

# APPLYING FOR A NEW YORK NURSING LICENSE

## ONLINE APPLICATIONS PREFERRED

1

Go to the Online Application Website:  
<https://eservices.nysed.gov/professions/>



2

Choose your Profession (RN, LPN), then  
choose 'Apply for a New License'



## REQUIREMENTS NEEDED



### 1. Continuing Education Credits (Complete before Applying)

Providers are listed on the Board's website

- Child Abuse and Maltreatment for New York State Healthcare Workers
- New York State Infection Control Training (available on [www.mylearningcommunity.com](http://www.mylearningcommunity.com) under 'CE Courses')

### 2. Complete the online application. You will need to have the following ready to input:

- NCLEX Exam information: Date taken, State
- Information regarding your education program including school name, location, and graduation date
- Your license numbers (all active/inactive), state, and dates issued

### 3. Request Form 2 (<http://www.op.nysed.gov/prof/nurse/nurse2.pdf>) be completed by your graduating school and sent to the NY Dept of Education (address below)

### 4. Request license verifications from each state of licensure to be sent directly to NY (whether active, inactive, PN, RN, or APRN).

- NURSUS Report to be sent for all states held that participate.
- CA, MI, and PA do NOT participate in NURSUS, contact BON directly for verification. Use Form 3 (<http://www.op.nysed.gov/prof/nurse/nurse3.pdf>) for CA as they do not verify online.
- Failure to list all licenses accurately on your application will cause processing delays.

## COST AND TURNAROUND TIME



### Cost

Application Fee: \$143

NURSUS License Verification: \$30

Additional License Verifications:

CA: \$100, MI: \$15, PA: \$50

### Estimated Turnaround Time

3-4 Weeks after receipt of **all completed documents**

Any documents needing to be sent to NY will be sent to:

NYS Education Department

Office of the Professions

PO Box 22063

Albany, NY 12201



## ADDITIONAL INFO



You will have the opportunity to submit electronic records with this application or mail them to this office.

- If you have a disciplinary or criminal history - submit related records.
- If you are not a US citizen - submit documentation related to citizenship or immigration status.
- If you were educated outside of the US - submit copy of nursing diploma.



Make sure you have requested all license verifications for all active and inactive licenses. Remember, CA, MI, and PA do NOT use Nursys, so you'll need to follow their processes.

Any additional questions please email your recruiter or  
[licensure@crosscountry.com](mailto:licensure@crosscountry.com)