



To: All Registered Nurses

Subject: Two New Requirements at Time of RN License Renewal

New Requirements for Registered Nurses

Disclosure of Convictions and Discipline

Effective October 2008, upon the renewal of a registered nurse license, the Board requires a licensee to disclose whether, since his or her last renewal, he or she has had a health care professional license disciplined by a government agency or other disciplinary body; or has been convicted of any crime in any state, the United States and its territories, military court or a foreign country. If a response of "yes" is provided, additional information regarding the matter will be requested by the Board.

"Conviction" includes a plea of no contest and any conviction that has been set aside or deferred pursuant to Sections 1000 or 1203.4 of the Penal Code, including infractions, misdemeanor, and felonies. It is not necessary to report a conviction for an infraction with a fine of less than \$300 unless the infraction involved alcohol or a controlled substance. However, any convictions in which a plea of no contest was entered and any convictions that were subsequently set aside or deferred pursuant to Sections 1000 or 1203.4 of the Penal Code must be disclosed. "License" includes permits, registrations, and certificates. "Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation, reprimand or any other restriction on a health care professional license issued to you.

New Fingerprint Requirement

Regulations were recently approved requiring the submission of fingerprints upon license renewal if the licensee was not fingerprinted by the Board. **This requirement applies to RNs licensed prior to August 1, 1990, since fingerprints were not required for licensure prior to that date**, unless fingerprinted by this Board subsequent to licensure. The regulations require that for a license that expires on or after March 1, 2009, an RN not previously fingerprinted by the Board (or for whom a record of fingerprints no longer exists) is required to be fingerprinted by the California Department of Justice (DOJ) in order to renew the license, and must indicate on the renewal whether the requirement has been met. **Fingerprinting by another agency or your employer is not sufficient to meet the requirement.** If you were fingerprinted by the Board, but a record of that no longer exists, the Board will contact you, if you are required to submit your fingerprints. There is a one-time processing of your fingerprints in order to maintain a current and active RN license in California. The current processing fee for DOJ is \$51.00. In addition, a print "rolling" fee of \$5.00 to \$45.00 will be required at the fingerprint site. The fingerprint requirement will be waived if the license is renewed in an inactive status. However, a request to have an inactive RN license activated will require fingerprints be submitted if the Board does not have fingerprint records for the licensee on file. Fingerprints, if required, may be submitted anytime prior to the renewal.

There are two methods available for completing the fingerprint requirement. One method is Live Scan and is recommended for RNs in California in order to shorten the processing time. For your convenience, attached is a Live Scan service form that needs to be completed, as well as instructions for completing and submitting this Live Scan form. The second method for RNs without access to Live Scan is a fingerprint card (hard card) and instructions for obtaining and completing the hard card are also found below.

To obtain information regarding the submission of your fingerprints you may visit the Board's website at www.rn.ca.gov and click on the "Licensees" or "Renewing" tab to locate the fingerprint information, Live Scan form or request a fingerprint card (hard card).

Method 1 - Live Scan Process

If you are in California, you may use the Live Scan service. A Live Scan form is enclosed for your convenience. Begin by completing the sections on the form marked with a red X and take three copies to a Live Scan site along with your fee for processing. At the Live Scan site, your fingerprints will be electronically scanned and transmitted immediately to DOJ for processing. After you have had your fingerprints scanned, be sure to attach the second copy of your Live Scan form to your renewal form when you mail it to the Board.

Visit <http://ag.ca.gov/fingerprints/publications/contact.htm> to locate Live Scan sites. Most local law enforcement agencies in California have Live Scan equipment. Hours of operation and fees vary, so please contact the Live Scan site directly for information. The Board can only accept Live Scan completed in California.

Completing the Request for Live Scan Service Form:

1. Complete all areas on the form marked with an **X**. Print three copies.
2. Take all three forms to the Live Scan site with your fee.
3. After your fingerprints are scanned:
 - 1st copy of form is kept by the Live Scan Operator
 - Attach 2nd copy of form to your renewal form and **mail** to the Board of Registered Nursing at the address provided above
 - 3rd copy of form is for your records

Method 2 – Manual Fingerprint Card (Hard Card)

To submit a manual fingerprint card (hard card), you may request an 8" x 8" fingerprint card (FD-258) from the Board's website at www.rn.ca.gov and click on the "Licensees" or "Renewing" tab to locate the fingerprint information for the manual fingerprint process and request a fingerprint card. Instructions for completing and submitting the manual fingerprint card are located on the website.