



SOUTH DAKOTA BOARD OF NURSING

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doh.sd.gov/boards/nursing

Foreign Educated LPN/RN – Licensure by Endorsement Applicants

SDCL 36-9-29, 30, 31 and 32 and SDCL 36-9-37, 38 and 38.1 provide legal authority for South Dakota Board of Nursing to examine and license duly qualified applicants seeking nurse licensure in South Dakota. A graduate of a nursing education program in a foreign country who has taken the NCLEX for LPN or RN licensure in the US or a US territory must meet these requirements. It is illegal to practice nursing in the state without a valid nursing license.

Licensure Requirements:

1. Applicant must be a graduate of an educational program leading to nurse licensure that meets South Dakota nursing education requirements that were in place at the time the nurse graduated from the educational program.
2. Applicant must have successfully passed the NCLEX.
3. If Applicant has a valid US Social Security Number (SSN), an online application must be completed along with an online payment of \$100 (https://www.sdbon.org/rn_lpn/endorse/). If a valid US SSN has not been issued, then a paper application will be necessary. The application must be completed and submitted with \$100 payment (Money order or check). Paper applications can be requested by email: jill.vanderbush@state.sd.us or by calling 605-362-2760.
4. Applicant must have successfully completed the CGFNS Certification Program (**CES Professional Report**). Contact CGFNS at:
3600 Market Street, Suite 400
Philadelphia PA 19104-2651
Telephone (215) 349-8767

Or log on to the CGFNS website at www.cgfns.org for applicant information.

Note: Canadian applicants who were educated in English are exempt from this requirement.

After successful completion of the CGFNS Certification Program, arrange to have CGFNS send directly to the South Dakota Board of Nursing the **CES Professional Report**.

5. Applicant must complete a criminal background check and submit fee payment

Criminal Background Check: Pursuant to [SDCL 36-9-97](#), [ARSD 20:48:03:01](#), [ARSD 20:48:03:07](#), [ARSD 20:48:03:08](#), each applicant for initial licensure, whether by endorsement or by examination, is required to submit a full set of fingerprints with a completed application to obtain a state and federal criminal background check.

You must use fingerprint cards that are provided to you by the SD Board of Nursing office.

To obtain our fingerprint cards, you must mark the box on your online application that reads: Please mail out the Criminal Background Check packet to me (CBC packet will be mailed to the address provided on the application).

When applying by paper application, email jill.vanderbush@state.sd.us and request the fingerprint packet.

- The fingerprint cards you receive from the Board of Nursing **must** be the cards you use for fingerprints.

6. Applicant must send primary source verification of original state of licensure to the SD Board of Nursing.

Verification of licensure is required from your **original state of licensure**. To obtain this verification, go online to www.nursys.com and complete the electronic verification process and make payment.

Exception: For states that do not participate in NURSYS, you will need to use the Verification of Licensure form provided in the paper application or found online at https://www.sdbon.org/rn_lpn/endorse/ under Verification of Original State of Licensure. Complete the top section of the Verification of License form and forward the form to your original state of licensure. Most states charge a fee for completing a verification form. Contact the appropriate state for proper payment information.

7. Applicant must complete the employment verification form with the number of hours worked in the nursing profession with either a.) at least 140 hours in any 12 month timeframe within the preceding six years OR, b.) an accumulated total of at least 480 hours within the preceding six years. The Verification of Employment form is provided in the paper application or online at https://www.sdbon.org/rn_lpn/endorse/ under Verification of Employment. Complete the top section of the form and have your current or previous employer complete the bottom portion and forward to the SD Board office or emailed to: jill.vanderbush@state.sd.us.

Temporary Permit Requirements:

If applicant applies for a Temporary Permit, it will be issued when the following documents have been received at the SD Board of Nursing office:

1. Online or paper application for licensure by endorsement
2. Completed Criminal Background Check cards and fee
3. A verifiable, valid, and unencumbered US nursing license
4. Completed application for a Temporary Permit and \$25 fee. If applying online, the licensure by endorsement application will have a question that will ask if you would like to also apply for a Temporary Permit. If yes, \$25 will be added to your online application. If applying by paper application, there will be a separate paper application that will need to be completed and sent to the Board along with the \$25 fee. This form is in the paper application packet.

You will not receive a paper copy of the Temporary Permit. Verification of your Temporary Permit can be found on the SD Board of Nursing website at: <https://www.sdbon.org/verify/>

South Dakota law regulating nursing is mandatory. It is illegal to practice as a nurse without a current license or a valid Temporary Permit. A Temporary Permit is issued for a period of 90 days and is **not** renewable. Temporary permits are single state only.

South Dakota (SD) joined the Enhanced Nurse Licensure Compact (eNLC) 01/19/2018. See www.ncsbn.org for a list of compact states.

Applicants without a valid US SSN are not eligible for a multistate, compact license. If licensure requirements are met, a single state license will be issued.

An application is null one year following the date that it was accepted by the Board. **Fees are non-refundable.**

Licensure will not be granted until all licensure requirements are met.