

A top-down view of a clean, organized desk. At the top is a white keyboard with a silver base. To the left is a small potted succulent with thick green leaves. In the center is an open, blank notebook with a silver pen resting on it. To the right of the notebook are two gold paper clips. At the bottom left is a white mouse. At the bottom right is a white coffee cup on a saucer, with a patterned napkin and a white textured object nearby. A semi-transparent grey banner is overlaid across the middle of the image, containing the title text in red.

Recruiting - Validating the Nursing License

Classify Validity of Nursing License - How to Start



- Go to www.nursys.com
- Click "Look up license" from middle option titled "QuickConfirm License Verification"

Agree to Terms and Conditions

[Administrator](#) and register a challenge. NCSBN shall promptly forward your challenge to the involved board of nursing for resolution. You shall be notified of the resolution and any available right of appeal through the board of nursing.

To make your compliance certification, click on the "I agree" button below.

EMPLOYER CERTIFICATION OF COMPLIANCE WITH THE FAIR CREDIT REPORTING ACT AND QUICKCONFIRM LICENSE VERIFICATION TERMS AND CONDITIONS

To access and obtain information from the Nursys nurse licensure and disciplinary database, you must certify your compliance with the Fair Credit Reporting Act ("FCRA") and the following terms and conditions

(A) You will seek Nursys records (i) as an employer, only on nurses employed by you, assigned to you as temporary staff from a third-party staffing vendor and/or applying for employment with you or the third-party staffing vendor; (ii) as an emergency response organization, only on nurses listed on your nurse registry to update their licensure status; (iii) as a credentialing service, only on nurses employed by your customer; or (iv) as an education provider, only on nurses who are enrolled in your nursing program. If you are a nurse, you may enroll your license(s) for self-monitoring and license expiration reminders.

(B) To use such records for any purpose, including the evaluation of anyone for employment, you must also certify that you will:

- (1) comply with all FCRA notification and authorization requirements, including authorization to obtain periodically updated records, prior to obtaining any information from Nursys;
- (2) not use the records obtained from Nursys in violation of any federal or state equal opportunity law or regulation; and
- (3) provide a copy of the records to the individual as well as a summary of the individual's rights under the FCRA (in the form attached as [Appendix A](#)) if any adverse action is to be taken based, in whole or part, on records obtained from Nursys.

To make your compliance certification, click on the "I agree" button below.

I agree I disagree

- Click "I agree" in the bottom left corner

Input Nursing Candidate's Information

When Searching by Name

Searching by Name

Search by Name Search by License Number Search by NCSBN ID

For a more accurate search, select "Search by License Number" or "Search by NCSBN ID" above.
Partial name searches are accepted.

Last name First name License type State

PN TEXAS

Search on maiden or other names

Security verification: please check the box below You may be asked to complete a second verification step.

I'm not a robot reCAPTCHA Privacy - Terms

Q Search Reset

1

- Input candidate's last name and first name

4

- Check both boxes for "Search on maiden or other names" and "I am not a robot"

2

- Select PN or RN from drop-down menu in column titled "License Type"

3

- Select license state from drop-down menu in column titled "State"

Input Nursing Candidate's Information

When Searching by License Number

Searching by License Number

Search by Name

Search by License Number

Search by NCSBN ID

For a broader search, select "Search by Name" above. For an exact match, select "Search by NCSBN ID" above.

License number

License type

State

PN

TEXAS

Security verification: please check the box below. You may be asked to complete a second verification step.

I'm not a robot



Search

Reset

- 1
- Input candidate's license number

- 2
- Select PN or RN from drop-down menu in column titled "License Type"

- 3
- Select license state from drop-down menu in column titled "State"

- 4
- Check box for "I am not a robot"

Select Correct Nursing Candidate

Tips:

- If results show multiple candidates with the same name, review all results to select correct nursing candidate.
- If you have reviewed all candidates and still cannot decipher which is the correct candidate, confirm via telephone during interview the correct license name and number.

***Nurse's Last Name and License Number have been covered**

QuickConfirm License Verification Search Results

Why is a license missing from the search results?

Showing 2 Individuals

LACEY [View Report >](#) [Back to top](#)

| LAST NAME | FIRST NAME | LICENSE TYPE | STATE | LICENSE NUMBER |
|-----------|------------|--------------|--------|----------------|
| | LACEY | PN | TEXAS | |
| | LACEY | PN | KANSAS | |
| | LACEY | RN | KANSAS | |

LACEY [View Report >](#)

| LAST NAME | FIRST NAME | LICENSE TYPE | STATE | LICENSE NUMBER |
|-----------|------------|--------------|-------|----------------|
| | LACEY | PN | TEXAS | |

• Select correct nursing candidate and click "View Report"

Confirm License is Active and Unencumbered

Tips:

- If license shows both as Active and Unencumbered with Disciplinary History, please see next slide.
- If candidate has multiple licenses types and multiple license states, select the most recent license that is both Active and Unencumbered for the hiring state.

***Nurse's Last Name and License Number have been covered**

- Under the column titled "Active", license must show "Yes". *If license shows "No", candidate is disqualified*

| NAME ON LICENSE | TYPE | LICENSE STATE | LICENSE | ACTIVE | LICENSE STATUS | LICENSE ORIGINAL ISSUE DATE | LICENSE EXPIRATION DATE | COMPACT STATUS |
|-----------------|------|---------------|---------|--------|----------------|-----------------------------|-------------------------|----------------|
| LACEY | PN | TEXAS | | NO | EXPIRED | 12/11/2007 | 04/30/2009 | NONE |
| LACEY | PN | KANSAS | | NO | EXPIRED | 08/15/2003 | 04/30/2017 | NONE |
| LACEY | RN | KANSAS | | YES | ✓ UNENCUMBERED | 06/03/2015 | 04/30/2021 | SINGLE STATE |

✓ UNENCUMBERED means that the nurse has a full and unrestricted license to practice by the state board of nursing.

- Under the column titled "License Status", license must show "UNENCUMBERED" to show candidate has a full and unrestricted license to practice by the state board of nursing. *If license shows "Expired", candidate is disqualified*

When License is Active and Unencumbered with Disciplinary History

*Nurse's Last Name and License Number have been covered

| NAME ON LICENSE | TYPE | LICENSE STATE | LICENSE | ACTIVE | LICENSE STATUS | LICENSE ORIGINAL ISSUE DATE | LICENSE EXPIRATION DATE | COMPACT STATUS |
|---|------|---------------|---------|--------|------------------------------|-----------------------------|-------------------------|----------------|
| CYNTHIA | PN | TEXAS | | YES | ✓ UNENCUMBERED (see history) | 10/23/1996 | 10/31/2021 | SINGLE STATE |
| Primary source Boards of Nursing discipline/final orders history See History | | | | | | | | |
| CYNTHIA | PN | OKLAHOMA | | NO | EXPIRED | 07/26/1996 | 10/31/2019 | NONE |

✓ UNENCUMBERED means that the nurse has a full and unrestricted license to practice by the state board of nursing.

Tips:

- If license shows as Active and Unencumbered with Disciplinary History, review documents to confirm candidate was involved in disciplinary infractions. Be aware that Disciplinary History can appear with recent renewal of license. Review all documents to confirm notice of renewal and NOT disciplinary infractions.

- If license shows Disciplinary History, Select "See History"

| NAME ON LICENSE | TYPE | LICENSE STATE | LICENSE | ACTIVE | LICENSE STATUS | LICENSE ORIGINAL ISSUE DATE | LICENSE EXPIRATION DATE | COMPACT STATUS |
|-----------------|------|---------------|---------|--------|------------------------------|-----------------------------|-------------------------|----------------|
| CYNTHIA | PN | TEXAS | | YES | ✓ UNENCUMBERED (see history) | 10/23/1996 | 10/31/2021 | SINGLE STATE |

Primary source Boards of Nursing discipline/final orders history Hide History

Primary source Boards of Nursing discipline/final orders history
[Contact the boards of nursing](#) for any questions

DISCIPLINE/FINAL ORDERS STATE: **TEXAS**
DATE ACTION WAS TAKEN: **07/11/2018**
AGAINST PRIVILEGE TO PRACTICE (PTP): **NO**

NPDB CODE: 1280 - LICENSE RESTORED OR REINSTATED, COMPLETE
REVISION ACTION DATE: **03/12/2019**
EFFECTIVE DATE(S): **03/12/2019**
IS LICENSE AUTOMATICALLY REINSTATED AFTER THE EFFECTIVE DATE(S): **NOT SUPPLIED**

INITIAL ACTION DATE: **07/11/2018**

ALSO CHECK WITH THE BOARD OF NURSING FOR ANY SUBSEQUENT OR SUPERSEDING ORDERS.

- Select "View primary source board order documents" to review all documents and classify candidate as disqualified per disciplinary history

Confirm Hiring State and Write Down License Number

Tips:

- Candidate's nursing license must be the same as the hiring state.

***Nurse's Last Name and License Number have been covered**

- Under the column titled "License State", confirm the license state is the same as the hiring state.

| NAME ON LICENSE | TYPE | LICENSE STATE | LICENSE | ACTIVE | LICENSE STATUS | LICENSE ORIGINAL ISSUE DATE | LICENSE EXPIRATION DATE | COMPACT STATUS |
|-----------------|------|---------------|---------|--------|----------------|-----------------------------|-------------------------|----------------|
| LACEY | PN | TEXAS | | NO | EXPIRED | 12/11/2007 | 04/30/2009 | NONE |
| LACEY | PN | KANSAS | | NO | EXPIRED | 08/15/2003 | 04/30/2017 | NONE |
| LACEY | RN | KANSAS | | YES | ✓ UNENCUMBERED | 06/03/2015 | 04/30/2021 | SINGLE STATE |

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- Under the column titled "License", write down the license number for later use

Confirm License Origination Date and Date of Expiration

Tips:

- If license is within 30 days of expiring, please inform candidate via telephone during the interview. Request documentation that candidate has met requirements of license renewal from respective State Board of Nursing be submitted via email or fax.

***Nurse's Last Name and License Number have been covered**

- Under the column titled "License Original Issue Date", calculate the length of license is greater than or equal to the required minimum of 3 years. *If length of license is less than 3 years, candidate is disqualified*

| NAME ON LICENSE | TYPE | LICENSE STATE | LICENSE | ACTIVE | LICENSE STATUS | LICENSE ORIGINAL ISSUE DATE | LICENSE EXPIRATION DATE | COMPACT STATUS |
|-----------------|------|---------------|---------|--------|----------------|-----------------------------|-------------------------|----------------|
| LACEY | PN | TEXAS | | NO | EXPIRED | 12/11/2007 | 04/30/2009 | NONE |
| LACEY | PN | KANSAS | | NO | EXPIRED | 08/15/2003 | 04/30/2017 | NONE |
| LACEY | RN | KANSAS | | YES | ✓ UNENCUMBERED | 06/03/2015 | 04/30/2021 | SINGLE STATE |

✓ UNENCUMBERED means that the nurse has a full and unrestricted license to practice

- Under the column titled "License Expiration Date", confirm expiration date is greater than 31 days. *If license is within 30 days, please inform candidate via telephone during interview*

You're Done! Classify Nursing License as Valid.

***Nurse's Last Name and License Number have been covered**

You may move forward with
this candidate

| NAME ON LICENSE | TYPE | LICENSE STATE | LICENSE | ACTIVE | LICENSE STATUS | LICENSE ORIGINAL ISSUE DATE | LICENSE EXPIRATION DATE | COMPACT STATUS |
|-----------------|------|---------------|---------|--------|----------------|-----------------------------|-------------------------|----------------|
| LACEY | PN | TEXAS | | NO | EXPIRED | 12/11/2007 | 04/30/2009 | NONE |
| LACEY | PN | KANSAS | | NO | EXPIRED | 08/15/2003 | 04/30/2017 | NONE |
| LACEY | RN | KANSAS | | YES | ✓ UNENCUMBERED | 06/03/2015 | 04/30/2021 | SINGLE STATE |

✓ UNENCUMBERED means that the nurse has a full and unrestricted license to practice by the state board of nursing.

- If candidate's license is active, unencumbered, without disciplinary history, same state as hiring state, and length of license is greater than or equal to the required minimum of 3 years, classify nursing license as valid