



State of Idaho  
Division Of Occupational and Professional Licenses  
**Idaho Board of Nursing**  
LICENSURE POLICIES

## EXAMINATIONS

Policy Number           HP-BON-Licensure 1

Adoption Date:           September 22, 2005

Revision Date:           01/25/2024

Review Date:             01/25/2024

### Purpose:

To establish competency examinations acceptable for initial licensure and to provide for variances.

### Policy:

A. The following examinations are acceptable for licensure in Idaho.

1. NCLEX – National Council Licensure Examination for RN’s and PN’s
2. SBTPE - State Board Test Pool Examination

C. The following examinations require administrative review prior to determination of their eligibility for licensure in Idaho.

1. LVN State Constructed Examination conducted by California written between 1974 and 1986.
2. Professional Nurse – SBTPE, series 281 and 781 as rescored by the California Board of Nursing
3. Professional Nurse – SBTPE, series 282 as rescored by the Wisconsin Board of Nursing
4. International Examinations



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### **NCLEX RETAKES**

Policy Number           HP-BON-Licensure 2

Adoption Date:           February 17, 1994

Revision Date:

Review Date:

Purpose:

To establish the number of times a candidate can take the NCLEX and related conditions.

Policy:

A. There is no limit on the number of times a candidate may repeat the NCLEX following failure consistent with NCSBN policies.

B. Consistent with Policy VIII – 2, “Licensure: Out of Practice”, a new graduate who has not practiced nursing within 12 months following graduation shall meet the requirements for licensees who have been out-of-practice for 3-10 years, i.e., 80 hours of supervised nursing practice and submission of an employment reference from the RN supervisor indicating currency of knowledge and competence in performing basic nursing skills.



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**ACCEPTABLE EVIDENCE OF CURRENT LICENSURE**

Policy Number           HP-BON-Licensure 3

Adoption Date:           January 2007  
Revision Date:           11/26/2008, 4/13/2023  
Review Date:

Purpose:

To establish what is acceptable as evidence of current licensure.

Policy:

A. Applicants for licensure by endorsement or reinstatement shall be required to submit evidence of current licensure in good standing from another state.

B. Acceptable evidence means:

1. Verification of current licensure through the issuing Board's web site.
2. Verification of current licensure through NURSYS.
3. Receipt of Verification of Licensure from another state indicating the license is in good standing with a valid expiration date.



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## DUPLICATE LICENSE CERTIFICATE

Policy Number           HP-BON-Licensure 4

Adoption Date:           December 31, 2008

Revision Date:

Review Date:           12/31/2008

### Purpose:

To clarify circumstances under which a duplicate certificate of current licensure may be issued

### Policy:

A. A duplicate license certificate may be issued to a currently licensed nurse upon receipt of a notarized Request for Duplicate License and appropriate fee.

B. A duplicate license certificate may be issued within ninety (90) days following licensure renewal at no charge if the licensee has not received the renewed license and submits the Request for Duplicate License Form.

C. Duplicate license certificates may be issued for the following reasons, including, but not limited to: name changes, lost/destroyed licenses, or a license never received in the mail, changes to compact status, or address changes upon receipt of the appropriate form and fee (if required).

D. Duplicate license certificates shall have the designation of “Duplicate” stamped on the face of the document.

E. Duplicate license certificates issued shall be reported in the biennial “News from Idaho”.



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## **INTERNATIONAL NURSE LICENSURE CRITERIA**

Policy Number           HP-BON-Licensure 5

Adoption Date:           April 29, 2005

Revision Date:           9/05, 4/11, 5/13, 10/14, 4/15, 10/16, 4/16, 4/17, 4/29/2021

Review Date:             12/08, 3/11, 7/13, 3/16

Introduction: Consistent with rules of the Board, applicants for RN and LPN licensure educated outside of and not previously licensed in the U.S. or its territories, or Canada, must:

- A. Demonstrate nursing knowledge; and
- B. Demonstrate English proficiency skills in reading, writing, speaking, listening; and
- C. Have educational qualifications that are substantially equivalent to Idaho's minimum requirements;
- D. Hold a license or other authorization to practice nursing, in good standing, issued by a government entity or agency, acceptable to the Board.
- E. Pass the licensing examination required by the Board (SBTPE or NCLEX).

### Purpose:

To define acceptable evidence for determination of licensure eligibility of foreign-educated applicants; and to provide an exception for applicants educated in Canada.

### Policy:

#### **A. EXCEPTION FOR GRADUATES OF CANADIAN NURSING EDUCATION PROGRAMS**

Applicants for LPN and RN licensure by examination who hold a certificate of completion from a nursing education program approved by the Idaho Board, another US jurisdiction or a licensing authority in Canada that prepared the applicant for the type of license for which the application has been submitted, shall be eligible to make application for initial licensure by examination in Idaho. Applicants licensed by a Canadian licensing authority based on graduation from an approved nursing education program taught in English with English textbooks and success on the 'Canadian NCLEX' are eligible to license by endorsement in Idaho. Issuance of a multi-state license vs. a single- state license is dependent on provisions of the Nurse Licensure Compact (NLC) at the time the license is issued.

#### **B. EVIDENCE OF KNOWLEDGE OF NURSING**

For applicants educated outside the United States, its territories, or Canada, verification of the following provide evidence of knowledge of nursing:

1. For professional nurse (RN) applicants:
  - a. Initial licensure or authority to practice in the applicant's country of origin; or
  - b. Commission on Graduates of Foreign Nursing Schools Certification Program (CGFNS CP) credential; or
  - c. Joseph Silny and Associates Inc (JS&A) Certification credential
1. For licensed practical nurse (LPN) applicants:
  - a. Initial licensure or authority to practice in the applicant's country of origin; or
  - b. Success on an examination testing for nursing knowledge acceptable to the Board, to include but not limited to:
    - i. National League for Nursing Comprehensive Nursing Achievement Test PN; or
    - ii. Mosby Assess Test for Practical Nurses; or



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iii. ATI PN NCLEX Predictor Examinations

**C. EVIDENCE OF ENGLISH PROFICIENCY**

For applicants educated outside the United States, its territories, or Canada (except Quebec), the following provide evidence of English proficiency skills in reading, writing, speaking and listening:

1. Indication that English is the applicant's native or primary language; or
2. CNATS or CRNE, if administered in English with English textbooks, and completion of a nursing education program taught in English; or
3. The examination leading to licensure in the applicant's country of initial licensure if administered in English (e.g. Philippines as confirmed by CGFNS or JS&A), and completion of a nursing education program taught in English with English textbooks; or
4. TOEFL and TSE, with scores at or above:
  - a. RN: TOEFL - 540 (207 Comp Version)      TSE – 50
  - b. PN: TOEFL – 530 (197 Comp Version)      TSE – 50
  - c. TOEFL iBT score of 84 with a minimum speaking score of 26; or
5. IELTS with scores at or above 6.5 overall and 6.0 each module; or
6. Pearson Test of English Academic (PTE Academic) overall passing standard of 55, with no individual section of the test at a scoring level below 50; or
7. Michigan English Language Assessment Battery (MELAB) total passing score of 81 and a speaking score of 3 on the Cambridge Michigan Language Assessments (CaMLA).
8. Consistent with the Code of Federal Regulations (CFR), international nurses who have graduated from a college, university or professional training school located in Australia, Canada (except Quebec), Ireland, New Zealand or the United Kingdom are exempt from English proficiency requirements.

**D. EVIDENCE OF EQUIVALENT EDUCATION**

Applicants educated outside the United States, its territories, or Canada, must provide evidence of education equivalent to Idaho's minimum requirements to include:

1. Commission on Graduates of Foreign Nursing Schools Credentials Evaluation Service (CGFNS CES) course-by-course evaluation; or
2. Commission on Graduates of Foreign Nursing Schools (CGFNS) Certification Program credential; or
3. Joseph Silny and Associates Inc (JS&A) Certification Credential; or
4. International Commission on Healthcare Professionals (ICHP) VisaScreen® credential; or

**E. EVIDENCE OF LICENSURE OR OTHER AUTHORIZATION TO PRACTICE NURSING**

Applicants educated outside the U.S., its territories, or Canada must provide evidence of unencumbered licensure or other authorization to practice, to include:

1. CGFNS or JS&A Certificate or Credentials Report validating the applicant's authority to practice in the country of origin and the unencumbered status of that credential/authorization.; or
2. Verification of licensure or authority received directly from the governmental entity or agency granting the license and which bears the official seal/signatures and a translation of the document, if not in English, prepared by a recognized translator.



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F. For all applicants educated outside the United States and its territories, success on the National Council Licensure Examination for RNs or LPNs (NCLEX-RN/PN) is required prior to issuance of a renewable license.

NOTE: IDAPA 23.01.01.040.06 authorizes issuance of temporary licensure pending results on the NCLEX



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**CRITERIA FOR ORGANIZATIONS THAT REVIEW CREDENTIALS OF INTERNATIONAL NURSES**

Policy Number           HP-BON-Licensure 6

Adoption Date:       February 2005

Revision Date:

Review Date:         4/01/2009

Purpose:

To establish criteria for organizations that review international nurse credentials.

Introduction: To assist organizations that review the credentials of international nurses in providing the level of credentials evaluation needed for regulatory purposes, the NCSBN developed guidelines to serve as a standard, “The Minimal Data Set for Evaluation of International Nurse Credentials”.

Policy:

A. The Board of Nursing will accept credentials reviews from organizations that adhere to the “Minimum Data set for Evaluation of International Nurses”, adopted by the National Council of State Boards of Nursing.

B. Minimum Data shall include:

1. Applicant Information
2. General Education-Secondary School Information
3. General Education-Post Secondary Information
4. Professional/Nursing Education Information
5. Professional Licensure Information

C. In addition, the Board will accept credentials review organizations that meet NCSBN “Criteria for the Services of Credentialing Agencies” as evidence of standards appropriate for evaluation services, repository services and information services.





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## **NURSE REFRESHER PROGRAM STANDARDS**

Policy Number           HP-BON-Licensure 7

Adoption Date:           February 2007  
Revision Date:           01/25/2024  
Review Date:             12/31/2008, 01/25/2024

### Purpose:

To define criteria for recognized refresher programs.

Introduction: Nurses seeking licensure who have been absent from nursing practice must complete a content update or nurse refresher program recognized by the Board.

### Policy:

A. To be recognized by the Board, nurse refresher programs must adhere to the following standards:

1. Must be specifically designed for either RN or LPN practice with content appropriate for the level of practice.
2. Must include content appropriate for development of knowledge, skills and abilities related to:
  - a. Clarification of the expectations of the nursing practice role
  - b. Safe performance of essential functions of the nursing practice role
  - c. Maintenance of therapeutic boundaries
  - d. Ethical behavior
  - e. Appropriate delegation and supervision
  - f. Evolution of nursing practice
  - g. Legal authority and expectations
3. Must have written learner objectives for both didactic and practical experiences relevant to the program content
4. Must include a measure of learner competence for successful program completion
5. May be delivered through a variety of methods including but not limited to self-study, faculty directed classes, on-line courses
6. Must be recognized by a board of nursing or by an accreditor/accredited approver of nursing education or continuing education



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## MANAGEMENT OF FINGERPRINT-BASED CRIMINAL HISTORY REPORTS

Policy Number           HP-BON-Licensure 8

Adoption Date:           April 8, 2008  
Revision Date:           6/06/2014, 4/21/2016  
Review Date:           12/31/08, 4/15/14, 3/31/16, 11/8/2019

### Purpose:

This policy is for handling of Noncriminal Justice (NCJ) Criminal History Record Information (CHRI) obtained from the nationwide fingerprint- based background check received from the Idaho State Police (ISP) Bureau of Criminal Identification (BCI). All references to the FBI CJIS Security Policy (CSP) refer to the most recent and current version. Any questions on policies should be directed towards the Idaho State Police Bureau of Criminal Identification's Applicant Auditor, Jennifer Hecock, Phone: 208.884.7131.

### Policy:

A. Fingerprint-based criminal history reports will be managed in accordance with procedures that assure confidentiality, appropriate storage and final disposition. Federal Bureau of Investigation (FBI)/Idaho State Police (ISP) criteria will be followed in management of reports.

B. The following procedures will be applied:

#### Confidentiality

1. Only authorized staff will have access to criminal background reports and the information included in the reports
2. Authorized staff will open, and review correspondence received from the Idaho State Police concerning criminal background check (CBC) reports.
3. CBC reports will not be released to any individual, including applicants. However, applicants may be informed about information contained in the CBC report that is relevant to decisions regarding licensure.
4. Reproduction of any CBC report is prohibited

C. Retention, Storage and Destruction

1. CBC reports will be maintained in locked cabinets in the Board office pending licensure determination
2. Upon determination of licensure, the CBC report will be destroyed by staff responsible for licensure. Destruction will be by on-site shredding.
3. Related information sufficient for an understanding of criminal history, including self-disclosure statements, related court documents, etc., will be retained as a part of the permanent application file.
4. Financial records related to CBC reports will be retained in a locked cabinet in the office of the Board of Nursing. Access shall be by key/combination held by authorized persons.
5. Name search records, results lists, and accounting records related to CBC reports will be secured in locked cabinets and retained consistent with provisions of the state's records retention policy.



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A. Rejection of Fingerprints/Unreadable Prints

If a set of fingerprints is rejected as unacceptable prints, the applicant will be required to submit a second set of prints. If the second set is also rejected, a third set will not be required. Instead, the Board will request that a search based on name and social security number be performed and the results submitted to the Board.

B. Length of Validity of Prints

Fingerprint cards will remain valid for 180 days from the date the prints were taken. Prints taken more than 180 days prior to submission to the Board will be considered outdated and new prints will be required.

C. Destruction of Fingerprint Cards

Returned Fingerprint Cards or Unprocessed Cards Returned or unprocessed fingerprint cards and accompanying materials will be destroyed by the Management Assistant or designee. Destruction shall be by on-site shredding.

D. Misuse

Any situation that indicates there may be a misuse of Noncriminal Justice Criminal History Record Information (NCJ CHRI) should be brought to the supervisor's attention immediately. The supervisor will conduct a thorough investigation and report any cases of misuse to the Idaho State Police BCI auditor.

1st offense of misuse of noncriminal justice history will result in a verbal warning and/or other disciplinary action up to and including dismissal.

2nd offense of misuse of noncriminal justice history will result in a written warning in personnel file and/or other disciplinary action up to and including dismissal.

3rd offense of misuse of noncriminal justice history will result in a last chance letter, a performance improvement plan, and a does not meet expectations on annual performance review and/or other disciplinary action up to and including dismissal.

E. Other – Staff Training

Authorized staff will complete ISP 'Security Awareness' training on hire or acceptance of responsibility for fingerprint management and every two (2) years thereafter.

F. Cyber Security

In an instance where staff has cause to believe there is a cyber security incident involvement equipment that handles CJJ or CHRI, staff will contact Idaho State Police via <https://isp.idaho.gov/bci/incident-response/> or by emailing [ISO@isp.idaho.gov](mailto:ISO@isp.idaho.gov) as well as notify State of Idaho ITS for guidance on next steps.



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**PERSONS EXEMPTED FROM LICENSURE**

Policy Number: HP-BON-Licensure 9

Adoption Date: January 26, 2023

Revision Date:

Review Date:

Purpose:

To acknowledge those for which licensure to practice nursing is not necessary nor is practice prohibited.

Policy:

A. Non-Resident Nurses. Non-resident nurses currently licensed in good standing in another nursing jurisdiction, who are in Idaho on a temporary basis because of enrollment in or presentation of a short term course of instruction recognized or approved by the Board and who are performing functions incident to formal instruction.

B. Family Members and Others.

1. Family members providing care to a person to whom they are related by blood, marriage, adoption, legal guardianship, or licensed foster care.
2. Non-family members who provide gratuitous care to a person on a temporary basis in order to give respite to family members who regularly provide care to that person.
3. Live-in domestics, housekeepers and companions provided they do not represent themselves as, nor receive compensation as, licensed nurses or other nursing care providers and so long as any health care provided is incidental to the services for which they are employed.