

California RN License by Endorsement Process – Step by Step

1.) Submit the California License by Endorsement Application Online

- a. Sign in or Register for a new BreEZe account
 - i. <https://www.breeze.ca.gov/datamart/loginCADCA.do> ← Click Click
- b. Complete The Application in full
 - i. [CA - RN - Online Application Instructions - Power Point.pdf](#) ← Click for detailed instructions
- c. Application Cost - \$350 – pay online w/ BreEZe account

2.) Submit Verification of License for original state and any other states where you hold licensure

- a. If the state of licensure is a Nursys participant, order the verification using the following site --- *recommended*
 - i. <https://www.nursys.com/NLV/NLVTerms.aspx> --- \$30
 - ii. If you have ever had a PA state license, you must request verification from your online PA license portal - \$50

3.) Submit California Fingerprints – complete only AFTER your application is submitted online Live Scan (Only in CA) or Applicant Fingerprint Card (Out of State)

- a. **Live Scan Process** → You can only perform a live scan if you are within California
 - i. Request a Live Scan Form
 1. <https://www.dca.ca.gov/webapps/rn/requests.php>
 2. You will receive the form via email
 - ii. Take the form to a Live Scan site for processing
 - iii. Pay the fee at the Live Scan site
- b. **Applicant Fingerprint Card (Hard Card) Process** → Out-Of-State Applicants Only
 - i. Request a Applicant Fingerprint Card
 1. <https://www.dca.ca.gov/webapps/rn/requests.php>
 - a. You will receive the fingerprint card via Mail
 2. We can also mail you the Fingerprint Card from our Corporate Office if you request one
 - ii. Complete the fingerprints in BLACK INK at a local law enforcement agency
 1. Do not fold the card
 2. Pay the varying fee that the law enforcement agency charges
 - iii. **Mail the fingerprint cards to the Board of Registered Nursing – include your application or a cover page with licensing application information included (address below)**

- c. Fingerprint Card Processing Cost - \$49 - pay online w/ BreEZe account

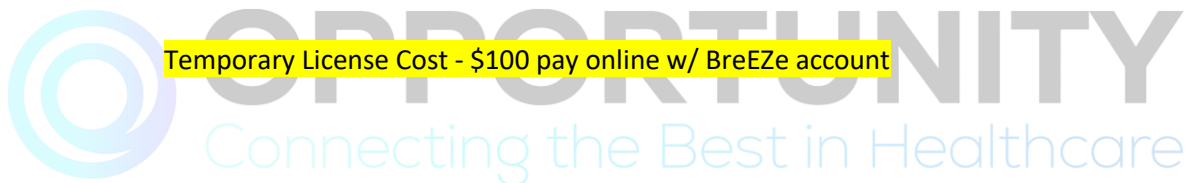
4.) Submit Official Transcripts – (Nursing School & Pre-Reqs)

- a. Transcripts must be sent from your school or 3rd party directly to the CA BON
 - i. *The Address is at the end of this document*

- b. You can send transcripts to the California Board of Nursing electronically by using the sites below: **RECOMMENDED**
 - 1. www.parchment.com
 - 2. <https://www.studentclearinghouse.org>
 - ii. Search for the California Board of Nursing to send your transcripts to
 - 1. If it does not pull up, you can request the transcript be sent to brn.etranscripts@dca.ca.gov
- 5.) **Disciplinary Action – if applicable**
- a. Provide Documents and/or letters explaining disciplinary action and attesting to your rehabilitation as directed in Section II of the General Information and Instructions

Temporary License

You must complete the License by Endorsement Application first and then you will be able to submit the request for temporary license online application through your BreEZe account. YOU MUST COMPLETE THE PERM APPLICATION FIRST



Street Address:

Board of Registered Nursing
1747 North Market Blvd.
Suite 150
Sacramento, CA 95834

Mailing Address:

Board of Registered Nursing
P.O. Box 944210
Sacramento, CA 94244-2100