Non-Licensed Undergraduate Student Requirements/Information

- These requirements apply to ALL non-licensed undergraduate students unless otherwise specified. They must be current and not expire before the last day of the semester. All documents are due by the first day of class each semester. You are encouraged to upload a copy to your student profile located in the Student Directory.
- We can access your Level 1 background check, urine drug screen and immunization records electronically.

1. Background Check/Clearance by Louisiana State Board of Nursing
   a. **All traditional and CARE students** who have been accepted into the Undergraduate Program must complete the Application for Permission to Enroll/Enter in a Clinical nursing Course” in which you must disclose your history of arrest, convictions, disciplinary actions, and any physical/mental impairment that may affect your ability to practice as a student nurse/nurse.
   b. If you have a history of arrest, convictions, or disciplinary actions, now is the time to begin collecting the original documents associated with the individual events. LSBN requires originals or “True Copies” not photo copies of documents.
   c. Anyone who has a medical condition, for example, ADD, ADHD, seizure disorder, or on prescription medications will also need to begin collecting documentation.
   d. **APPLICATION WILL BE COMPETED DURING NEW STUDENT ORIENTATION.**
   e. LSBN also requires digital fingerprints on newly enrolled/entering undergraduate nursing students.
   f. Please see additional information on the LSBN at the end of this document.

2. Level 1 Criminal Background Check
   a. This is in addition to your LSBN background check.
   b. This requirement is above the criminal background check provided by local law enforcement.
   c. CertifiedBackground.com **The code for LSUHSC is LS 12.** This is a onetime requirement for the duration of your enrollment a clinical agency request a more current background check.

3. Urine Drug Screen
   a. Clinical agencies require all students to complete a urine drug screen. You can use CertifiedBackground.com (LSUHSC code is LS12DT) you will receive an electronic verification number for drug testing with a list of sites; or Tulane Drug Analysis at 1340 Poydras Street, Suite 2040, New Orleans, LA
70112. Phone # 504-333-6163. You will need to let Tulane Drug Analysis know you are a student at LSUHSC School of Nursing. This requirement is one time unless there is a for cause reason or healthcare facility requires a more current drug screen.

b. We cannot use a previous drug screen done at your current place of employment.

c. Some clinical sites require students to have a drug screen within 6 months of starting clinical rotations. This may impact some or all of our students. In this case you will be notified that an additional drug screen needs to be completed.

4. **Malpractice Insurance**
   a. All students enrolled in LSUHSC School of Nursing maintain an individual Malpractice Insurance Policy.
   b. Policy must be renewed annually.
   c. You can obtain coverage through several companies including your home owners’ policy. Nurse Service Organization (NSO.com) provides student malpractice insurance as well as professional policies. [HTTP://www.nso.com/professional-liability-insurance/student-coverage.jsp](http://www.nso.com/professional-liability-insurance/student-coverage.jsp).
   d. Licensed students currently employed cannot use their place of employments malpractice coverage. You must obtain your own policy.

5. **CPR**
   a. All students must maintain current certification in basic life support cardiopulmonary resuscitation (CPR)
   b. The only acceptable course is the American Heart Association (AHA) BLS Healthcare provider course which certifies you for two years.
   c. CPR course must be completed prior to the start of clinical rotations. It is preferable to obtain prior to starting school.

6. **Flu Vaccine**
   a. All students must show proof that you have received the Flu vaccine each year or submit a declination form to Student Health. Please note, for those students enrolled in clinical courses who decline the Flu vaccine, you may be required to wear a paper mask the entire time you are at the clinical site and clinical sites have the right to not permit you to be at their campus for clinical.

7. **Compliance Training**
   a. All students must be current with Compliance Training for the duration of enrollment. It is your responsibility to complete all components as a new student and check monthly for any updates.
   b. Please keep in mind that training is an ongoing process and some training must be repeated at certain intervals depending on the individual training standard.
   c. [https://intranet.lsuhsc.edu/ctms/kds/ComplianceTrainingOnLine](https://intranet.lsuhsc.edu/ctms/kds/ComplianceTrainingOnLine)
   d. Additional Information about mandatory compliance training can be located at: [http://www.lsuhsc.edu/no/administration/ocp/training%2005-31-05.aspx](http://www.lsuhsc.edu/no/administration/ocp/training%2005-31-05.aspx) or by contacting Kelly Guth, Compliance Training Coordinator at kguth@lsuhsc.edu or (504) 331-5054.

7/27/2012:CL;revised 7/24/2013:CL
GENERAL INFORMATION

• Louisiana Revised Statutes 37:911 et. Seq., provides for the regulation of students seeking permission to enroll in clinical nursing courses in nursing programs in Louisiana preparing candidates for Registered Nurse licensure. Included in this authority is a criminal history record information check in accordance with R.S. 37:918 and 920.1., and is effective for students seeking admission for August 1, 2005 and thereafter.

• Each student must submit to the program(s) to which they are applying
  o Application for Approval to Enroll in Clinical Nursing Courses of the Louisiana State Board of Nursing (LSBN).
  o Required documents noted on application
  o Two (2) completed fingerprint cards
  o Authorization For Criminal Background Check (CBC) *
  o Money order for $62.50 ($20 application fee , $42.50CBC fee) made payable to the LSBN (fees are not refundable)

NOTE: Forms are distributed by the School of Nursing to accepted students.

• Resubmission of Enrollment Application and fee are required if
  o Applicant enrolls in different school from original approval
  o Applicant changed one of the answers on application to “yes”
  o Instructed by LSBN staff

NOTE: new CBC packet and fee are not required unless requested by LSBN staff after receipt of application.

REVIEW LSBN RULES AND REGULATIONS (website) -- LAC XVII.3331 Denial or Delay of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse to determine eligibility for approval for clinical and licensure in Louisiana.

• Response from LSBN
  o Correspondence will be sent to the address on application upon completion of processing.
It is your responsibility to send change of address information in writing to LSBN. A form can be located on the website.

**Application to Enroll in Clinical Courses**

- Each student must submit to the program(s) to which they are applying, the Application for Approval to Enroll in Clinical Nursing Courses of the Louisiana State Board of Nursing (LSBN).
  - This application is for students seeking admission to nursing programs preparing candidates for registered nurse licensure and that have clinical practice in Louisiana.
  - Applications must be sent to LSBN from the School of Nursing and contain approval signature of the Program Head.
  - Application is to be submitted to LSBN 60 days prior to enrollment in clinical nursing courses
  - **Students may not enroll in clinical course in Louisiana without approval from the LSBN.**

- Applications must be complete
  - Read EVERY questions carefully
  - Items left blank will result in delay in processing application
  - Failure to disclose criminal history as outlined on the application will result in delay in processing application and may result in a fine for Falsification of Applications.
  - Failure to include ALL required documents for questions for which you answered “yes” will result in delay in processing application
  - Applications must be signed by Program Head

- Application for Approval must be submitted to the nursing program to which you are applying.
  - The application must be accompanied by a $20 money order made payable to the LSBN
  - The application must be accompanied by the required documentations for application questions for which you marked “yes”
  - Documents or copies of received material cannot be returned or forwarded to other agencies.
  - You must submit an application form and a $20 fee to each program to which you are making application

**Criminal Background Check (CBC)**

APPLICATION FOR PERMISSION TO ENROLL IN CLINICAL NURSING COURSES MUST BE ACCOMPANIED BY FINGERPRINT CARDS AND FORMS AND FEE AS FOLLOWS:

- Fingerprint Cards, Forms and fee must be submitted to the nursing program to which you are applying
  - The criminal history record information checks are authorized under the Nurse Practice Act, **Louisiana Revised Statutes 37:920.1** and are required as part of the permission to enroll in clinical nursing courses process.
The permission to enroll may not be delayed awaiting these reports; however, future action may result if the criminal history record information so indicates.

Two (2) completed fingerprint cards, Authorization for Criminal Background Check (CBC) form must be submitted to the nursing office of the program to which you are applying; the program will submit the cards to the LSBN for processing.

Complete and sign the Authorization for Criminal Background Check (CBC)

*Please copy each page of the Authorization for Criminal Background Check (CBC) form on front of separate page.

All fingerprint cards must be filled out completely with the exception of the “employer and address” section.

Contact your campus security or local police/sheriff’s office, or an office of the state police to inquire about procedures for completion of fingerprint cards. They may specify a particular location, time and fee for fingerprinting. Take both cards to the designated location for completion.

Each of the two (2) FBI cards need a separate and distinct set of your fingerprints. If the agency utilizes an electronic scan system, request that they scan your fingerprints and print the first FBI card, then scan your fingerprints again and print the second FBI card.

If you’ve experienced problems in the past with fingerprinting or obtaining a CBC report, advise the officer/technician before they print you. The following suggestions may improve print quality:

- Hands must be clean and dry. Wash your hands vigorously with warm water and dry thoroughly immediately prior to being fingerprinted.
- If hands are very dry or cracked, wash hands and apply a touch of moisturizer onto fingertips, removing any excess lotion with paper towel prior to being fingerprinted. This may help raise the ridges for printing.

View both FBI cards before you leave the facility where you’re being fingerprinted. If any of the fingerprints are outside the boxes, appear too light, too dark or obviously smudged, have the technician prepare an extra set of cards and submit both sets with your application.

- Protect both FBI cards from smudges. Do not fold or staple.

L.A.C.46:XLVII.3330 J-K states:

J. If the fingerprints are returned from the Department of Public Safety as inadequate or unreadable, the applicant, or licensee must submit a second set of fingerprints and fees, if applicable, for submission to the Department of Public Safety.

K. If the applicant or licensee fails to submit necessary information, fees, and/ or fingerprints, the applicant or licensee may be denied licensure on the basis of an incomplete application or, if licensed, denied renewal, until such time as the applicant or licensee submits the applicable documents and fee.
Return the two (2) completed cards, required fee and authorization forms to the office of your program head. **Do not fold or staple the cards.**

Fee for fingerprint record check is **$42.50 by money order** made payable to the Louisiana State Board of Nursing.

**ACTION OF THE LSBN RELATIVE TO CRIMINAL HISTORY REPORT**

Based on the criminal history record, the LSBN may approve the student to enroll in clinical nursing courses in accordance with the individual program guidelines; or the LSBN may deny, delay, or otherwise restrict the enrollment of the student in clinical nursing courses.

The individual student and the program head of the program(s) to which the student applied will be notified in writing of the decision of the Board.

**REVIEW LSBN RULES AND REGULATIONS** (website) -- LAC XVLI.3331 Denial or Delay of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse to determine eligibility for approval for clinical and licensure in Louisiana.

**REVIEW OF FEES**

A twenty ($20) fee in the form of a money order made payable to the LSBN must accompany each Application for Approval to Enroll in Clinical Nursing Courses that you must submit to a nursing program.

A **$42.50** fee in the form of a money order made payable to LSBN must be submitted to the program along with two (2) completed fingerprint cards and a completed authorization to disclose form.

You may submit one money of **$62.50**

**SUMMARY**

Each applicant for enrollment in clinical nursing courses must submit the following forms and fees to the program where they are seeking admission. The nursing program forwards the forms and fees to the LSBN.

- Completed Application for Approval to Enroll in a Clinical Nursing Course accompanied by a money order for **$20** made payable to the LSBN (Required for each application submitted to a nursing program)
- Completed fingerprint packet including 2 completed fingerprint cards with 2 separate and distinct set of prints (cards provided by the nursing program), authorization to disclose form for the LA Department of Public Safety, and Applicant Processing-Disclosure Bureau of Criminal Identification accompanied by a **$42.50** money order made payable to LSBN
- May submit one money for total of **$62.50** made payable to LSBN
- **Incomplete Application Packets will not be processed**
Applications will not processed and you will be notified that they are inactive if:

- No or incorrect fee submitted
- Application or CBC packet missing information
- Application not approved by School of Nursing Designee
- Required documents not attached

**NOTE:** If your institution requires you send the information directly to the LSBN without the applications:
- Cover letter stating name, SS#, School of Nursing accepted, month and year to begin clinical, and reason for submitting information

You will receive a letter reflecting inactive status if not received by the time application is ready for processing at LSBN

**Response from LSBN**
- Correspondence will be sent to the address on application upon completion of processing.
- It is your responsibility to notify LSBN of change in contact information. A form can be located on the website.

**Major Revisions to LAC 46:XLVII.3331 Denial or Delay of Licensure, Reinstatement, or the Right to Practice Nursing as a Student Nurse went into effect on March 20, 2012**

LSBN has witnessed an increase in the number of applicants with a prior serious criminal action and/or substance use disorder applying for licensure, reinstatement, and the right to practice as a student nurse. Since the Board has a duty to exclude individuals who pose a risk to public safety, the rules will now deny applicants who have been convicted (or similar plea) of felony crimes of violence, sex offenses, and crimes involving the distribution, manufacture and production of drugs. Prior to the revision, grounds for permanent denial were only for crimes of violence and crimes involving the distribution of drugs. The revised rule also permanently denies applicants convicted of certain felony property crimes such as Medicaid Fraud and Identity Theft.

The second addition to the rule will deny applicants for a minimum of five years following the final disposition of the criminal case for any other felony convictions or for two or more misdemeanor crimes which reflect the inability to practice nursing safely. Additionally, applicants will be denied for a minimum of five years following a misdemeanor conviction and the existence of aggravating circumstances including but not limited to ongoing substance abuse.

Finally, the grounds for delay of an applicant have been increased to include recent diagnosis or treatment for substance use disorders. This will allow individuals to demonstrate rehabilitation prior to entering the challenges, temptations, and added stressors of nursing school and or licensure.

In 2010, there were 1,353 qualified applicants not admitted to Pre-RN Licensure Programs (LSBN Annual Report, p. 31). The revisions to this chapter will provide admission guidelines for schools of nursing and assist prospective students in determining their eligibility to practice nursing. Please see the attached grid for more specific information as well as links to the crimes of violence and sexual offenses that will result in permanent denial.

Applicants with a serious criminal history that may not have resulted in a conviction or similar plea will be required to provide evidence that they are fit to practice and that the underlying conduct surrounding the criminal incident(s) will not prevent the practice of safe nursing care.
Denial or Delay of Licensure Chart  Rule 3331