



October 7, 2011

**The Board of Registered Nursing's (BRN) Enforcement Division is providing the following information to assist graduates who are ready to sit for the NCLEX:**

Applications that result in review by enforcement staff are delayed due to lack of supporting documentation enabling BRN staff to make a prompt decision to approve or deny the application. When your students fill out a licensure application, include all of the following information CLEARLY LABELED, with their application packet:

**Written Statement:**

- A written statement from the applicant, in their own words, describing the incident(s), date(s) incident(s) occurred, outcome (ex. paid fine, placed on probation, court ordered classes or rehabilitation), and any rehabilitative efforts or changes to prevent future occurrences.

**Certified Arrest/Incident Reports:**

**NOTE:** Court documents **DO NOT** include arrest reports and **MUST** be requested separately.

- Contact the arresting agency for this report. The arresting agency is the agency that conducted the arrest and/or issued the citation (ex. Highway Patrol, Police Department, Sheriff's Office). If the arrest documents are purged or unavailable, please provide a letter or proof from the arresting agency which confirms that information.
- If the arrest is for **DUI** ensure the Blood/Breath Alcohol Content (BAC) is included in the report.

**Certified Court Documents:**

- Contact the court to get a certified copy of all court documents pertaining to the conviction(s) including satisfaction/ compliance with all court ordered probation orders.

**Evidence of Rehabilitation:**

- Include completion certificates of court ordered/voluntary rehabilitation.

**Reference Letters for Alcohol or Drug Related Convictions:**

- Recent, dated letters from professionals in the community; for example, AA/NA Sponsor, counselor, probation officer, employer, instructor, etc. who can address

an awareness of the past misconduct and current rehabilitation; for example, use/non-use of alcohol/drugs. The letters must be signed and dated by the author of the letter within the last year.

**Reference Letters for all other Convictions:**

- Recent, dated letters from professionals in the community; for example, counselor, probation officer, employer, instructor, etc. who can address an awareness of the past misconduct and current rehabilitation; honesty/integrity, management of anger/stress. The letters must be signed and dated by the author of the letter within the last year.

**Work Performance:**

- A copy of a recent work evaluation or review which may or may not be from a health related agency.

Please advise your students that phone calls requesting application status further delays the process for everyone. Calls to analysts should not be made until a file has been in enforcement for at least 4 weeks (not 4 weeks since the application was submitted to the BRN).

The goal is to complete enforcement reviews and return applicant files to licensing staff within two weeks of receipt in enforcement. This can only be accomplished if all required documents are included at the time of application and phone calls are limited.

California Board of Registered Nursing