
Rules of
Department of Economic
Development
Division 200—State Board of Nursing
Chapter 4—General Rules

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 200—State Board of Nursing
Chapter 4—General Rules**

4 CSR 200-4.010 Fees

PURPOSE: This rule establishes and fixes the various fees and charges authorized by Chapter 335, RSMo.

(1) The following fees are established by the State Board of Nursing:

- (A) Examination Fee—Registered Professional Nurse (RN) \$ 20.00;
 - 1. Reexamination Fee—RN \$ 15.00;
- (B) Examination Fee—Licensed Practical Nurse (LPN) \$ 11.00;
 - 1. Reexamination Fee—LPN \$ 10.00;
- (C) Endorsement Fee—RN \$ 30.00;
- (D) Endorsement Fee—LPN \$ 26.00;
- (E) Lapsed License Fee
(in addition to renewal fee for each year of lapse) \$ 30.00;
- (F) School Annual Registration Fee \$ 50.00;
- (G) Verification Fee \$ 5.00;
- (H) License Renewal Duplicate Fee \$ 5.00;
- (I) Computer Print-Out of Licensees—not more than \$ 25.00;
- (J) Biennial Renewal Fee—
 - 1. RN \$ 46.00;
 - 2. LPN \$ 38.00;
 - 3. License renewal for a professional nurse shall be biennial; occurring on odd numbered years and the license shall expire on April 30 of each odd-numbered year beginning with the 1997–1999 renewal period. License renewal for a practical nurse shall be biennial; occurring on even numbered years and the license shall expire on May 31 of each even-numbered year beginning with the 1998–2000 renewal period. Renewal shall be for a twenty-four (24)-month period except in instances when renewal for a greater or lesser number of months is caused by acts or policies of the Missouri State Board of Nursing. Renewal applications (see 4 CSR 200-4.020) shall be mailed every even-numbered year by the Missouri State Board of Nursing to all LPNs currently licensed and every odd numbered year to all RNs currently licensed;

4. A renewal fee of forty-six dollars (\$46) every other year for an RN effective with the 1997–1999 renewal period and thirty-eight dollars (\$38) every other year for an LPN effective with the 1998–2000 renewal period shall be accepted by the Missouri State Board of Nursing only if accompanied by an

appropriately completed renewal application; and

5. All fees established for licensure or licensure renewal of nurses incorporate an educational surcharge in the amount of one dollar (\$1) per year for practical nurses and five dollars (\$5) per year for professional nurses. These funds are deposited in the professional and practical nursing student loan and nurse repayment fund;

- (K) Photostatic Copy Fee
(per page) \$ 0.25;
- (L) Gathering Data. Information requested from the board by members of the public which requires staff man hours for collection—first eight (8) hours
(per hour) \$ 0.00;
each hour after that \$ 10.00;
- (M) Review and Challenge Fees—
 - 1. LPN \$100.00;
and
 - 2. RN \$100.00;
- (N) Uncollectible Fee (Charged for any uncollectible check or other uncollectible financial instrument submitted to the Missouri State Board of Nursing.) \$ 25.00;
- (O) Fee for Late Education Agenda Items \$ 30.00;
- (P) Application Fee for Proposals to Establish New Programs of Nursing \$500.00;
- and
- (Q) Application Fee for Advanced Practice Nurse Eligibility \$ 75.00.

(2) All fees are nonrefundable.

(3) The provisions of this rule are declared severable. If any fee fixed by this rule is held invalid by a court of competent jurisdiction or by the Administrative Hearing Commission, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent jurisdiction or by the Administrative Hearing Commission.

*AUTHORITY: sections 335.036 and 335.046, RSMo 1994. * Emergency rule filed Aug. 13, 1981, effective Aug. 23, 1981, expired Dec. 11, 1981. Original rule filed Aug. 13, 1981, effective Nov. 12, 1981. Emergency amendment filed Feb. 10, 1982, effective Feb. 20, 1982, expired June 20, 1982. Amended: Filed Feb. 10, 1982, effective May 13, 1982. Amended: Filed May 13, 1982, effective Aug. 12, 1982. Amended: Filed Oct. 13, 1982, effective Jan. 13, 1983. Amended: Filed Dec. 13, 1983, effective March 11, 1984. Amended: Filed June 29, 1984, effective Nov. 11, 1984. Amended: Filed Nov. 14, 1986, effective Feb. 12, 1987. Amended: Filed Oct. 28, 1988, effective March 11, 1989. Amended: Filed Aug. 11, 1989, effective Dec. 11, 1989. Amended: Filed Nov. 2, 1990, effective March 14, 1991. Amended: Filed Feb. 4, 1991, effective Aug. 30, 1991. Amended: Filed Aug. 7, 1992, effective April 8, 1993. Amended: Filed May 21, 1993, effective Nov. 8, 1993. Amended: Filed Sept. 7, 1993, effective May 9, 1994. Amended: Filed May 5, 1994, effective Oct. 30, 1994. Amended: Filed Oct. 25, 1995, effective June 30, 1996. Amended: Filed Feb. 15, 1996, effective Aug. 30, 1996.*

**Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995 and 335.046, RSMo 1975, amended 1981, 1995.*

4 CSR 200-4.020 Requirements for Licensure

PURPOSE: This rule sets out requirements for licensure in Missouri of registered professional nurses and licensed practical nurses by examination, endorsement and renewal.

PUBLISHER'S NOTE: The publication of the full text of the material that the adopting agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of that material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.

(1) Examination.

(A) Written examination as used in Chapter 335, RSMo shall mean either a paper and pencil examination or a computerized adaptive examination.

(B) The registered professional nurse (RN) candidate shall have successfully completed the basic prescribed curriculum and received a degree or diploma from a school with an accredited professional nursing program. The practical nurse candidate shall have successfully completed a basic prescribed curriculum in an accredited school of practical nursing and have earned a practical nursing degree, diploma or certificate or completed a comparable period of training as determined by the board. A comparable period of training as determined by the board shall mean graduation from an accredited professional nursing program with validation by examination of a personal and vocational concepts course by an accredited practical nursing program or graduation from the peacetime Army

Clinical Specialist Course: MOS; 91C20(6-69).

(C) The candidate shall make written application to the Missouri State Board of Nursing for permission to be admitted to the licensing examination for professional/practical nurses. Application forms for the licensing examination shall be obtained from the Missouri State Board of Nursing.

1. A request for forms shall be made by the director of the program of professional/practical nursing and should include the names and completion dates of candidates who expect to apply for admission to the examination.

2. Application forms for out-of-state/country graduates may be obtained by writing the State Board of Nursing, giving name, address, name and address of school of nursing and completion date.

3. Any applicant applying for the practical nurse licensing examination who is deficient in theory, clinical experience, or both, as stated in the *Minimum Standards for Accredited Programs of Practical Nursing*, and has not earned a practical nursing degree or met the requirements for a comparable period of training as determined by the board (4 CSR 200-4.020(1)(B)), will not be approved.

(D) A completed application for the licensing examination signed and accompanied by one (1) two-inch by two-inch (2" × 2") portrait/photograph of the applicant shall be submitted to the Missouri State Board of Nursing for evaluation along with the required examination fee, two (2) sets of his/her fingerprints and the fingerprinting fee as charged by the Missouri State Highway Patrol and Federal Bureau of Investigation prior to the established deadline date set by the Missouri State Board of Nursing. All fees are nonrefundable. Note: The name appearing on the application will be the only legal name of the individual recognized by the Missouri State Board of Nursing unless evidence of the change in name has been submitted.

(E) An application for a candidate's first licensing examination in Missouri shall bear the school seal and the signature of the director of the program of professional/practical nursing. This shall indicate the endorsement of the candidate to take the licensing examination. The affidavit portion of the application shall be properly executed before a notary public.

(F) Applicants approved by the Missouri State Board of Nursing as eligible to take the licensing examination for professional/practical nurses shall be notified and forwarded identifying material and specific information as to date, time and place. Candidates shall

take the current National Council of State Boards of Nursing, Incorporated Licensure Examination for professional/practical nurses.

(G) Prior to the Missouri State Board of Nursing use of computerized adaptive testing, the term first licensing examination scheduled by the board, as used in section 335.081, RSMo, shall mean the pencil and paper National Council of State Boards of Nursing licensure examination administered to all applicants on the same day. After the Missouri State Board of Nursing uses computerized adaptive testing as the sole means of examination for licensure, the term first licensing examination scheduled by the board, as used in section 335.081, RSMo, shall mean the first licensure examination taken by the student which must be taken within ninety (90) days of graduation.

(H) An applicant for licensure by endorsement or licensure by examination who answers yes to one (1) or more of the questions on the application or the fingerprint checks reveal charges and/or convictions which relate to possible grounds for denial of licensure under section 335.066, RSMo shall submit copies of appropriate documents, as requested by the board, related to that answer or the fingerprint check before his/her application will be considered complete. The copies shall be certified if they are records of a court or administrative government agency. An applicant for licensure by endorsement or licensure by examination who the executive director or designee determines may not meet the requirements for licensure or examination shall be notified that the application will be reviewed by the members of the board at the board's next regular scheduled meeting following receipt of all requested documents. The Missouri State Board of Nursing shall notify, by certified mail or delivery, any individual who is refused permission to take an examination for licensure or an individual licensed in another state, territory or foreign country that is denied a license by endorsement without examination. At the time of notification, this individual is to be made aware of his/her avenue of appeal through the Missouri Administrative Hearing Commission.

(I) A passing designation as determined by the Missouri State Board of Nursing shall be attained by candidates to qualify for licensure to practice professional/practical nursing in Missouri. Results of the licensing examination shall be reported only by pass/fail designation to candidates and to directors of programs of professional/practical nursing.

(J) An original examination report shall be forwarded to the examinee. A copy shall be

retained in the permanent application on file in the Missouri State Board of Nursing office. A composite report shall be forwarded to the director of each program of professional/practical nursing listing the names of the candidates and the pass/fail designation for each candidate.

(K) A transcript of the final record shall be submitted to the Missouri State Board of Nursing for each applicant upon completion of the program of professional/practical nursing. The seal, if available, of the school and signature of the director of the program of professional/practical nursing or registrar shall be affixed to the transcript. The transcript must include the degree awarded and date of graduation. A candidate cannot take the licensure examination until all licensure requirements are met, including providing a transcript.

(L) There shall be a thirty (30)-day grace period for graduates who have successfully passed the first available licensing examination in another state following graduation to obtain a temporary permit or license in Missouri after the graduate has received his/her results.

(M) Requests for Examination Modification.

1. The Missouri State Board of Nursing and its test service shall determine if a candidate shall be allowed modification of the examination if the candidate requests the modification because of a disability defined by the American with Disabilities Act.

2. The candidate requesting modification shall submit a request to the Missouri State Board of Nursing. The request shall contain—

A. A letter from the candidate's nursing education program indicating what modifications, if any, were granted by that program;

B. Appropriate documentation supporting the request for accommodation from a qualified professional with expertise in the areas of the diagnosed disability. Documentation must include:

(I) A history of the disability and any past accommodation granted the candidate and a description of its impact on the individual's functioning;

(II) Identification of the specific standardized and professionally recognized tests/assessments given (e.g. Woodcock-Johnson, Weschlet Adult Intelligence Scale);

(III) Clinical diagnoses of disability (where applicable, list the DSM Code Number and Title);

(IV) The scores resulting from testing, interpretation of the scores and evaluations; and

(V) Recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability; and

C. A letter from the applicant requesting the modifications detailing the specific modifications and explaining the rationale for the modifications.

3. When the request is received from the candidate with the previously listed items, the request will be reviewed.

4. If approved, a request for modification of an examination will be submitted to the National Council of State Boards of Nursing, Incorporated.

5. After the National Council of State Boards of Nursing, Incorporated has reported its decision to the Missouri State Board of Nursing, the candidate will be notified of the decision.

6. A handicapped individual is defined in the Rehabilitation Act of 1973.

(2) Repeat Examination.

(A) A candidate who does not achieve the passing designation as determined by the Missouri State Board of Nursing shall not qualify to receive a license to practice professional/practical nursing in Missouri. It shall be unlawful for any person to practice professional/practical nursing in Missouri as a graduate nurse after failure of the National Council of State Boards of Nursing, Incorporated licensure examination until successfully passing the examination and receiving a license.

(B) A candidate who does not achieve the passing designation who wishes to review, challenge, or both, the National Council Licensure Examination must send a written letter of request to the Missouri State Board of Nursing office no later than four (4) months after release of examination results to the candidate.

(C) If approved, the request is submitted to the National Council of State Boards of Nursing, Incorporated. A board fee may be charged.

(D) A candidate who does not achieve the passing designation shall be notified. No further examination notices shall be issued by the Missouri State Board of Nursing.

(E) The required fee shall be submitted to the Missouri State Board of Nursing office each time the candidate applies for the examination and is nonrefundable.

(3) A graduate of a nursing program may practice as a graduate nurse until s/he has received the results of the first licensure examination taken by the nurse or until nine-

ty (90) days after graduation, whichever first occurs.

(4) Passing Score.

(A) The standard score of three hundred fifty (350) in each subject of the State Board Test Pool Examination for Registered Nurses shall be the Missouri passing score beginning with series 949 through series 282. Candidates writing the licensing examination prior to the date series 949 was given shall have no grade below sixty-five percent (65%) and shall have attained an average score of seventy percent (70%). Beginning July 1982, the standardized scoring system to be used with the National Council Licensure Examination for Registered Nurses will have a passing score of sixteen hundred (1600). Beginning February 1989, to be eligible for licensure, a candidate must achieve a pass designation on the National Council Licensure Examination for Registered Nurses.

(B) For the period March 1, 1954 through February 28, 1958, seventy percent (70%) was required for passing the practical nurse examination. For the period March 1, 1958 to December 31, 1958, the standard score of three hundred (300) was the minimum passing score for the practical nurse examination. As of January 1, 1959, the standard score of three hundred fifty (350) shall be the minimum passing score in Missouri for the State Board of Nursing Test Pool Licensing Examination or the National Council Licensure Examination for Practical Nurses. Beginning October 1988, to be eligible for licensure, a candidate must achieve a pass designation on the National Council Licensure Examination for Practical Nurses.

(5) Licensure by Endorsement in Missouri—Registered Nurses (RNs) and Licensed Practical Nurses (LPNs).

(A) A professional/practical nurse licensed in another state or territory of the United States or Canada shall be entitled to licensure provided qualifications are equivalent to the requirements of Missouri at the time of original licensure. This equivalency shall be defined as—

1. Evidence of completion and graduation from an accredited program of professional/practical nursing;

2. Attainment of a passing standard score or pass designation as determined by the Missouri State Board of Nursing on the licensing examination or attainment of an acceptable grade in areas comparable to those required in Missouri at the time licensure was secured in the state of original licensure;

3. Evidence of completion of the applicable secondary education set forth in section

335.046, RSMo requirements or the equivalent as determined by the State Department of Education;

4. Applicants who are not citizens of the United States who have completed programs in schools of professional/practical nursing in states which require citizenship for licensure may take the National Council Licensure Examination for professional/practical nurses in Missouri if they meet all of Missouri's requirements; and

5. If an individual was licensed by waiver as a practical/vocational nurse in another state, territory or foreign country prior to July 1, 1955, and the individual meets the requirements for licensure as a practical nurse in Missouri which were in effect at the time the individual was licensed in the other jurisdiction, s/he is eligible for licensure in Missouri as an LPN. If an individual is licensed by waiver in another state after July 1, 1955, s/he does not qualify for licensure by waiver in Missouri as a practical nurse.

(B) Procedure for Application.

1. An applicant should request an application for endorsement licensure from the Missouri State Board of Nursing. The request shall include the full name, current mailing address and state of original licensure.

2. The application for endorsement licensure shall be completed in black ink with the affidavit portion properly executed before a notary public and submitted with the required application fee, two (2) sets of his/her fingerprints and the fingerprinting fee as charged by the Missouri State Highway Patrol and Federal Bureau of Investigation. All fees are nonrefundable. The application shall be submitted to the Missouri State Board of Nursing.

3. The endorsement/verification of licensure form shall be forwarded by the applicant to the board of nursing for completion in the state or territory of original licensure by examination, or to Canada, with a request to submit the completed form to the Missouri State Board of Nursing.

4. The applicant shall cause an official nursing transcript to be forwarded directly to the Missouri State Board of Nursing office if a transcript is requested by the executive director or designee.

5. A final evaluation of the submitted application shall be made only after all required credentials are assembled.

6. The applicant shall be notified of this evaluation for licensure.

(6) Applicants Not Meeting Requirements.

(A) An applicant who does not meet the Missouri requirements for licensure at the

time of completion of a program of professional/practical nursing shall be advised regarding the necessary steps for qualification on the basis of the particular deficiency.

(B) An applicant who has not attained the passing score or grade on the licensing examination as required by the Missouri State Board of Nursing at the time of original licensure shall be required to take the current National Council Licensure Examination (NCLEX®) and receive a pass designation prior to licensure.

(C) A professional/practical nurse licensed in another state or territory of the United States shall be entitled to licensure; provided, qualifications are equivalent to the requirements in Missouri at the time of original licensure.

(7) Canadian Nurses' Association Testing Service (CNATS). The Missouri State Board of Nursing recognizes the English Language Administration of the CNATS Examination and nurses who have successfully passed this examination shall be granted RN licensure by endorsement providing they meet the minimal educational requirements in Missouri in effect at the time of original licensure. Applicants for licensure by endorsement who have been licensed in Canada on the basis of a passing score on the French Language Administration of the CNATS Examination will be required to demonstrate proficiency in the English language by meeting one (1) of the following criteria:

(A) Completion of an accredited nursing program or its equivalent in the United States;

(B) A minimum score of fifty (50) in each section of the Test of English as a Foreign Language (TOEFL) Examination;

(C) Completion of a nursing program given in English in another country;

(D) A passing score on a nursing licensure examination which is given in English;

(E) A certificate from the Commission on Graduates of Foreign Nursing Schools (CGFNS); or

(F) Any method of proof previously accepted by the Missouri State Board of Nursing.

(8) Temporary Permit. Applicants wishing to practice professional/practical nursing in Missouri following the evaluation of the application and transcript, if requested to determine if the applicant meets licensure requirements in Missouri, should submit a copy of a current nursing license from another state, territory or Canada. A temporary permit may be secured for a limited period of time six (6) months until licensure is granted

or denied by the Missouri State Board of Nursing or until the temporary permit expires, whichever comes first. If the applicant does not hold a current nursing license in another state, territory or Canada, a temporary permit may be issued upon receipt of a completed endorsement verification of licensure form and transcript, if requested. Applicants from Canada may apply for a temporary permit provided for by rule.

(9) Intercountry Licensure by Examination in Missouri—RN and LPN.

(A) Application Procedure.

1. A professional/practical nurse licensed outside of the United States or Canada shall be entitled to apply to take the examination for licensure if, in the opinion of the Missouri State Board of Nursing, current requirements for licensure in Missouri are met.

2. An applicant must request, in writing, an Application for Professional/Practical Nurse Licensure by Examination. The request shall include the applicant's full name, current mailing address and country of original licensure. The application shall be properly executed by the applicant in black ink and shall be included in the documents submitted to the Missouri State Board of Nursing for evaluation with the required credentials. All original documents shall be returned to the applicant. Credentials in a foreign language shall be translated into English, the translation shall be signed by the translator and the signature shall be notarized by a notary public. The translation shall be attached to the credentials in a foreign language when submitted to the Missouri State Board of Nursing.

3. The required credentials for practical nurse applicants are—

A. A course-by-course evaluation report received directly from a foreign credentials evaluation service approved by the board;

B. A photostatic copy of birth certificate (if a copy of birth certificate is not available, copy of baptismal certificate, passport or notarized statement from an authorized agency will be accepted as verification of name, date of birth and place of birth);

C. Photostatic copy of marriage license/certificate (if applicable);

D. TOEFL certificate indicating successful completion of examination. Foreign practical nurse applicants from non-English speaking countries or from English speaking countries with different native language shall be required to take the TOEFL and attain a minimum score of fifty (50) in each section. When the applicant achieves a score of fifty

(50) in each section of the test, the board of nursing will not address itself to that section should there be a required repeat of the examination for other sections;

E. Test of Spoken English (TSE®) Certificate indicating that the applicant has obtained a minimum overall score of forty-five (45).

F. The certification of licensure form from the licensing agency where the original registration by examination was secured;

G. Photostatic copy of original license issued by the licensing agency where original licensure/registration was secured by examination; and

H. The completed application must be accompanied by one (1) two-inch by two-inch (2" × 2") portrait/photograph of the applicant, two (2) sets of his/her fingerprints, the fingerprinting fee as charged by the Missouri State Highway Patrol and Federal Bureau of Investigation and the required application fee. All fees are nonrefundable.

4. The required credentials for professional nurse applicants are—

A. Commission on Graduates of Foreign Nursing Schools (CGFNS) Certificate. The CGFNS agency must forward the certificate to our office. This certification must signify a passing grade on the CGFNS English language and nursing practice proficiency examination as evidence of meeting similar qualifications of graduates of nursing programs in Missouri for the purpose of qualifying for admission to the licensure examination.

B. A photostatic copy of birth certificate (if a copy of birth certificate is not available, a copy of baptismal certificate, passport or notarized statement from authorized agency will be accepted as verification of name, date of birth and place of birth);

C. Photostatic copy of original license or certificate issued by the licensing agency where original licensure/registration was secured by examination;

D. Photostatic copy of marriage license/certificate (if applicable);

E. The certificate of licensure form from the licensing agency where the original registration/licensure by examination was secured; and

F. The completed examination application with the required examination fee, one (1) two-inch by two-inch (2" × 2") portrait/photograph of the applicant, two (2) sets of his/her fingerprints, the fingerprinting fee as charged by the Missouri State Highway Patrol and Federal Bureau of Investigation and all the credentials shall be submitted to the Missouri State Board of Nursing.

(B) Unqualified Applicants. An applicant who does not meet Missouri's current minimum requirements for licensure shall be advised regarding the necessary steps for qualification.

(C) The board of nursing will cooperate with the United States Immigration Service by advising it of the status of the applicant for nursing licensure if requested.

(10) Guidelines for Evaluating Intercountry Transcripts.

(A) An applicant who has secured original licensure outside of the United States and has been licensed by examination in another state, territory or Canada may be licensed in Missouri if the applicant qualifies for licensure by endorsement from that state, territory or Canada under section (4). Each applicant under this section must cause a photostatic copy of a nursing transcript to be provided to the board office, except that RN applicants instead may cause the CGFNS to submit directly to the board office a CGFNS certificate indicating successful completion of the CGFNS examination in place of the school of nursing transcript.

(B) Guidelines for evaluating intercountry transcripts for professional/practical nurse applicants are the minimum standards for accredited schools in Missouri in effect at the time the candidate originally became licensed by examination in another state, territory or Canada or at the time of application.

(11) Licensure Renewal.

(A) Renewal periods shall be for one (1), two (2), or three (3) years as determined by the board.

(B) The required fee shall be submitted prior to the date the license lapses.

(C) In answer to requests for information regarding an individual's licensure, the staff of the board will verify status and other information as deemed appropriate by the executive director.

(12) Inactive Licenses.

(A) Any nurse possessing a current license to practice nursing in Missouri may place that license on inactive status by filing a written and signed request for inactive status with the board. This request may be accomplished, but need not be, by signing the request for inactive status which appears on the nurse's application for license renewal and returning that application to the board prior to the date the license has lapsed.

(B) Individuals wishing to reactivate licenses after being carried as inactive shall request a Petition for Renewal from the Missouri State Board of Nursing. Fees shall be

accepted only if accompanied by a completed Petition for Renewal. Back fees shall not be required for the years the licensee's records were carried as inactive. The Petition for Renewal shall show, under oath or affirmation of the nurse, a statement—

1. That the nurse is not presently practicing nursing in Missouri; and

2. As to whether the nurse did practice nursing while the license was inactive and, if so, how long and where. If the nurse was practicing nursing in Missouri at the time his/her license was inactive, s/he also must submit a notarized statement indicating that s/he ceased working as soon as s/he realized that the license was inactive. In addition, the nurse must cause his/her employer to submit a statement on the employer's letterhead stationery or a notarized statement indicating that the nurse ceased working as soon as s/he realized that the license was inactive.

(C) No person shall practice nursing or hold him/herself out as a nurse in Missouri while his/her license is inactive.

(D) A nurse who petitions for renewal of an inactive license who answers yes to one (1) or more of the questions on the petition which relate to possible grounds for denial of renewal under section 335.066, RSMo, shall submit copies of appropriate documents related to that answer, as requested by the board, before his/her petition will be considered complete. The copies shall be certified if they are records of a court or administrative government agency. If a nurse requesting reinstatement of his/her inactive license is denied by the State Board of Nursing based upon the fact that the nurse is subject to disciplinary action under any provisions of Chapter 335, RSMo, the nurse shall be notified of the statutory right to file a complaint with the Administrative Hearing Commission.

(E) A nurse whose license is inactive for three (3) years or more shall file the petition, documents and fees required in subsection (12)(B). In addition, the nurse may be required to appear before the board personally and demonstrate evidence of current nursing knowledge and may be required to successfully complete an oral or written examination, or both, provided by the board or to present proof of regular licensed nursing practice in other states during that time period.

(13) Lapsed Licenses, When—Procedures for Reinstatement.

(A) Pursuant to sections 335.056 and 335.061, RSMo, a license issued by the State Board of Nursing to an RN or LPN is lapsed if the nurse fails to renew that license in a timely fashion. A license renewal is timely if

the nurse mails a completed application for renewal, accompanied by the requisite fee, in a properly stamped and addressed envelope, postmarked no later than the expiration date of the nurse's current license. No person shall practice nursing or hold him/herself out as a nurse in Missouri while his/her license is registered with the State Board of Nursing as being lapsed.

(B) A nurse whose license has lapsed in Missouri for fewer than thirty (30) days may obtain renewal of that license by mailing the requisite fee to the proper address and postmarked no later than the thirtieth day of lapse. Satisfactory explanation of the lapse will be presumed. The State Board of Nursing, in its discretion, may not renew the license of any nurse who is subject to disciplinary action under Chapter 335, RSMo, but the board shall advise the nurse of the statutory right to file a complaint with the Administrative Hearing Commission.

(C) A nurse whose license has lapsed in Missouri for thirty (30) days or more, but fewer than three (3) years, must petition the State Board of Nursing for renewal of the license on a form furnished by the board. Accompanying the petition shall be a late renewal fee of thirty dollars (\$30) and the fee for the current renewal period. If the nurse has practiced nursing in Missouri while the license was lapsed, in order to renew, the licensee must pay the lapsed fee, the renewal fee for each year s/he practiced nursing in Missouri and the fee for the current renewal period. This petition shall show under oath or affirmation of the nurse—

1. A statement that the nurse is not presently practicing nursing in Missouri;

2. A statement as to whether the nurse did practice nursing while the license was lapsed and, if so, how long and where; and

3. If the nurse was practicing nursing in Missouri at the time his/her license was lapsed, s/he must submit a notarized statement indicating that s/he ceased working as soon as s/he realized that the license was lapsed. In addition, the nurse must cause his/her employer to submit a statement on the employer's letterhead stationery or a notarized statement indicating that the nurse ceased working as soon as s/he realized that the license was lapsed.

(D) A nurse whose license is lapsed for three (3) years or more shall file the same petition, documents and fees required in subsection (13)(C). In addition, the nurse may be required to appear before the board personally and demonstrate evidence of current nursing knowledge and may be required to successfully complete an examination provided by the board or by proof of regular licensed



nursing practice in other states during that time period.

(E) Upon satisfactory completion of the requirements specified in subsections (13)(B)–(D) which are pertinent to that nurse, the board reserves the right to refuse to reinstate the lapsed license of any nurse, including one who is subject to disciplinary action under any provisions of Chapter 335, RSMo, which includes disciplinary action for practicing nursing without a license while that license is lapsed. A nurse who is petitioning for renewal of a lapsed license who answers yes to one (1) or more of the questions on the petition which relate to possible grounds for denial of renewal under section 335.066, RSMo, shall submit copies of appropriate documents, as requested by the board, related to that answer before his/her petition will be considered complete. The copies shall be certified if they are records of a court or administrative government agency. If a lapsed license is not reinstated, the board shall notify the nurse of the fact and the statutory right to file a complaint with the Administrative Hearing Commission.

(F) If any provision of this rule is declared invalid by a court or agency of competent jurisdiction, the balance of this rule shall remain in full force and effect, severable from the invalid portion.

(14) Duplicate Licenses. A duplicate license, marked duplicate, may be issued in the event the original becomes lost or destroyed, or if the licensee requests a duplicate license due to a name change. The licensee must notify the Missouri State Board of Nursing and a form will be forwarded for completion and notarization. A fee will be charged for the duplicate.

(15) Change of Name, Address, or Both.

(A) Original License. The original license may not be altered in any way; it must remain in the name under which it was issued.

(B) Current License.

1. If a change of name has occurred since the issuance of the current license, the licensee must notify the board of the name change in writing. If a duplicate license reflecting the name change is desired, the current license and required fee must be submitted to the board office.

2. If a change of address has occurred since the issuance of the current license, the licensee must notify the board of the address change. No duplicate license will be issued solely to reflect an address change. Each licensee must notify the board of any change in the licensee’s mailing address prior to the

expiration date of the licensee’s current license.

3. Requests for the current license to be sent to a place other than the regular mailing address shall be forwarded to the executive director.

AUTHORITY: sections 335.036(2) and (7) 335.046, RSMo Supp. 1997 and 335.051, RSMo 1994. Original rule filed Oct. 14, 1981, effective Jan. 14, 1982. Amended: Filed May 13, 1982, effective Aug. 12, 1982. Amended: Filed Oct. 13, 1982, effective Jan. 13, 1983. Amended: Filed March 15, 1983, effective June 11, 1983. Amended: Filed Sept. 13, 1983, effective Dec. 11, 1983. Amended: Filed May 24, 1985, effective Nov. 11, 1985. Amended: Filed Sept. 13, 1985, effective Dec. 28, 1985. Amended: Filed Aug. 5, 1987, effective Nov. 12, 1987. Rescinded and readopted: Filed Aug. 11, 1989, effective Dec. 11, 1989. Amended: Filed Dec. 13, 1989, effective Feb. 25, 1990. Amended: Filed Oct. 17, 1991, effective April 9, 1992. Amended: Filed March 5, 1992, effective Aug. 6, 1992. Emergency amendment filed May 14, 1993, effective May 24, 1993, expired Sept. 20, 1993. Amended: Filed May 14, 1993, effective Nov. 8, 1993. Amended: Filed June 29, 1993, effective Jan. 13, 1994. Amended: Filed Sept. 7, 1993, effective May 9, 1994. Amended: Filed Feb. 2, 1994, effective July 30, 1994. Amended: Filed Dec. 15, 1995, effective June 30, 1996. Amended: Filed Jan. 29, 1996, effective July 30, 1996. Amended: Filed July 27, 1998, effective Jan. 30, 1999.*

**Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995; 335.046, RSMo 1975, amended 1981, 1995; and 335.051, RSMo 1975, amended 1981.*



STATE OF MISSOURI
 MISSOURI STATE BOARD OF NURSING
**APPLICATION FOR LICENSE AS A REGISTERED
 PROFESSIONAL NURSE BY EXAMINATION**

P.O. BOX 656
 JEFFERSON CITY, MISSOURI 65102
 (314) 751-0681

APPLICATION FEE IS NON-REFUNDABLE AND FORFEITED IF REQUIREMENTS FOR LICENSURE ARE NOT MET.

▲ ATTACH SIGNED PHOTOGRAPH IN SPACE ABOVE ▲

FOR OFFICE USE ONLY			
LIC. APP. BY	LICENSE DATE	LICENSE NUMBER	
CHECK	MO	CASH	DEPOSITED

SECTION I - PROFILE INFORMATION

1. FULL NAME (LAST) (FIRST) (MIDDLE) (MAIDEN)			
PREVIOUS OR OTHER NAME(S)			
2. ADDRESS (STREET) (CITY) (STATE) (ZIP CODE)			
3. DATE OF BIRTH		PLACE OF BIRTH (CITY) (STATE) (COUNTY)	
4. SOCIAL SECURITY NO. (VOLUNTARY, USED FOR IDENTIFICATION PURPOSES ONLY)		TELEPHONE NO. - HOME ()	TELEPHONE NO. - WORK ()
5. NAME AND LOCATION OF HIGH SCHOOL			
NUMBER OF YEARS COMPLETED	DATE OF GRADUATION	HAVE YOU WRITTEN THE GED TEST TO DETERMINE HIGH SCHOOL EQUIVALENCY? <input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION II - BASIC PROFESSIONAL NURSING EDUCATION

1. PROFESSIONAL SCHOOL OF NURSING	
ADDRESS (CITY) (STATE)	
2. TYPE OF PROGRAM <input type="checkbox"/> BACCALAUREATE <input type="checkbox"/> DIPLOMA <input type="checkbox"/> ASSOCIATE DEGREE <input type="checkbox"/> OTHER (SPECIFY) ▶	DATE COURSE WAS COMPLETED

SECTION III - REFERENCES

LIST THE NAME, ADDRESS AND TELEPHONE NUMBER OF TWO INDIVIDUALS WHO WILL ALWAYS KNOW WHERE TO REACH YOU AND INDICATE THEIR RELATIONSHIP TO YOU.

1. NAME	TELEPHONE NO. ()
ADDRESS	RELATIONSHIP
2. NAME	TELEPHONE NO. ()
ADDRESS	RELATIONSHIP

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SECTION IV - DISCIPLINARY INFORMATION

1. Have you ever applied to sit the RN licensure examination in any state or territory? YES NO
IF YES, EXPLAIN FULLY IN A SEPARATE NOTARIZED STATEMENT.

2. Has any Nursing Board denied you licensure or admission to a licensure examination? YES NO
IF YES, EXPLAIN FULLY IN A SEPARATE NOTARIZED STATEMENT.

3. Have you ever had a license to practice nursing revoked, suspended, placed on probation, or otherwise subject to any type of disciplinary action? YES NO
IF YES, EXPLAIN FULLY IN A SEPARATE NOTARIZED STATEMENT.

4. Are you presently being investigated or is any disciplinary action pending against you? YES NO
IF YES, EXPLAIN FULLY IN A SEPARATE NOTARIZED STATEMENT.

5. Have you ever been convicted, adjudged guilty by a court, pled guilty or pled nolo contendere to any crime (excluding traffic violations)? YES NO
IF YES, EXPLAIN FULLY IN A SEPARATE NOTARIZED STATEMENT AND ATTACH CERTIFIED COPIES OF COURT DOCUMENTS.

6. Have you ever been convicted, adjudged guilty by a court, pled guilty or pled nolo contendere to any traffic offense resulting from or related to the use of drugs or alcohol? YES NO
IF YES, EXPLAIN FULLY IN A SEPARATE NOTARIZED STATEMENT AND ATTACH CERTIFIED COPIES OF COURT DOCUMENTS.

7. Have you ever been addicted to any drug or alcohol? YES NO
IF YES, EXPLAIN FULLY IN A SEPARATE NOTARIZED STATEMENT AND ATTACH VERIFICATION OF CHEMICAL DEPENDENCY TREATMENT.

SECTION V - AFFIDAVIT (TO BE NOTARIZED BY A NOTARY PUBLIC)

I am aware that all documents needed for licensure by examination must be received in the Board office before my original license can be issued. I am also aware it is my obligation, pursuant to Board regulations, to keep the Board informed of my current name and address.

Being duly sworn, I state that I am the person whose photograph is attached, and who is referred to in the foregoing application for licensure as a Registered Professional Nurse in the State of Missouri; that the statements therein are strictly true in every respect; that I have complied with all requirements of law; and that I have read and understood this affidavit.

MUST BE SIGNED IN PRESENCE OF NOTARY ▶		APPLICANT SIGNATURE
NOTARY PUBLIC EMBOSSEER SEAL	STATE OF _____	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS _____ DAY OF _____ 19____	
	NOTARY PUBLIC SIGNATURE _____	MY COMMISSION EXPIRES _____
	NOTARY PUBLIC NAME (TYPED OR PRINTED) _____	
USE RUBBER STAMP IN CLEAR AREA BELOW.		

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ATTACH
PHOTOGRAPH
HERE

DO NOT PASTE

TO BE ACCEPTABLE THE PHOTOGRAPH MUST BE 2 X 2 INCHES IN SIZE, RECENT AND SHOW A CLEAR PICTURE OF YOUR FACE.

MO 419-1556 (11-91)

