHOLARSHIP FUND APPLICATION** and click the “**Application Copy**” link next to the one you want to upload a file for.
 - iv. *If you have multiple applications, please make certain to get the ID of the application you are sending KBN files for.*

Other Applications						Apply
Application	Status	Submission Date	Application Id			
NURSING INCENTIVE SCHOLARSHIP FUND APPLICATION	Not Submitted	-	4172	-	Continue	
NISF Letter / File Submission	Processing	Jan 23, 2024	4203		Application Copy	
NISF Letter / File Submission	Processing	Jan 17, 2024	4183		Application Copy	
NURSING INCENTIVE SCHOLARSHIP FUND APPLICATION	Processing	Jan			Application Copy	
Non Licensure related Applications Provided by the Board of Nursing						

open the downloaded PDF File and Write down the NISF Application ID from the PDF download located in the top right corner of the PDF file.



**KENTUCKY
BOARD OF
NURSING**
Nurse Portal



Application # 4173
Submitted on: 09-Jan-2024

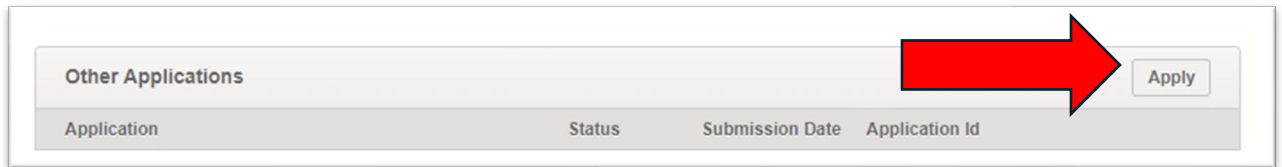
Kentucky Board of Nursing
312 Whittington Parkway, Suite 300
Louisville, KY 40222
(502) 429-3300 kbn.ky.gov

NURSING INCENTIVE SCHOLARSHIP FUND

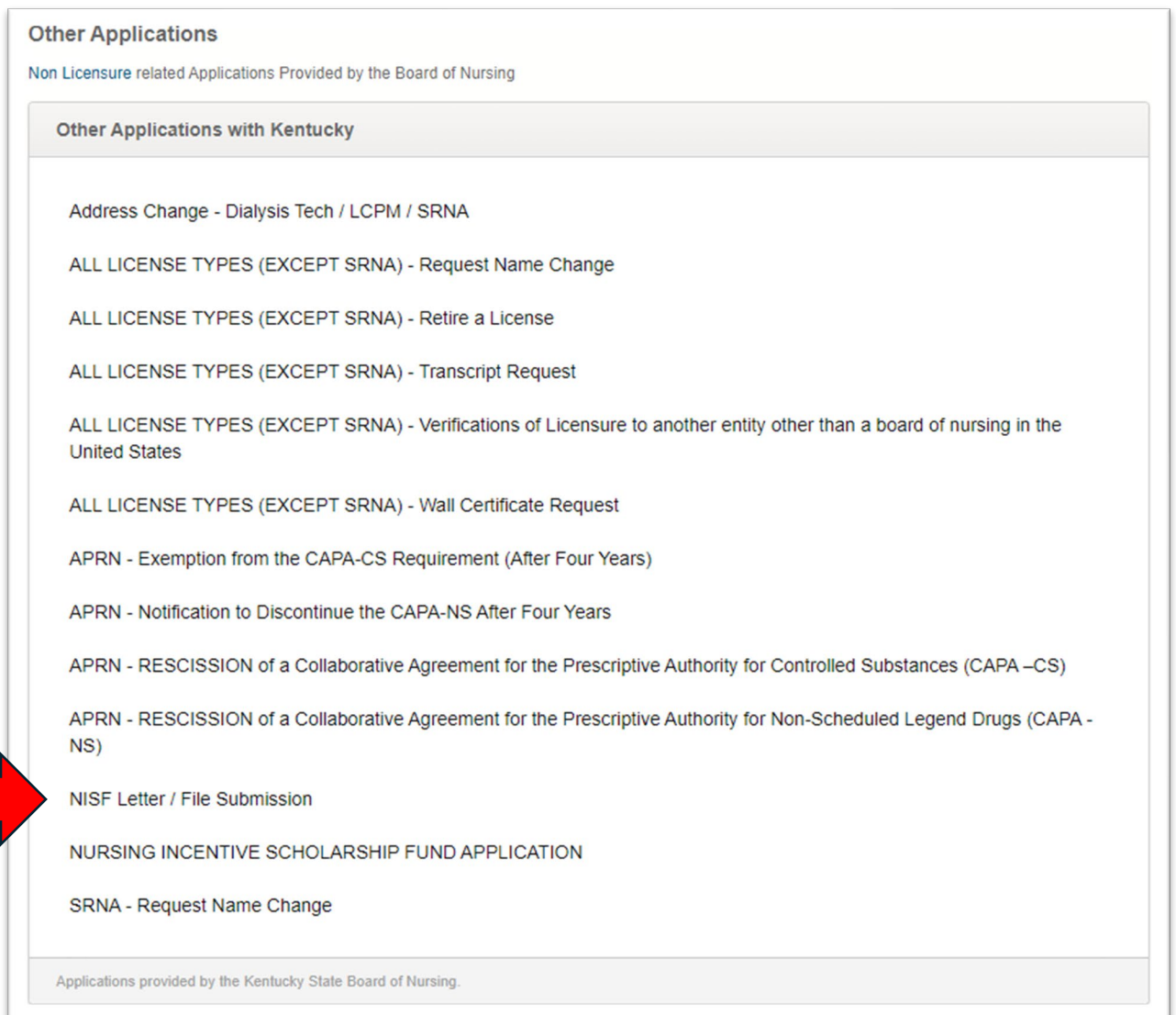
NISF File or Letter Submissions for Application

2. Step Two

- a. Login to the Nurse Portal
- b. <https://kybn.boardsfnursing.org/kybn>
- c. Then locate **“Other Applications”** at or near the bottom and click **“Apply”** near the top right of that area.



3. Locate the application titled **“NISF Letter / File Submission”**



4. Find and read the instructions then click **“Next Button”**

Instructions

NISF Letter / File Submission

Find Instructions on how to use the NISF Letter / File Submission system here: <https://kbn.ky.gov/education/Pages/nursing-incentive-scholarship-fund.aspx>

Next Cancel

5. Complete all the fields

- a. 1 NISF Application ID
- b. 2 NISF Application Year
- c. 3 File Type Uploading
- d. 4 – upload and attach your file.
 - i. Click the **upload** button that appears after you select the file type you are providing to KBN
 - ii. requested and click **“save and Continue”** at the bottom

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

View Instructions

License Application Type | General Information

License Application Type

Select License Type

Choose License Type

License Application

Application

NISF Letter / File Submission

Save and Continue Save and Return to Home Cancel Discard Application

6. How to upload a file.

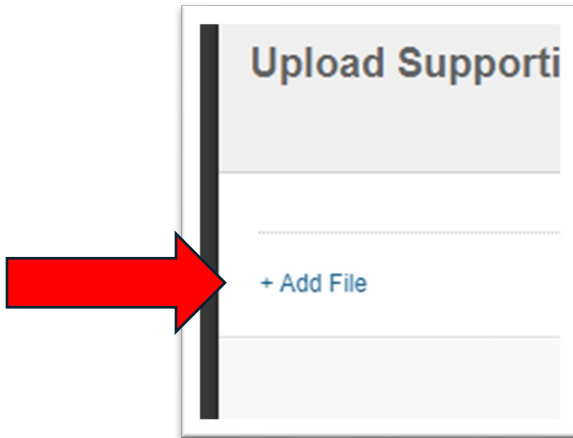
- a. After Clicking **Upload** you get an upload window

Upload Supporting Documentation

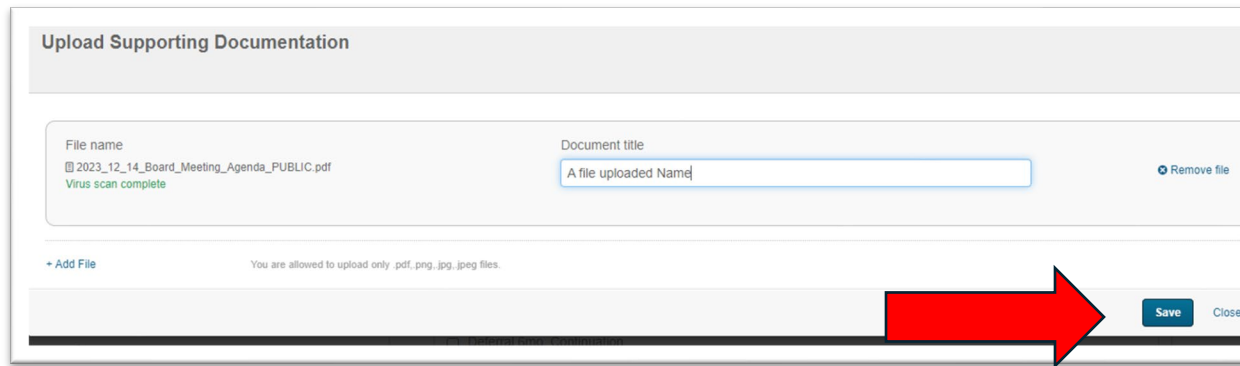
+ Add File You are allowed to upload only .pdf, .png, .jpg, .jpeg files.

Save Close

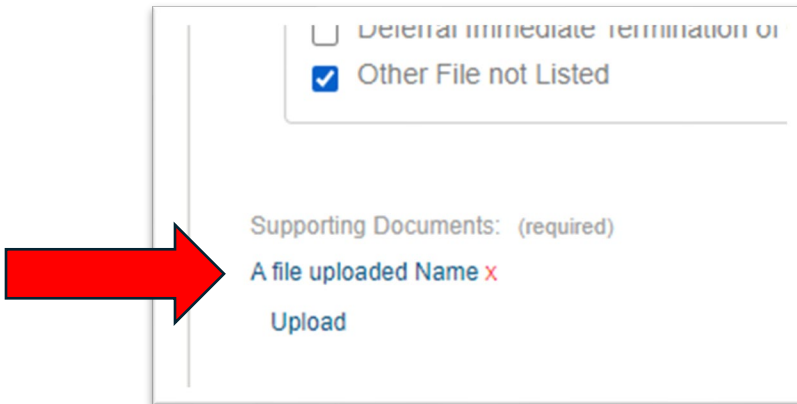
- b. In the upload window click “**Add File**”
- c. Find and add your file, you can add multiple files if they are all the same file type and are for the same NISF application and Application Year.



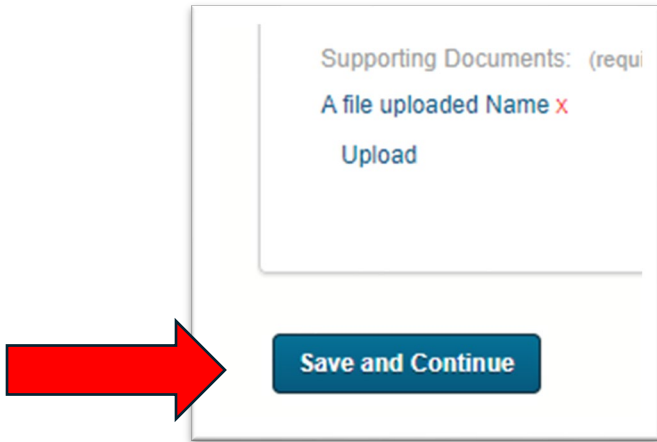
- d. Click the **save** button to close the upload window



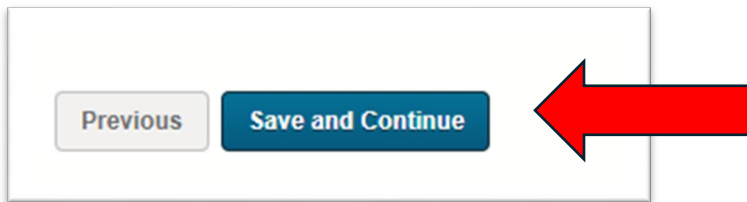
- e. You should see your file name near the upload button with a red X next to it.
 - i. This means you were successful in uploading a file.



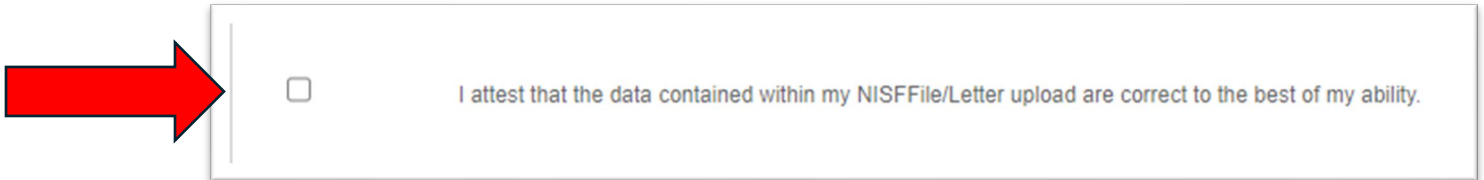
- 7. Click the **Save and Continue** button to progress.



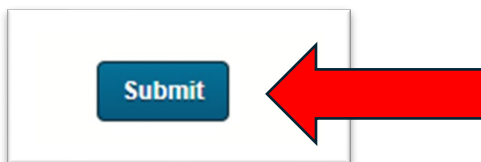
8. On the following screen please verify everything is correct and click **save and continue** again



9. Next is the Preview & Submit License Application screen,
- Move to the bottom after checking your submission and click the checkbox next to "I attest that the data contained within my NISF File/Letter upload are correct to the best of my ability."



10. Then click the **Submit** button

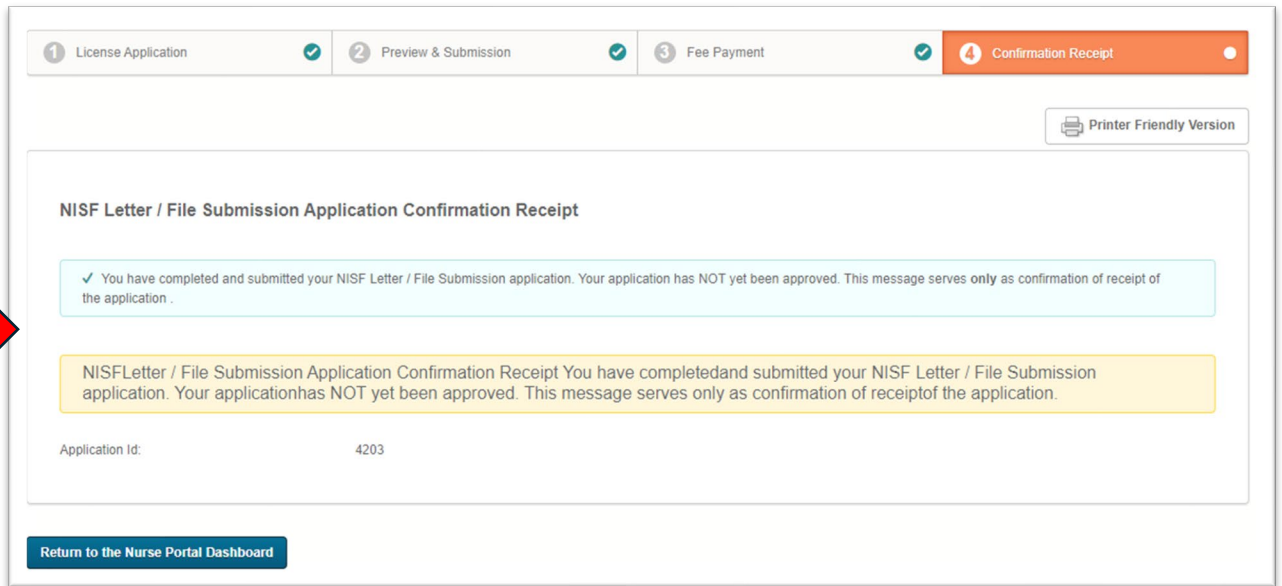


11. Processing

- A processing screen may appear.



12. Afterwards your submission is sent to KBN and you will be presented with a confirmation message



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

Printer Friendly Version

NISF Letter / File Submission Application Confirmation Receipt

✓ You have completed and submitted your NISF Letter / File Submission application. Your application has NOT yet been approved. This message serves only as confirmation of receipt of the application .

NISF Letter / File Submission Application Confirmation Receipt You have completed and submitted your NISF Letter / File Submission application. Your application has NOT yet been approved. This message serves only as confirmation of receipt of the application.

Application Id: 4203

[Return to the Nurse Portal Dashboard](#)

This Completes the Process.

You can visit your nurse portal and on the home screen see the files you have submitted.

Other Applications Apply					
Application	Status	Submission Date	Application Id		
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If you have questions, please call the NISF Coordinator at 502.380.6023 or email the NISF Coordinator using the following online form. <https://secure.kentucky.gov/formservices/Nursing/NISF>