

# South Carolina Board of Nursing

## Frequently Asked Questions

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### **LICENSING:**

#### **I submitted an application three (3) days ago and have not heard anything from the board. How can I check the status of my application?**

Applications are processed in the order received. If you recently submitted a paper or online application, please allow time for processing as all required documents must be present before a temporary or permanent license can be issued..

Once your application is processed, if required documents for licensure are missing, the board will send you an official communication via email to request the missing document(s). When all documents for licensure are reviewed and approved, a license will be issued, and an official letter regarding your license will be forwarded to you. You can check the status of your application online, 24 hours a day, by visiting the **SC Board of Nursing website at:** <http://llr.sc.gov/nurse>. Under the **Licensure Information** section, click on the **Application Status** link and follow the instructions to login.

## **I am moving to South Carolina from a non-compact state. How would I apply for licensure?**

Applicants moving to South Carolina from a non-compact state are required to apply by endorsement. The endorsement application can be found on our website at: <https://www.llr.sc.gov/nurse>. Once on the website, choose the **APPLICATIONS AND FORMS** link for the appropriate online ENDORSEMENT application.

Please contact us by email to request the background check information only **after** you have completed, paid and sent the application to the board.

## **The Nurse Licensure Compact is so confusing and I'm moving to South Carolina in a week. Can you help me understand the compact rules?**

**If you are moving from a....**

### **Noncompact State to Compact State:**

- The nurse is responsible for applying for licensure by endorsement in the new state of residence. The nurse may apply before or after the move. A multistate license may be issued if residency and eligibility requirements are met. If the nurse holds a single state license issued by the noncompact state, it is not affected.

### **Compact State to Noncompact State:**

- The nurse is responsible for applying for licensure by endorsement in the new state of residence. The nurse may apply before or after the move. The multistate license of the former NLC state is changed to a single state license upon changing legal residency to a noncompact state. The nurse is responsible for notifying the board of nursing of the former NLC state of the new address.

### **Compact State to Compact State:**

- When moving (changing primary state of legal residence) to a new NLC state, it is the nurse's responsibility to apply for licensure by endorsement. This should be completed upon moving and the nurse should not delay. The nurse may not wait until the former license expires to apply in the nurse's new state of legal residency. The nurse may practice on the former home state license only UNTIL the multistate license in the new NLC home state is issued. Proof of residency such as a driver's license may be required. Upon issuance of a new multistate license, the former license is inactivated.

### **Another Country (International Nurses):**

- If a nurse on a visa from another country applies for licensure in a compact state, the nurse is responsible for either declaring the country of origin or the compact state as their primary state of residency. If the foreign country is declared the primary state of residency, the nurse may be eligible for a single state license issued by the compact state.

## Definition:

- **Primary State of Residence (PSOR):**

The state (also known as the home state) in which a nurse declares a primary residence for legal purposes. Sources used to verify a nurse's primary residence may include driver's license, federal income tax return or voter registration. PSOR refers to legal residency status and does not pertain to home or property ownership. Only one state can be identified as the primary state of legal residence for NLC purposes.

For more information, visit [nursecompact.com](http://nursecompact.com) or email [nursecompact@ncsbn.org](mailto:nursecompact@ncsbn.org).

## **I just received my South Carolina license, but I need a copy of my nursing license for my employer. Can you mail one to me?**

When a license number is assigned to a licensee, an e-mail will notify the individual of his/her nursing license number and expiration date. After notification by the Board, the licensee can check online and print a copy of the license information at: <https://www.llr.sc.gov/POL/nurse>.

You can also access the Licensee Lookup option at:

<https://verify.llronline.com/LicLookup/Nurse/Nurse.aspx?div=17> approximately *24 hours* after the license is issued.

## **How can I confirm my SC nursing license on your website?**

To confirm your SC nursing license information and expiration date, access **LICENSEE LOOKUP**.

Enter your **license number**, and **license type** or name only. If you enter too much information, the lookup feature will not work as it must receive precise data to pull the correct licensee. Answer the security questions under "**I AM NOT A ROBOT**" to continue the search.

Once you see your name with the license number, click on the number to retrieve your current license information.

Access Licensee Lookup at: <https://verify.llronline.com/LicLookup/Nurse/Nurse.aspx?div=17>

## **I am not working as a nurse right now. How can I place my license on INACTIVE status?**

You will need to submit the **Request for Inactive Status** form along with a \$15 fee to the SC Board of Nursing. The form is located on our website under the Applications and Forms link. You may also access the form at: <https://www.llr.sc.gov/nurse/pdf/InactiveApp.pdf>.

At a future date, if you decide to reactivate your license in South Carolina, you will be required to submit a reinstatement/reactivation application and a criminal background check.

## **I need more information about INACTIVE STATUS.**

If you are considering placing your South Carolina nursing license on inactive status, here are a few things you should know:

1. You cannot practice nursing in the State of South Carolina on an inactive license. This includes volunteer nursing.
2. When you place your license on inactive status, your Multi-state (Compact) status is also inactive.
3. You can change your mind at any time and reactivate your license, but you will need to meet the continued competency requirements at that time. The requirements to reactivate are based on the amount of time your license is inactive.
4. If you do not practice for five years or more, the requirements for reactivating your license include retaking the licensure examination or taking a refresher course.

**You may want to consider keeping your nursing license active.** Remember, if you are no longer working as a nurse, but wish to keep your license in an *active* status in South Carolina, you only have to complete ONE of the following continued competency requirements during the licensure period:

1. Completion of **thirty (30) contact hours** from a continuing education provider recognized by the Board; **OR**
2. Maintenance of certification or re-certification by a national certifying body recognized by the Board; **OR**
3. Completion of an academic program of study in nursing or a related field recognized by the Board; **OR**
4. Verification of competency and the number of hours practiced as evidenced by employer certification on a form approved by the Board.

**Certificate of attendance for any continuing education program must include:**

1. Name of licensee
2. Title of educational activity
3. Date of activity
4. Approving provider/organization name, course number and address
5. Number of contact hours awarded

**All information, applications and forms can be found on our web page at:**

<http://lironline.com/nurse>

## **I moved from SC to another compact state and established residence. How can I obtain a license verification from SC?**

South Carolina is a member of the Nurse Licensure Compact (NLC). The NLC allows a registered nurse or licensed practical nurse licensed in a Compact state to practice across state lines in another Compact state without having to obtain a license in the other state unless the nurse moves or declares the new Compact state as his/her new primary state of residence. It is important to remember that the NLC requires nurses to adhere to the nursing practice laws and rules of the state in which he/she practices under his/her Compact license.

**If a nurse moves from one state to another and establishes residency in the new state, the nurse must apply for licensure in that new state.**

Since you have moved from SC to another state you can request a license verification through Nursys by visiting the website at: <https://www.nursys.com/>.

However, to obtain a license verification for an **Advanced Practice Nurse (NP, CNM or CNS)**, visit the SC Board of Nursing website at: <http://llronline.com/nurse>.

Once on the website, select the **ONLINE SERVICES** link, and then select **Online Verification**. Carefully follow the prompts to login. If you have forgotten or do not know the User ID, select the **"I Forgot / Do Not Know My User ID"** link. Before completing the online form, make sure you have the correct mailing address for the **board** where SC will mail the verification. The fee for a license verification is payable online.

### **I'm moving to SC in two months and I know I'm going to need fingerprint cards for the background check. Can you send them to me now?**

Once you have submitted your **endorsement application** and the Board has established your record, then you can send a written request with your name and contact address so the fingerprint cards and background check information can be sent to you.

You can check the status of your application online, 24 hours a day, by visiting the **SC Board of Nursing website** at: <http://llronline.com/nurse>. Under the **Licensure Information** section, click on the **Application Status** link and follow the instructions to login.

Our email address to request fingerprint cards and background check information is: [NURSEBOARD@LLR.SC.GOV](mailto:NURSEBOARD@LLR.SC.GOV).

If you need an endorsement application, visit our website at: <https://www.llr.sc.gov/nurse/finalorders.html> and choose the **APPLICATIONS AND FORMS** link.

### **I moved to a new address within SC. How can I change my address with the Board?**

All address changes must be received in writing. You can submit an email to request an address change to: [NURSEBOARD@LLR.SC.GOV](mailto:NURSEBOARD@LLR.SC.GOV). In your email, tell us your old and new mailing addresses along with your license number and full name as it appears on your license.

### **OR**

You can also change your address online. Access our website to change your address online by visiting the SC Board of Nursing at: <http://llronline.com/nurse> and select the **"Change Your Address"** link: <https://eservice.llr.sc.gov/SSO/>.

### **My SC license lapsed. How can I reinstate it?**

Requirements for reinstatement/reactivation are based on how long your license has been in a lapsed/inactive status and whether you may have been practicing in another state with an active license. The Reactivation/Reinstatement form is located under Applications/Forms on the website: <http://llronline.com/nurse/pdf/ReactivationApp.pdf>.

You will need to submit evidence of professional competence, so please refer to the competency requirement for licensure found in S.C. Code Ann. Section 40-33-40 under Laws/Policies, as well as in the Competency Requirement for Licensure under Licensure on our website: <http://www.llr.sc.gov/nurse/pdf/CompetencyReqLic.pdf>.

You will also find the Competency Requirement Criteria, located under Licensure on the website, helpful in your reinstatement/reactivation process: <http://www.llr.sc.gov/nurse/pdf/CompetencyCriteria.pdf>.

After submitting your application, you may check the status of your license at: <https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fOnlineVerification2%2f>.

Reinstatement from LAPSED or INACTIVE status of more than five years requires documented evidence of at least one of the following within the preceding two years:

1. Successful completion of a refresher course approved by the board; OR
2. Successful completion of the NCLEX appropriate to the area of licensure.

## **I'm trying to check the status of my application and forgot my User ID and my Password. What can I do?**

Visit the SC Board of Nursing website at: <http://llronline.com/nurse>.

Under the **Licensure Information** section, click on the **Application Status** link and follow the instructions:

### **SET A USER ID**

Select the link “**I Forgot My User ID**”. You will be prompted to follow steps on the screen to retrieve your User ID. You must have a current email address to receive a response.

### **SET A PASSWORD**

If, however, you only forgot your **Password**, select the link “**I Forgot My Password**”. You will be prompted to enter your **User ID** number. Your password will be sent to the email address you currently have on file. Once you click the “**Send Password Reset**”, an email will automatically be sent to the email address on file. **The link to your new password will be valid for 24 hours.**

### **RESET A PASSWORD**

If you wish to reset your existing password, the system will prompt you to click on “**Reset My Password**”. This will allow you to view what the password requirements are and will prompt you to make any needed changes.

## **My temporary license lapsed. Can I still work?**

You may **NOT** work as a nurse in SC until your license is made permanent. If your temporary license lapsed, contact the Board immediately for assistance at 803-896-4550. License applications are valid for

one year; however, a temporary license is only valid for sixty (60) days, pending required documents for permanent licensure. We recommend you keep track of your temporary license expiration date and the progress of a pending application. You may also check **LICENSEE LOOKUP** to determine if a permanent license was issued by visiting our website at:

<https://eservice.llr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fOnlineVerification2%2f>.

### **My license was disciplined a few years ago. My recruiter/agency mailed in a request to verify my nursing license but did not hear back from the Board. What should I tell them?**

The Board of Nursing does not provide license verifications to a third party (hiring agents, recruiters etc.) upon written request. However, the third party can visit our website at:

<http://llronline.com/POL/Nursing/> and click on the **Licensee Lookup** link to determine if a nursing license is active and if there is any discipline associated with the license.

If the licensee has a disciplined license (like probation and/or restrictions at the worksite), the disciplinary actions will be stated in the **Order** that can be found on the website at: <http://llronline.com/nurse> under the **Board Orders** link. If there are further questions about disciplinary matters, the licensee must contact the Board directly.

### **I took the NCLEX examination in South Carolina last year, but did not get licensed because I moved to Canada. How can I request my NCLEX test score be transferred to Canada?**

You can request a score transfer by writing to the SC Board of Nursing. Include the examinee's signature, social security number, and date of birth along with the mailing address for the board where the examinee is trying to obtain licensure. The examinee can write an official letter requesting a score transfer from the SC Board of Nursing and email a copy of that letter to: [nurseboard@llr.sc.gov](mailto:nurseboard@llr.sc.gov).

The SC Board of Nursing will in turn contact the testing service (NCSBN) and request the transfer, which will only be sent to the licensing board where the examinee is trying to obtain licensure.

### **I need legal advice about a SC licensee I am considering for a position with our clinic. Can you help me?**

Please be advised that the SC Board of Nursing may not provide a legal opinion regarding your specific situation, business model, employment setting, or potential employment setting, or otherwise offer any legal advice. It is recommended that you present your inquiry and information to your agency's legal counsel for the provision of legal advice and a determination regarding your inquiry. We would also refer you to your nursing supervisor, leadership channels of communication, agency policies, procedures, risk manager, and regulatory agency standards.

We would refer you to the Nurse Practice Act (Title 1, Chapter 33, to include but not limited to S.C. Code Ann. Section 40-33-20) at: <http://www.scstatehouse.gov/code/t40c033.php>.

**I am from a background screening company conducting a pre-employment screening on a South Carolina licensee. My system pulled disciplinary results for an individual with a name match for a nurse in your state. I wanted to see if I can verify her partial DOB or last four of her SSN to see if it was a match. Below I listed her information and also the information that my system pulled. Can you help me?**

The SC Board of Nursing cannot validate a date of birth or Social Security number.

If you are interested in viewing disciplinary communication from the Board to a licensee, please reference the SC Board of Nursing public website link for Board Orders at: <https://www.llr.sc.gov/nurse/finalorders.html>.

You should also contact the applicant directly to confirm the data you have found on our website to ensure you have the correct licensee.