



South Carolina Department of Labor, Licensing and Regulation

## South Carolina Board of Nursing

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 12367 • Columbia • SC 29211-2367

Phone: 803-896-4550 • NURSEBOARD@llr.sc.gov • Fax: 803-896-4515

llr.sc.gov/nurse

## REQUIREMENTS AND INSTRUCTIONS FOR APPLYING FOR NURSE LICENSURE BY NCLEX EXAM

### EDUCATION

#### IN-STATE GRADUATES:

Have a Certificate of Endorsement completed by the school of nursing from which you graduated and mailed directly to the SC Board of Nursing. Certificates will not be accepted from the applicant.

#### OUT-OF-STATE GRADUATES:

Have your official transcript mailed directly from each school where nursing credits were earned. All transcripts must be mailed directly to the SC Board of Nursing. If your school uses electronic transcripts, they may be emailed to [nurseboard@llr.sc.gov](mailto:nurseboard@llr.sc.gov) or mailed to PO Box 12367, Columbia, SC 29211.

Repeat exam candidates from out of state who are applying for licensure as an RN/LPN in South Carolina for the first time should submit the initial application.

### NCLEX INFORMATION

Please visit the Pearson Vue website for complete details to register for the NCLEX at [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex). The exam fee must be paid to Pearson Vue before this office can make you eligible to test.

### VERIFICATION OF LEGAL NAME

A license must be issued in the nurse's legal name as verified by a birth certificate or other legal document acceptable to the board. Examples of acceptable documents include a valid passport, vital statistics birth certificate (not hospital birth certificate), marriage certificate, divorce decree or court order approving legal name change.

### CRIMINAL BACKGROUND CHECK (CBC) PROCESS

§40-33-25 of the SC Nursing Practice Act requires all nursing applicants to submit a fingerprint based criminal background check. Instructions for the fingerprint process will be sent to you **after** your application for licensure is received by the SCBON. DO NOT have your fingerprints or CBC report processed until you have submitted an application and received instructions from the board.

- If you are applying with an alien registration number, you will not be able to have your fingerprints processed until you obtain a social security number.

### GRADUATE NURSE TEMPORARY LICENSE

An unlicensed graduate who has completed an accredited basic nursing education program, may be temporarily authorized to practice nursing under supervision in South Carolina pending their ability to complete NCLEX testing for a period of ninety (90) days.

#### §40-33-36(D) In order to obtain licensure as a graduate nurse, a candidate must:

- file a completed initial application for licensure by examination with the board and pay the associated fee;
- have never taken and failed the NCLEX;
- have registered to take the NCLEX with the examination administration service;
- have no prior felony convictions and have no criminal charges pending; and
- comply with Section 40-33-32 if the candidate is a foreign-educated graduate.

## INELIGIBLE CANDIDATES OR LICENSE MAY BE REVOKED:

- An applicant who has failed the licensing exam.
- the board issues a permanent license to the graduate nurse;
- the board denies a permanent license for the graduate nurse;
- a complaint is filed against the graduate nurse alleging a violation of Chapter 33, Title 40 during the graduate nurse's temporary licensure period;
- the graduate nurse has not taken the NCLEX within ninety days of receiving a temporary license; or
- the graduate nurse is charged with a felony or misdemeanor, other than a minor traffic violation, while authorized to practice as a graduate nurse. For the purposes of this subitem, a minor traffic violation does not include instances related in any way to driving under the influence of alcohol or other drugs, or instances that result in the revocation or suspension of a graduate nurse's driver's license.

## FOREIGN-EDUCATED APPLICANT INFORMATION

For detailed information on foreign educated applications, visit: <https://lir.sc.gov/nurse/feducation.aspx>. This process should be completed before making application with the SC Board of Nursing (SCBON) due to time constraints.

- You will need to submit a copy of your nursing license from country of original licensure.
- You will need to request a Credential Evaluation Report to be sent directly to the SC Board of Nursing. Visit [Credential Evaluation Services](#) for more detailed information on service providers.
- Foreign applicants whose native language is not English are required to take and pass an English proficiency examination. Visit [English Proficiency](#) for detailed information on service providers and a list of acceptable exemptions.

## COMPACT STATE INFORMATION

SCBON is a member of the Nurse Licensure Compact (NLC). If your primary state of residence is another Compact State, you are not eligible for a South Carolina RN or LPN license with **multi-state** privileges. You will be issued a **single state** license. Your status will change to multi-state when a Declaration of Primary State of Residence Form is received with proof of SC residency.

**“Primary state of residence”** as defined by the NLC means the *“person’s declared fixed permanent and principal home for legal purposes; domicile.”*

Proof of primary residence must be established with one of the following:

1. Driver's license with a home address;
2. Voter registration card displaying a home address;
3. Federal income tax return declaring the primary state of residence.
4. Military Form #2058 - state of legal residence certificate; or
5. W2 from US Government or any bureau, division or agency thereof indicating the declared state of residence.

## ONLINE APPLICATION INSTRUCTIONS

Submit the applicable fee to transmit your application to the SCBON. **DO NOT PRINT ONLINE DOCUMENTS AND MAIL TO THE SCBON WITH A CHECK.** A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. Application fees are non-refundable.

### Fee Amounts:

**RN BY EXAM \$90**

**RN BY EXAM w/ 90 day temp license \$100**

**LPN BY EXAM \$70**

**LPN BY EXAM w/ 90 day temp license \$80**

**LPN by equivalency \$70**

**You will need the following documents to upload to your application:**

- Copy of your valid Driver's License, State Issued ID, Passport or Military ID
- Copy of Social Security card or Resident Alien Registration. A social security card will be needed before the final license will be issued.
- Notarized Signature Affidavit with 2" x 2" Color Passport type photo Form (Must be less than 6 months old.) (Attached)
- Proof of legal name: (vital statistics birth certificate (not hospital birth certificate), valid Passport, marriage certificate, divorce decree, or court order approving a legal name change)
- Notarized Verification of Lawful Presence Form (Attached)
- TOEFL, if applicable

**Have submitted directly to the Board office address above from the issuing agent:**

- Official Transcripts (Graduate of out-of-state school)
- Certificate of Endorsement Form (Graduate of in-state school)
- Credential Evaluation Service Professional Report, if applicable (Foreign Educated Applicants)

Criminal Background Check instructions will be provided via email by Board staff after the application is received.

**Click here to apply:** <https://eservice.llr.sc.gov/NewAppsV3>

**APPLICATION STATUS**

Your application is valid for **one (1) year** from the date it is received by the SCBON. If all requirements have not been met within the year, a new application will need to be submitted and all required information will need to be re-submitted, including the CBC process.

Applications are processed (reviewed) in the order they are received. Once they are processed, you will be emailed a deficiency letter and instructions on how to have your CBC processed. The email will be sent to the email address you have provided at the time of application.

Please check your application status here before calling the Board  
<https://eservice.llr.sc.gov/SSO/ApplicationStatus/Index>.



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**NOTARIZED AFFIDAVIT AND PASSPORT TYPE PHOTO FORM**

This form may only be used with the electronic application. Do not mail this in with a check to be processed as an application, it will be returned to you.

I, \_\_\_\_\_, am the person described and identified and the person named in all documents presented in support of this application. I certify that I have never been convicted of violating any Federal, State, Municipal or other law, statute or ordinance, other than as disclosed as required within this application.

I have carefully read the questions within this application and have answered them completely, without reservations of any kind, and I declare that all statements made by me herein are true and correct to the best of my knowledge and belief.

Should I furnish any false, incomplete, or misleading information in this application, I hereby agree that such act shall constitute the cause for denial or revocation of my license in South Carolina.

I certify I am the person shown in the photograph below and it has been taken within the last 6 months.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Applicant Name



SWORN to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Notary Public for the State/Providence of: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

SEAL



STATE OF SOUTH CAROLINA  
DEPARTMENT OF LABOR, LICENSING AND REGULATION  
**VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES**  
**AFFIDAVIT OF ELIGIBILITY**



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

**Section A: LAWFUL PRESENCE in the United States.**

The undersigned \_\_\_\_\_, of \_\_\_\_\_  
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)  
being first duly sworn deposes and states as follows:

**Check only one box:**

1.  I am a United States citizen; or

2.  I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3.  I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4.  Other: \_\_\_\_\_ Please submit any documentation that supports this status.

Date of Birth: \_\_\_\_\_

Alien Number: \_\_\_\_\_ I-94 Number: \_\_\_\_\_

**(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)**

**Section B: ATTESTATION.**

**I understand** that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

**I understand** that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

**I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.**

\_\_\_\_\_  
Signature of Affiant

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print Name

Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

### **CHECK box 1:**

If you are a United States Citizen by birth or naturalization

### **CHECK box 2:**

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **CHECK box 3:**

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **ACCEPTED IMMIGRATION DOCUMENTS:**

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)