This screen-by-screen overview will assist you in completing the Online RN Endorsement Application through your online BreEZe account.
IMPORTANT TIPS WHEN APPLYING

• Submit your payment the same day you submit the online application. Applications submitted without payment will NOT be processed.

• Please fully read the instructions on each page and follow them carefully. You will NOT be able to make any changes to your application once it has been submitted.

• If you would like to request a Temporary RN License, you will need to submit the "RN Endorsement" application FIRST, and you will then be able to submit the "RN Request for Temporary License" online application through your BreEZe account (you cannot apply for a temporary license only).

• If you submit your online application and forget to attach any required documentation to the application, you can still submit additional document(s) through your BreEZe account. When you log into your BreEZe account, the online application titled “Submit Additional Documents” is located at the Quick Start Menu under the “Applicant Activities” section.
Introduction

- Carefully and fully read the Introduction screen, as it contains important information and helpful links, such as our current Processing Times.

- Important Fingerprinting requirement instructions are found here.
The Information Privacy Act screen contains information on the Information Practices Act, Section 1798.17 Civil Code. You must Agree to this section before continuing with the application.
The questions on this screen will determine if you are eligible to submit the Endorsement application.

Please note that a valid U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is required to apply to the Board.
Application Questions

- On this page, you can specify the type of nursing program completed and find other important information regarding submission of fingerprints and military expedite information.
Name and Personal Details

- Enter your identifying information on this screen.

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Information Privacy Act</th>
<th>Transaction Suitability Questions</th>
<th>Application Questions</th>
<th>Name and Personal/Organization Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Details</td>
<td>Education History</td>
<td>Out of State License Information</td>
<td>Healing Art Survey</td>
<td>Discipline and Conviction Questions</td>
</tr>
<tr>
<td>Previous Name(s)</td>
<td>File Attachments</td>
<td>Application Summary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**14 - RN Endorsement - Name and Personal Details**

Your name must match EXACTLY as it appears on your photo identification.

Items with an asterisk (*) are required for the online application. If your culture does not permit a First Name or Last Name please enter "-" in the appropriate name field.

Pursuant to Business and Professions Code section 30, you MUST provide either your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). The number you provide will be used for purposes related to tax enforcement, compliance with a judgment or order for child or family support in accordance with Family Code section 17520, or for verification of licensure or examination status when a reciprocity agreement or comity exists between that state and California. If you fail to disclose your SSN or ITIN your application will not be processed and you will be reported to the Franchise Tax Board, which may assess a penalty against you.

With the exception of your SSN or ITIN this application and the information contained herein may be disclosed pursuant to a request made under the California Public Records Act.

Press "Previous" to return to the previous screen.

Enter your personal details and Press "Next" to continue.

To save and exit this application, click on the "Cancel" button.

<table>
<thead>
<tr>
<th>Title:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* First Name:</td>
<td></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>* Last Name:</td>
<td></td>
</tr>
<tr>
<td>Suffix:</td>
<td></td>
</tr>
<tr>
<td>* SSN/ITIN:</td>
<td></td>
</tr>
</tbody>
</table>
| * Date of Birth: | (mm/yyyy)  
| * Gender: |  

Effective July 1, 2012, the Board of Registered Nursing is required to deny an application for licensure and to suspend the license/certificate/registration of any applicant or licensee who has outstanding tax obligations due to the Franchise Tax Board (FTB) or the State Board of Equalization (BOE) and appears on either the FTB or BOE’s certified lists of top 300 tax delinquencies over $100,000 (AB 1424, Perea, Chapter 455, Statutes of 2011).
Contact Details

- Add an “Address of Record” here. The Board will use this address, your email address and/or telephone number for any follow-up correspondence.

- Please enter a valid e-mail address to receive important updates from the Board.

- Your “Address of Record” (mailing address) can be updated at any time throughout the application process. Just log into your BreEZe account, and access the online application titled “RN-Change of Address”, located at the Quick Start Menu under the “Application Activities” section.

License Specific Addresses

<table>
<thead>
<tr>
<th>Address of Record</th>
<th>Address: 555 Main St</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sacramento, CA 95834</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>9165551234</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:firstlast@email.com">firstlast@email.com</a></td>
</tr>
</tbody>
</table>

Pursuant to the California Code of Regulations 14091, an address change must be reported to the Board within 30 days by way of mail, telephone, or the BRN webpage. The BRN is now assessing a citation and fine for violations of this section.

Press “Previous” to return to the previous section.
Press “Next” when finished adding/changing addresses.
To save and exit this application, click on the “Cancel” button.

Introduction
Information Privacy Act
Transaction Suitability Questions
Application Questions
Name and Personal/Organization Details
Contact Details
Education History
Out of State License Information
Healing Art Survey
Discipline and Conviction Questions
Previous Name(s)
File Attachments
Application Summary

Previous  Next  Cancel
Education History

Please fully read the information on this screen.

- Enter your nursing school information. School names are sorted alphabetically. If you do not see your school listed, select the “Other” option, located at the top of the list.
- Please leave the “End Date” blank.
- U.S. nursing program graduates: we are now accepting electronic transcripts! Please CAREFULLY read the information on this screen for the process on submitting your transcripts to our Board electronically.
Out of State RN License Information

- Enter information for where you hold a current and active out-of-state RN license (if you hold multiple active licenses, only information for one active RN license is required).

- If your other State Board of Nursing participates in Nursys online licensure verification, be sure to have that verification registered on the Nursys website and sent to the California Board of Registered Nursing.

14 - RN Endorsement - Out of State License Information - Information

The following pertains to the U.S., State/U.S. Territory or Canadian Province where you hold a current and active Registered Nurse (RN) license and the U.S., State/U.S. Territory or Canadian Province where you were licensed by examination. Items with an asterisk (*) are required for the online application.

Press “Previous” to return to the previous section.
Enter appropriate details and press “Next” to continue.
To save and exit this application, click on the “Cancel” button.

- U.S. State/U.S. Territory or Canadian Province where you hold a current and active Registered Nurse (RN) License?
- RN License Number:
- RN License Issue Date: [mm/dd/yyyy]
- RN License Expiration Date: [mm/dd/yyyy]
- U.S. State/U.S. Territory or Canadian Province where you were licensed by examination as a Registered Nurse (RN)?
- RN License Number by Exam:
- RN License Issue Date by Exam: [mm/dd/yyyy]
- Which RN Exam did you pass?

The California Board of Registered Nursing requires verification of your out-of-state RN license. If your Board of Nursing participates in Nursys®, visit https://www.nursys.com/ to complete verification online and have the verification sent to the California BRN electronically.

In addition, international graduates must submit license verification from your Board of Nursing where you took the examination (NCLEX-RN, SBTPE, or five-part licensing examination in Canada).
The (optional) Healing Art Survey will assist in gathering information on health profession shortages and other relevant data.

If you do not wish to complete this optional survey, simply click the “Next” button.
Discipline & Prior License
Denial Questions

- These questions relate to the applicant's prior discipline or license denial information, if any.
- Answering “Yes” to any of these questions may extend processing time.
- If answering “Yes” to any of these questions, you may attach a written statement (may be typed) explaining your situation on the “File Attachments” screen of the online application.
On this screen, click the “Add” button to add any previous name information (such as a former last name).

This may help us in locating transcripts and other documents that may come to our Board under a previously used last name, etc.

If you do not have any previous names, simply click the “Next” button.
You can upload multiple documents to your online application. Please note, after clicking “Browse” and selecting the file on your computer, you MUST click the “Attach” button at the bottom of the screen each time you add a new file. If you do not click the “Attach” button before continuing with the online application, your file(s) will NOT be uploaded.

The screenshots below are a comparison – the screenshot labeled “1” shows a file that has been selected from your computer but has NOT YET been attached. The screenshot labeled “2” shows a file that is successfully attached. You will see the message “Files Uploaded” when you have successfully attached your document(s).

PLEASE MAKE SURE TO VERIFY THAT YOUR FILE(S) ARE ATTACHED CORRECTLY BEFORE CONTINUING WITH THE APPLICATION. A HEADSHOT PHOTO IS REQUIRED FOR EVERY APPLICATION.

1 – File Not Uploaded

2 – File Uploaded
The Application Summary screen is an overview of all the information you have entered for your online application. Review the accuracy of the information before continuing.
Attestation

- Review the Attestation statement before clicking “Yes”.
- Please note that paid application fees are not refunded for any reason.
Fee and Summary Report

- You will be shown a summary of required fees. Please click the “Pay Now” button to begin payment.
- Please submit payment the same day you submit the online application. Applications received without payment will NOT be processed.

### Fee and Summary Report

Your application data has been submitted. Click on “View PDF Summary Report” and print this report for your records.
You are required to pay the amount below for your application to be processed.
Press “Pay Now” to proceed to the fee payment page.
Press “Add to Cart” to Add to Shopping Cart and return to the main menu.

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOJ - Hard Card Processing Fee</td>
<td>$32.00</td>
</tr>
<tr>
<td>RN Endorsement Application Fee</td>
<td>$350.00</td>
</tr>
<tr>
<td>FBI - Hard Card Processing Fee</td>
<td>$17.00</td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>$399.00</td>
</tr>
</tbody>
</table>

Due to varying processing times, please allow appropriate processing time for the initial evaluation of your application. Once your application has been evaluated, your application status will be updated in your online BreeZe account. Processing times may vary, depending on the receipt of documentation from academic programs, agencies and other states or countries. Current processing times can be found here: [http://jim.ca.gov/itimes.shtml](http://jim.ca.gov/itimes.shtml)

The Application for Licensure by Endorsement fee is an earned fee, therefore, if an application is found ineligible, the application fee is not refunded.

**NOTE:** Fees are subject to change and the fees shown above are used as an example and may be different for your own application.
After submission of payment, a copy of your payment receipt will be available on your BreEZe profile home page, shown below.
Checking Your Application Status

- After submitting an Endorsement application, you may check your current status from your BreEZe account homepage by clicking on the “Details” button under the “View Application Status” heading.
- Please consult our current Processing Times at http://www.rn.ca.gov/times.shtml for the dates in which we are currently processing applications before contacting the Board for details regarding your application status.
Checking Your Application Status (cont’d)

- When clicking on the “Details” button, if there are no deficiencies listed, this means your application has not yet been evaluated. If there are deficiencies listed, your application has been evaluated and is awaiting receipt of additional requirements.

- Please consult our current Processing Times at [http://www.rn.ca.gov/times.shtml](http://www.rn.ca.gov/times.shtml) for the dates in which we are currently processing applications before contacting the Board for details regarding your application status.
Upon application approval, your RN license information will be shown in the top right corner of your BreEZe profile home page, seen below. Your license information will also be viewable to the public on our online license verification system at https://search.dca.ca.gov/

The “Manage your license information” menu allows you to submit a Change of Address application for your license, as well as other items.

NOTE: The Board will no longer issue physical pocket cards upon initial licensure or renewal of an RN license and advanced practice certificates. License statuses can change at any time during a two-year renewal cycle. A license status can change from Active to Inactive, Inactive to Active, and can be disciplined which will change the license status. The most up to date information about licenses and certificates is available through our online search system. Changes made to a license status are immediately reflected on the BreEZe system. Employers can verify license status online 24 hours a day, 7 days a week. Wall Certificates will continue to be issued to licensees, only at the time of initial licensure.