

BOARD OF REGISTERED NURSING

P.O. Box 944210, Sacramento, CA 94244-2100

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Ruth Ann Terry, MPH, RN, Executive Officer



Minimum Requirements for a Temporary License (TL)
To Be Issued at Board Office

1. **Application** – Completed Application for Licensure by Endorsement (which includes request for a TL), one recent 2" x 2" passport-type photograph and appropriate fees.
2. **Verification of License** – Proof of clear and active RN license from state of endorsement submitted via: Sealed envelope from State Board of Nursing or Nursys verification system. (Allow 7 working days for receipt)
3. **Fingerprints** – Requirement to complete criminal background check via: One (1) completed fingerprint card or Live Scan process (only available in California).
4. **Applicable Fees** – Check or money order in U.S. currency. Cash transactions require exact change.
5. **No Related Convictions** – Prior convictions that are serious will prevent issuance of a TL at the Board office. A complete explanation and supporting documents are required for all convictions, and without such documentation, TLs will not be issued even if convictions may be minor.
6. **Timeframe** – The Board makes every effort to process temporary licenses on a same day basis; however, due to the high volume of applications, we may not be able to issue a temporary license on the same day.

Additional Notes:

- **Out-of-Country Education.** If you were not educated in the United States, you are required to provide verification of license from the state where you passed the National Council Licensure Examination (NCLEX) or State Board Test Pool Examination (SBTPE), as well as from your current state of licensure, if they are different.
- **Canadian Graduates.** If you passed the five-part Canadian examination and were licensed in Canada prior to 1980, you will need to provide verification from your Canadian province in order for California to accept it for endorsement licensure.
- **Application Mailed to Board.** If you mailed your endorsement application and TL request to the Board, and you now wish to obtain a TL at the Board office in person, allow 4 weeks for the processing of your file before coming to the Board. (Processing times may vary depending on workload volumes.) The Board does not have sufficient staff at this time to search for documents that may be pending at various stages, such as the mailroom, cashiering, file room, etc.
- **Priority Mail.** Overnight and priority mail do not receive expedited service at the Board. All mail is taken in order of date received. Staff cannot search for overnight or priority mail if you come to the Board office to obtain a TL.

For permanent RN licensure:

- Official transcripts are required from the nursing school(s) you attended and must include all completed coursework and reflect the degree awarded and date conferred.