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## CALIFORNIA BOARD OF REGISTERED NURSING GENERAL INSTRUCTIONS AND APPLICATION REQUIREMENTS REGARDING CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION

#### **GENERAL INSTRUCTIONS**

#### I. General Application Requirements

Clinical Nurse Specialist certification eligibility requires the possession of a current, clear and active California RN license. The following must be submitted to the Board of Registered Nursing for Clinical Nurse Specialist certification purposes:

- 1. Completed Online Application for Clinical Nurse Specialist Certification.
- 2. Clinical Nurse Specialist certification fee of \$500.00.
- 3. Required documentation to determine certification eligibility. Please refer to the application requirements for Clinical Nurse Specialist certification (Pages 4, 5 & 6) and select the appropriate method by which to qualify.

If you do not possess a current, clear and active California RN license and have never applied for a California RN license, an Application for California RN Licensure by Endorsement must also be submitted. If you have had a permanent California RN license, you must renew/reactivate the California RN license.

Clinical Nurse Specialist application fee is an earned fee; therefore, when an applicant is found ineligible the application fee is not refunded. Processing times for certification may vary, depending on the receipt of documentation from academic programs, associations/national organizations or evaluators. Processing a Clinical Nurse Specialist certification application indicating disciplinary action(s) and/or voluntary surrender(s) may take longer. A pending application file is not a public record; therefore, an applicant must sign a release of information before the Board of Registered Nursing will release information to the public, including employers, relatives or other third parties. Once you are certified, your address of record must be disclosed to the public upon request. All requests for information are mandatory.

#### **GENERAL INSTRUCTIONS (CONT'D)**

#### II. Name and/or Address Changes

California Code of Regulations, Section 1409.1 requires that you notify the Board of Registered Nursing of all name and address changes within thirty (30) days of any change. You may call the Board of Registered Nursing regarding the change of address of record. If you have changed your name, please submit a letter of explanation regarding the requested name change plus applicable documentation such as a copy of a marriage certificate, divorce decree or a driver's license.

#### III. U.S. Social Security Number or Individual Taxpayer Identification Number (ITIN)

Disclosure of your U.S. Social Security Number/ITIN is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c)(2)(C)) authorize collection of your U.S. Social Security Number/ITIN. Your U.S. Social Security Number/ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code, or for verification of licensure, certification or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state.

If you fail to disclose your U.S. Social Security Number/ITIN, your application for initial or renewal of licensure/certification will not be processed. You will be reported to the Franchise Tax Board, who may assess a \$100 penalty against you.

<u>ALERT:</u> Effective July 1, 2012, the Board of Registered Nursing is required to deny an application for licensure and to suspend the license/certification/registration of any applicant or licensee who has outstanding tax obligations due to the Franchise Tax Board (FTB) of the State Board of Equalization (BOE) and appears on either the FTB or BOE's certified lists of top 500 tax delinquencies over \$100.00. (AB 1424, Perea, Chapter 455, Statues of 2011)

#### IV. Reporting ALL Discipline(s) and/or Voluntary Surrender(s) Against Licenses/Certificates

Applicants are required under law to report all disciplinary action(s) and/or voluntary surrender(s) against an applicant's clinical nurse specialist, registered nurse, practical nurse, vocational nurse or other professional license/certificate.

Failure to report prior disciplinary action(s) and/or voluntary surrender(s) is considered falsification of application and is grounds for denial of licensure/certification or revocation of license/certificate.

When reporting prior disciplinary action(s) and/or voluntary surrender(s), **applicants are required to provide a full written explanation of:** circumstances surrounding the disciplinary action(s) and/or voluntary surrender(s), the date of incident(s), disciplinary action(s) and/or voluntary surrender(s). State board determinations/decisions should also be included.

## **GENERAL INSTRUCTIONS (CONT'D)**

NOTE: Applicants must also submit a description of the rehabilitative changes in their lifestyle which would enable them to avoid future occurrences.

To make a determination in these cases, the Board of Registered Nursing considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with court sanctions and evidence of rehabilitation.

The burden of proof lies with the applicant to demonstrate acceptable documented evidence of rehabilitation. Examples of rehabilitation evidence include, but are not limited to:

- Recent dated letter from applicant describing rehabilitative efforts or changes in life to prevent future problems.
- Letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.
- Letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse.
- Proof of community work, schooling, self-improvement efforts.

All of the above items should be mailed <u>directly</u> to the Board of Registered Nursing by the individual(s) or agency who is providing information about the applicant. Have these items sent to the Board of Registered Nursing, Licensing Unit – Advanced Practice Certification (CNS), P.O. Box 944210, Sacramento, CA 94244-2100.

It is the responsibility of the applicant to provide sufficient rehabilitation evidence on a timely basis so that a certification determination can be made.

An applicant is also required to immediately report, in writing, to the Board of Registered Nursing any disciplinary action(s) and/or voluntary surrender(s) which occur between the date the application was filed and the date that a California Clinical Nurse Specialist certificate is issued. Failure to report this information is grounds for denial of licensure/certification or revocation of license/certificate.

NOTE: The application must be completed and signed by the applicant under penalty of perjury.

## **GENERAL INSTRUCTIONS (CONT'D)**

#### V. Address Information

The Board of Registered Nursing's mailing address is:

Advanced Practice Unit – CNS Certification Board of Registered Nursing P. O. Box 944210, Sacramento, CA 94244-2100

The Board of Registered Nursing's street address for overnight mail is:

Advanced Practice Unit – CNS Certification Board of Registered Nursing 1747 North Market Blvd., Suite 150, Sacramento, CA 95834

#### VI. California Nursing Practice Act

California statutes and regulations pertaining to Registered Nurses/Clinical Nurse Specialists may be obtained by contacting:

LexisNexis at:

www.lexisnexis.com/bookstore (search: California Nursing)ervices

# APPLICATION REQUIREMENTS FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION

#### METHOD ONE

Successful completion of a master's program with a clinical field of nursing which conforms with the standards set forth in the California Business and Professions Code Section 2838.2.

#### Documentation submitted <u>directly</u> to the Board of Registered Nursing:

- 1. Verification of the Completion of a Master's Degree in a Clinical Field of Nursing or Clinical Field Related to Nursing <u>form</u> submitted by the academic program. (Page 9)
- 2. Official transcripts for the completed master's program in a clinical field of nursing submitted by the academic program.
- **3.** Verification of Clinical Nurse Specialist Clinical Experience <u>form</u> submitted by a valid verifier. (Page 11)

# APPLICATION REQUIREMENTS FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION (CONT'D)

#### **METHOD TWO**

Certification by a national organization/association whose standards are equivalent to those set forth in the California Business and Professions Code Section 2838.2.

#### **Documentation submitted directly to the Board of Registered Nursing:**

- 1. Verification of the Completion of a Master's Degree in a Clinical Field of Nursing or Clinical Field Related to Nursing form submitted by the academic program. (Page 9)
- 2. Official transcripts for the completed master's program in a clinical field of nursing or clinical field related to nursing submitted by the academic program.
- Verification of Clinical Nurse Specialist Certification by a National Organization/Association form submitted by the national organization/association. (Page 10)

Listed below are the national organization/associations that have met the Clinical Nurse Specialist certification requirements that are equivalent to the Board's standards for Clinical Nurse Specialist certification as defined in California Business and Professions Code Section 2838.2. A clinical nurse specialist (CNS) is a registered nurse with advanced education, who participates in expert clinical practice, education, research, consultation, and clinical leadership as the major components of his or her role.

#### **American Association of Critical-Care Nurses**

101 Columbia, Aliso Viejo, CA 92656-1491 (800) 899-2226 http://www.aacn.org

American Nurses Association - American Nurses Credentialing Center (ANCC)

600 Maryland Ave., SW, Suite 100 West, Washington, DC 20024-2571 (800) 284-2378 http://www.nursingworld.org/ancc

#### **Oncology Nursing Certification Corporation**

501 Holiday Dr., Pittsburgh, PA 15220-2749 (412) 928-8597 http://www.oncc.org

(Above Information Subject to Change)

#### **METHOD THREE**

California Business and Professions Code Section 2838.2 defines a clinical nurse specialist (CNS) as a registered nurse with advanced education, who participates in expert clinical practice, education, research, consultation, and clinical leadership as the major components of his or her role.

All documentation submitted to the Board of Registered Nursing is for the purpose of validating your eligibility for clinical nurse specialist certification. Since your master's degree is related to nursing, you may qualify if you are able to demonstrate graduate course work in advanced nursing in the areas of expert clinical practice, consultation, clinical leadership, research and education. If your master's degree content included education, research and consultation content that is equivalent to a master's degree in a nursing curriculum, those courses may be listed.

# APPLICATION REQUIREMENTS FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION (CONT'D)

#### **METHOD THREE (Cont'd)**

The Verification of Required Advanced Nursing Component Areas to Meet the Requirements for Clinical Nurse Specialist (CNS) Certification <u>form</u> (Page 12) should be used to validate your advanced nursing competencies identified in the related courses for the advanced nursing education and practice. Please refer to Page 13 for an example of a completed form to evidence the course work validation for the five (5) advanced nursing component areas.

#### **Documentation submitted directly to the Board of Registered Nursing:**

- 1. Verification of the Completion of a Master's Degree in a Clinical Field of Nursing or Clinical Field Related to Nursing form submitted by the academic program. (Page 9)
- 2. Official transcripts for the completed master's program in a clinical field related to nursing submitted by the academic program.
- 3. Verification of Clinical Nurse Specialist Clinical Experience form submitted by a valid verifier. (Page 11) A valid verifier of CNS clinical experience is one who is knowledgeable about the CNS's roles and must have observed you performing the roles for the five (5) advanced nursing component areas. The person who has observed you only in your advanced practice setting in a field related to nursing (where you did not carry out the advanced nursing role) is not a valid verifier.
- **4.** Submission of the Method 3 Verification of Required Advanced Nursing Component Areas to Meet the Requirements for Clinical Nurse Specialist Certification <u>form</u> to detail the required five (5) advanced nursing component areas. (Page 12) Please refer to an example of a completed verification form. (Page 13)
- **5.** Curriculum and course descriptions for the completed master's level course work in advanced nursing with accompanying official transcripts or certificate of completion.

#### VII. HONORABLY DISCHARGED MEMBERS OF THE U.S. ARMED FORCES RECEIVE EXPEDITED REVIEW

Notwithstanding any other law, on and after July 1, 2016, a board within the department shall expedite, and may assist, the initial licensure process for an applicant who supplies satisfactory evidence to the board that the applicant has served as an active duty member of the Armed Forces of the United States and was honorably discharged (Business and Professions Code section 115.4.).

If you would like to be considered for this expedited review and process, please provide the following documentation with your application:

#### 1. Report of Separation form.

The report of separation form issued in most recent years is the **DD Form 214, Certificate of Release or Discharge from Active Duty**. Before January 1, 1950, several similar forms were used by the military services, including the WD AGO 53, WD AGO 55, WD AGO 53-55, NAVPERS 553, NAVMC 78PD and the NAVCG 553.

Information shown on the Report of Separation may include the service member's date and place of entry into active duty, date and place of release from active duty, last duty assignment and rank, military job specialty, military education, total creditable service, separation information, etc.



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# VERIFICATION OF THE COMPLETION OF A MASTER'S DEGREE IN A CLINICAL FIELD OF NURSING OR CLINICAL FIELD RELATED TO NURSING (CNS)

A. TO BE COMPLETED BY APP for the master's level academic progra master's degree status conferred and m Office. A processing fee may be required	m for completion ust be sent direct	on. Official octly to the Bo	transcripts must i pard of Registered	nclude all Nursing b	completed c y the Registra	ourse wo	rk with the
Name:			Previous Nar	nes (Includ	ling Maiden Nar	me):	
(Last) (First)		(Middle)					
Address of Record:			Date of Birth				
(Number & Street)			(Mon	th)	(Day)		(Year)
(City)	State)	(Zip Code)	U.S. Social S Taxpayer ID	•		Individu	ıal
Telephone Number: Home ( ) Work	,	( 1 )	California RN Expiration Da		Number:		
Name of Master's Level Academ	nic Program:						
Entrance and Completion Dates			Clini	cal Field	:		
Signature of Applicant:				Da	te:		
B. TO BE COMPLETED BY T LEVEL ACADEMIC PROGRAM:							
Nursing.	r leader complete i	art b regardii	ig the above hamed	арриоан а	ia retain to ti	ic Board o	i Negistereu
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Nursing.		art is regardin	g the above hamed	арлоан а			
Nursing.  Name of Master's Academic Pro		(City)	g the above hamed	(State)		e Numb	
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Nursing.  Name of Master's Academic Pro  Address:  (Number & Street)	ogram: m:		(Day) (Year)			e Numb	er:
Nursing.  Name of Master's Academic Pro Address:  (Number & Street)  Clinical Field of Master's Progra	ogram: m: : From:	(City)		(State)	Telephon	e Numb	Code)
Nursing.  Name of Master's Academic Pro Address:  (Number & Street)  Clinical Field of Master's Progra  Entrance and Completion Dates	ogram:  m: From: onferred:	(City) (Month) mentation r	(Day) (Year)	(State) To:	Telephon ( )  (Month)	e Numb (Zip (Day)	Code)  (Year)
Name of Master's Academic Pro Address:  (Number & Street)  Clinical Field of Master's Progra  Entrance and Completion Dates  Date Master's Degree Status Co	m: : From: conferred: chat the docur	(City) (Month) mentation rursing prog	(Day) (Year) egarding the coram for the above	(State)  To:  completion we named	Telephon ( )  (Month)	(Zip	Code)  (Year)  egree in a d correct.



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### VERIFICATION OF CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION BY A NATIONAL ORGANIZATION/ASSOCIATION METHOD 2

	our Clinical Nurse Special	se complete Part A and submit to the applicable national list certification status. <b>A fee is required by the national stion form.</b> Please print or type.
Name:		Previous Names (Including Maiden Name):
(Last) (First Address of Record:	st) (Middle)	Date of Birth:
Address of Record.		Date of Birth.
(Number & Stree	et)	(Month) (Day) (Year)
,	,	U.S. Social Security Number or Individual
(City) (St	ate) (Zip Code)	Taxpayer ID Number:
Telephone Number:	(2.17 2000)	California RN License Number:
Home ( ) Wo	rk ( )	Expiration Date:
Name of Academic Program:		
Entrance and Completion Date	es:	Clinical Field:
Signature of Applicant:		Date:
	=	IG NATIONAL ORGANIZATION/ASSOCIATION and return to the Board of Registered Nursing.
Name of Certifying National O	rganization/Association	n: Telephone Number:
		( )
Address:		Method of Certification:
(Number & Street) (City)	(State)	(Zip Code)
Certificate Number:		Original Date of Certification:
Current Renewal Cycle Dates	for Certification/Recer	tification: From: To:
(If not applicable, please explain.)		(Month) (Year) (Month) (Year
Clinical Nurse Specialist Sp	ecialty/Clinical Field	:
I certify under penalty of perjustatus for the above named app	•	ion regarding the Clinical Nurse Specialist certification.
Signature:		Date:
Title:		



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## VERIFICATION OF CLINICAL NURSE SPECIALIST (CNS) CLINICAL EXPERIENCE

your clinical experience for the five nursi		e Part A and submit to the appropriate verifier to evidence se print or type.
Name:	·	Telephone Number:
( Last)	(First) (Middle)	Home: ( ) Work: (
U.S. Social Security Number or Individual Taxpayer ID Number:		California RN License Number:
Part B and return the completed form to who is knowledgeable about the CNS's	o the Board of Registered roles and must have obs n who has observed yo	CLINICAL NURSING EXPERIENCE: Please complete Nursing. A valid verifier of CNS clinical experience is one served you performing the roles for the five (5) advanced ou only in your advanced practice setting in a field nursing role) is not a valid verifier.
Name of Verifier & Credentials:		Telephone Number: ( )
Position:		Profession:
Address:	(0):	(9,1)
(Number & Street)	(City)	(State) (Zip Code)
Licensed By:	License Number:	Expiration Date:
Location of Clinical Nursing Experience:  Professional Relationship to Applicant:	(Name of Agency or Institution	on) (Address)
- · · · · · · ·		
FIUII 10.		Applicant's Clinical Engaintry
Month) (Day) (Year)	( (Month) (Day) (Yea	Applicant's Clinical Specialty:
Please place a check mark (√) in the	e appropriate square(s) to	Applicant's Clinical Specialty:  or indicate the following advanced nursing component for the above specified period of time:
Please place a check mark (✓) in the area(s) in which the above named ap  ☐ Expert Clinical Nursing Practice	e appropriate square(s) to plicant has participated  - Works with the staff to p	o indicate the following advanced nursing component
Please place a check mark (*/) in the area(s) in which the above named ap  Expert Clinical Nursing Practice complex health care problems within the students.	e appropriate square(s) to plicant has participated  - Works with the staff to pe selected clinical specialt  ; formal/informal classes;	o indicate the following advanced nursing component for the above specified period of time: provide improved clinical care; assesses and intervenes in
Please place a check mark (✓) in the area(s) in which the above named ap  □ Expert Clinical Nursing Practice complex health care problems within the students. □ Education – Staff development education; development of program material contents. □ Research – Utilizes quality improve	e appropriate square(s) to plicant has participated  - Works with the staff to pe selected clinical specialt  ; formal/informal classes; erials; presentations.	o indicate the following advanced nursing component for the above specified period of time: provide improved clinical care; assesses and intervenes in y; management of client populations; mentor/preceptor for
Please place a check mark (✓) in the area(s) in which the above named application.  □ Expert Clinical Nursing Practice complex health care problems within the students.  □ Education – Staff development education; development of program material education; development of program material Research – Utilizes quality improve literature in clinical specialty; critical and □ Consultation – Provides clinical education, patients and/or health organical education.	e appropriate square(s) to plicant has participated  - Works with the staff to pe selected clinical specialt; formal/informal classes; erials; presentations.  ement as a basis for nursinglysis of data; product evaluations; review of standard product of standard products.	o indicate the following advanced nursing component for the above specified period of time:  provide improved clinical care; assesses and intervenes in y; management of client populations; mentor/preceptor for coaching; precepting; teaching in-services; community ng care decision making process; stays abreast of current
Please place a check mark (✓) in the area(s) in which the above named application in which the above named application.  □ Expert Clinical Nursing Practice complex health care problems within the students.  □ Education – Staff development education; development of program mate education education.  □ Consultation – Provides clinical education, patients and/or health organization; development of critical pathway.  □ Clinical Leadership – Professional	e appropriate square(s) to plicant has participated  - Works with the staff to pe selected clinical specialt; formal/informal classes; erials; presentations.  ement as a basis for nursinglysis of data; product evaluations; review of standars or maps; internal (within all involvement and develope as a change agent; less	o indicate the following advanced nursing component for the above specified period of time:  provide improved clinical care; assesses and intervenes in y; management of client populations; mentor/preceptor for coaching; precepting; teaching in-services; community in g care decision making process; stays abreast of current lation; initiates research studies or publishes. It is to physicians, other health care providers, insurance lards and evaluation of policy and procedures for clinical
Please place a check mark (✓) in the area(s) in which the above named application in which the above named application.  Expert Clinical Nursing Practice complex health care problems within the students.  Education – Staff development education; development of program material in clinical specialty; critical and incompanies, patients and/or health organization; development of critical pathways.  Clinical Leadership – Professional goal setting and achievement; serves participation in setting and developing states.	e appropriate square(s) to plicant has participated  — Works with the staff to pe selected clinical specialt  ; formal/informal classes; erials; presentations.  ement as a basis for nursinglysis of data; product evaluations; review of standards or maps; internal (withing all involvement and develope as a change agent; lead andards; publishing.	o indicate the following advanced nursing component for the above specified period of time:  provide improved clinical care; assesses and intervenes in y; management of client populations; mentor/preceptor for coaching; precepting; teaching in-services; community ing care decision making process; stays abreast of current pation; initiates research studies or publishes. It ions to physicians, other health care providers, insurance lards and evaluation of policy and procedures for clinical the unit) and external (between units/agencies).

#### METHOD 3

# VERIFICATION OF REQUIRED ADVANCED NURSING COMPONENT AREAS TO MEET THE REQUIREMENTS FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION\*\*

On the form provided below, please list the **graduate level advanced nursing courses** you have successfully completed to satisfy the required five (5) advanced nursing component areas. Please refer to the following list of the five (5) required advanced nursing component areas:

#### 1) Expert Clinical Nursing Practice 2) Education 3) Research 4) Consultation 5) Clinical Leadership

It is essential that you evidence completion of **each of the five (5) advanced nursing component areas** in order that the Board of Registered Nursing will have sufficient information/documentation to evaluate your eligibility for Clinical Nurse Specialist certification in California. The format below may be used and you may duplicate the form as necessary. For specific clarification regarding the standards for a Clinical Nurse Specialist please refer to the Business and Professions Code Section 2838.2.

Component Area	Component Area Completed (Course Name, Course Number, Entrance & Completion Dates)	Name of Component Provider/Academic Program	Credit

<sup>\*\*</sup> Documentation (official transcripts, course descriptions, curriculum information, etc.) must be submitted to verify successful completion and content of each required advanced nursing component area.

#### METHOD 3

# VERIFICATION OF REQUIRED ADVANCED NURSING COMPONENT AREAS TO MEET THE REQUIREMENTS FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION\*\*

On the form provided below, please list the **graduate level advanced nursing courses** you have successfully completed to satisfy the required five (5) advanced nursing component areas. Please refer to the following list of the five (5) required advanced nursing component areas:

## 1) Expert Clinical Nursing Practice 2) Education 3) Research 4) Consultation 5) Clinical Leadership

It is essential that you evidence completion of each of the tive (5) advanced nursing component areas in order that the Board of Registered Nursing will have sufficient information/documentation to evaluate your eligibility for Clinical Nurse Specialist certification in California. The format below may be used and you may duplicate the form as necessary. For specific clarification regarding the standards for a Clinical Nurse Specialist please/refer to the Business and Professions Code Section 2838.2.

Component	Component Area Completed	Name of Component	Credit
Area	(Course Name, Course Number, Entrance & Completion Dates)	Provider/Academic Program	
Expert Clinical	Advanced Pathophysiology for Advanced Practice	CSU – Waterford	3
Practice	Nursing	Post–Graduate Nursing Program	
(1)	Nursing 510 – Spring Semester, 1997		
Expert Clinical	Advanced Pharmacology for Advanced Nursing	CSU – Waterford	3
Practice	Practice	Post-Graduate Nursing Program	
(1)	Nursing 520 – Spring Semester, 1997		
Expert Clinical	Advanced Physical Assessment for Advanced	CSU – Waterford	3
Practice	Practice Nurses	Graduate Nursing Program	
(1)	Nursing 530 – Fall Semester, 1997		
Education	Independent Study	CSU – Waterford	2
(2)	(Staff Development Project at Clinical Agency)	Graduate Nursing Program	
	Nursing 590 – Fall Semester, 1997		
Expert Clinical	Psychiatric-Mental Health Clinical Studies for	CSU – Waterford	4
Practice	Advanced Practice Nursing I	Graduate Nursing Program	
(1)	Nursing 688A – Spring Semester, 1998		

<sup>\*\*</sup> Documentation (official transcripts, course descriptions, curriculum information, etc.) must be submitted to verify successful completion and content of each required advanced nursing component area.



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#### INFORMATION COLLECTION AND ACCESS

The Information Practices Act, Section 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.

Agency Name:

**BOARD OF REGISTERED NURSING** 

Title of official responsible for information maintenance:

**EXECUTIVE OFFICER** 

Address: Telephone Number:

P.O. BOX 944210, SACRAMENTO, CA 94244-2100

(916) 322-3350

Authority which authorizes the maintenance of the information:

SECTION 30, SECTION 2732.1(a), BUSINESS AND PROFESSIONS CODE

ALL INFORMATION IS MANDATORY.

The consequences, if any of not providing all or any part of the requested information:

FAILURE TO PROVIDE ANY OF THE REQUESTED INFORMATION WILL RESULT IN THE APPLICATION BEING REJECTED AS INCOMPLETE.

The principal purpose(s) for which the information is to be used:

TO DETERMINE ELIGIBILITY FOR LICENSURE. YOUR U.S. SOCIAL SECURITY NUMBER/ITIN WILL BE USED FOR PURPOSES OF TAX ENFORCEMENT, CHILD SUPPORT ENFORCEMENT AND VERIFICATION OF LICENSURE AND EXAMINATION STATUS. SECTION 30 OF THE BUSINESS AND PROFESSIONS CODE AND PUBLIC LAW 94-455 (42 USCA 405(c)(2)(C)) AUTHORIZE COLLECTION OF YOUR U.S. SOCIAL SECURITY NUMBER/ITIN. IF YOU FAIL TO DISCLOSE YOUR U.S. SOCIAL SECURITY NUMBER/ITIN, YOU WILL BE REPORTED TO THE FRANCHISE TAX BOARD, WHICH MAY ASSESS A \$100 PENALTY AGAINST YOU. YOUR NAME AND ADDRESS LISTED ON THIS APPLICATION WILL BE DISCLOSED TO THE PUBLIC UPON REQUEST IF AND WHEN YOU BECOME LICENSED.

Any known or foreseeable interagency or intergovernmental transfer which may be made of the information:

POSSIBLE TRANSFER TO LAW ENFORCEMENT, OTHER GOVERNMENT AGENCIES AND REPORTING U.S. SOCIAL SECURITY NUMBER/ITIN TO THE FRANCHISE TAX BOARD OR FOR CHILD SUPPORT ENFORCEMENT PURPOSES PURSUANT TO SECTION 30 OF THE BUSINESS AND PROFESSIONS CODE.

EACH INDIVIDUAL HAS THE RIGHT TO REVIEW THE FILES ON RECORDS MAINTAINED ON THEM BY THE AGENCY, UNLESS THE RECORDS ARE EXEMPT FROM DISCLOSURE.

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#### MANDATORY REPORTER

Under California law each person licensed by the Board of Registered Nursing is a "Mandated Reporter" for child abuse or neglect purposes. Prior to commencing his or her employment, and as a prerequisite to that employment, all mandated reporters must sign a statement on a form provided to him or her by his or her employer to the effect that he or she has knowledge of the provisions of Section 11166 and will comply with those provisions.

California Penal Code Section 11166 requires that all mandated reporters make a report to an agency specified in Penal Code Section 11165.9 [generally law enforcement agencies] whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter must make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter must prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Failure to comply with the requirements of Section 11166 is a misdemeanor, punishable by up to six months in a county jail, by a fine of one thousand dollars (\$1,000), or by both imprisonment and fine.

For further details about these requirements, consult Penal Code Section 11164, and subsequent sections.

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