

**APPLICATION FOR ADVANCED PRACTICE REGISTRY
CLINICAL NURSE SPECIALIST**

APPLICANT INSTRUCTIONS

Basic Requirements. All applicants must hold an active, unencumbered Colorado Registered Nurse license **OR** an active, unencumbered Compact Multi-state Registered Nurse license. Information about the Nurse Licensure Compact, including a current listing of Compact states, is available on the Board's website at www.dora.state.co.us/nursing/licensing/compact.htm. Requirements for inclusion on the Advanced Practice Registry are outlined in the Nurse Practice Act, C.R.S. 12-38-111.5, and the Board's Chapter XIV rules, both available at www.dora.state.co.us/nursing/statutesrulespolicies.htm.

In compliance with the Michael Skolnik Medical Transparency Act of 2010, licensees are required to complete an online Healthcare Professions Profile on our website at www.dora.state.co.us/hppp.

About the Application. This application is to be completed by you and returned to the State Board of Nursing. All questions on the application are mandatory, and all supporting documentation and the appropriate fee must be received before the application is considered complete. You may copy as many forms as needed; however, each form submitted must be an original, completed in ink or typed. Keep a copy of the completed application for your records.

Application Expiration. Your application will be kept on file for one (1) year from date of receipt at the State Board of Nursing. Your file and all supporting documentation will be purged if you do not submit required documents and complete the application process in one year. At that time, you will be required to submit a new, current application, all supporting documentation, and the current application fee.

Social Security Number is Required. Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit his/her Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. The affidavit is available on our website at www.dora.state.co.us/registrations/SSNaffidavit.pdf, or you may call (303) 894-7800 to request that one be mailed to you.

Disclosure of Addresses. Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information up-to-date in our database. All letters, renewal notices, and licenses are mailed to the last known address of record. If your address is not current, it is possible you will not receive important documents. You can change your address online by using Registrations Online Services at www.doradls.state.co.us.

Each Application Requires Its Own Documentation. You must provide all documentation requested in these instructions even if you have submitted the same or similar documentation with previous applications. Each application must stand on its own merit. All supporting documentation must be provided by you, the applicant, and be attached to this application, unless otherwise noted.

Note: An Advanced Practice Nurse must apply for and be granted inclusion on the Advanced Practice Registry before using the title Advanced Practice Nurse or Clinical Nurse Specialist in Colorado.

APPLICANT CHECKLIST

To apply for a listing (Authority) on the Advanced Practice Registry as a Clinical Nurse Specialist (CNS):

- Complete the attached application.** Return the completed application and all supporting documentation to the State Board of Nursing.

You may apply for multiple population foci using a single application, but you must include the appropriate supporting documentation **for each population focus**.

The population focus for the Clinical Nurse Specialist (CNS) is the focus of your CNS program; for example, Adult, Family, Women's Health, Pediatrics, Mental Health, Geriatric, etc. **Note:** your scope of practice as an Advanced Practice Nurse is determined by the role and population focus for which you are recognized on the Advanced Practice Registry. See the Board's Chapter XIV rules at www.dora.state.co.us/nursing/statutesrulespolicies.htm.
- Enclose the non-refundable application processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and **made payable to State of Colorado**. All fees are non-refundable and subject to change every July 1.
- Complete and return the attached Affidavit of Eligibility Form.** Pursuant to C.R.S .24-34-107, all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document.
- Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).
- Request official verification of certification.** Request that verification of certification from a nationally-recognized certifying body where you have been certified in the corresponding role and population(s) for which you are applying be sent directly to the State Board of Nursing at the address below, or directly by e-mail to apauthorities@dora.state.co.us.
 - **The State Board of Nursing will not initiate the request nor verify certification on your behalf.**
- Complete a Healthcare Professions Profile.** In compliance with the Michael Skolnik Medical Transparency Act of 2010, you are required to complete an online profile on our website at www.dora.state.co.us/hppp. You cannot start your profile until the Division of Registrations receives your application and enters it into our database. Allow 10 days from the date your application was mailed before accessing the website. If you have questions or technical issues regarding your online profile, contact the Healthcare Professions Profiling Program at hppp@dora.state.co.us or (303) 894-5942.

If you are applying for authority on the basis of graduate or post-graduate education as a CNS:

- Complete Part 3—Education.** You do not need to complete Part 4—Practice Information.
- Attach official transcripts in their official sealed envelope.** Contact the Clinical Nurse Specialist program from which you received **either**:
 - A graduate degree or higher as a Clinical Nurse Specialist in the population(s) elected on the application; **OR**
 - A graduate degree in nursing and a post-graduate degree or post-graduate certificate as a Clinical Nurse Specialist in the population(s) elected on the application.
Request that an **official transcript(s) with the conferred degree** clearly printed on the transcript, be sent to you, the applicant, in an official sealed envelope. Attach the sealed envelope to this application.
 - **Do not request that your transcripts be sent directly to the State Board of Nursing unless specifically instructed to do so by Board staff.**

—OR—

(continued on next page)

If you are applying for authority on the basis of active licensure and practice as a CNS in another state or U.S. territory:

- Complete Part 4—Practice Information.** You do not need to complete Part 3—Education.
- Submit evidence of an active Clinical Nurse Specialist designation in another state or territory of the United States.** Submit a copy of your current license/registration or a printout from the state's webpage verifying active Clinical Nurse Specialist license/registration in the same population(s) in which you are applying for recognition in Colorado; **AND**

Attest to active practice for at least two (2) of the five (5) years immediately preceding the receipt date of this application in the Division.

If you have questions about the application, call (303) 894-2912.

Return your completed application packet and all supporting documentation to:

Division of Registrations
State Board of Nursing—Advanced Practice Nursing
1560 Broadway, Suite 1350
Denver, CO 80202

The content of this application must not be changed. If the content is changed, the applicant may be referred to the Colorado State Attorney General's Office for violation of Colorado law.

Fees may be paid by check or money order drawn in U.S. dollars on a U.S. bank and made payable to *State of Colorado*.

PART 1—LICENSE INFORMATION

I hold an ACTIVE (check <u>ONE</u>):		
<input type="checkbox"/>	Colorado RN License Number:	Expiration Date:
<input type="checkbox"/>	Compact Multi-state RN License Number:	State: Expiration Date:

PART 2—APPLICANT INFORMATION

Name: Last:		First:	Middle:	Suffix:
Previous Name(s):				
Social Security Number:		Date of Birth (mm/dd/yyyy):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Place of Birth (city and state, or foreign country):				
Mailing Address: <i>This is a <input type="checkbox"/> Home <input type="checkbox"/> Business</i>		PO Box, Street: City, State, Zip:		
Daytime Telephone Number: ()		E-mail Address: <i>Preferred method for communication:</i> <input type="checkbox"/> Mail <input type="checkbox"/> E-mail		

PART 3—EDUCATION

Complete only if you are applying for authority on the basis of graduate or post-graduate education as a CNS

Verification of Educational Criteria: Request that official transcripts reflecting your conferred degree be issued to you in an official sealed envelope. The transcripts must be submitted with your application. **Do not request that transcripts be sent to the State Board of Nursing unless specifically instructed to do so by Board staff.**

Transcripts must verify either:

- A graduate degree or higher as a Clinical Nurse Specialist in the population(s) selected; **OR**
- A graduate degree in nursing and a post-graduate degree or post-graduate certificate as a Clinical Nurse Specialist in the population(s) selected. Submit one transcript for your graduate degree in nursing and one transcript for your post-graduate degree or post-graduate certificate in your designated population(s) if you did not complete your degrees/certificates at the same educational institution.

***Social Security Number Disclosure:** Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S.; and reporting to the Health Integrity and Protection Data Bank as required by 45 CFR §§ 61.1 et seq. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.

OFFICE USE ONLY Date Approved: _____ APR Number: _____

PART 3—EDUCATION (Continued)

Program from which you obtained your Clinical Nurse Specialist graduate degree, post-graduate degree, or post-graduate certificate:

Name of Program and Institution (e.g., CNS at University of Colorado)	Location (city and state)	Degree Awarded	Date Completed (mm/yyyy)

Population Focus: *Acute Care* *Family* *Neonatal* *Psychiatric/Mental Health* *Other: _____*
 Adult *Geriatric* *Pediatric* *Women's Health*

Program from which you obtained your graduate degree in nursing (if different from above):

Name of Program and Institution (e.g., MSN at University of Colorado)	Location (city and state)	Degree Awarded	Date Completed (mm/yyyy)

PART 4—PRACTICE INFORMATION

Complete only if you are applying for authority on the basis of active licensure and practice as a CNS in another state or U.S. territory

A. List all other states/territories in which you have been recognized as a Clinical Nurse Specialist in the same population(s) for which you are applying (if needed, attach an additional sheet in the same format).

Attach a copy of at least one active Clinical Nurse Specialist license/registration.

State/Territory	License/Registration Number	Population	Issue Date	Expiration Date	Disciplinary action against license?	Is this license current/active?
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

B. Attestation.

By checking this box, I attest that I have actively practiced as a Clinical Nurse Specialist for at least two (2) of the last five (5) years immediately preceding the date of receipt of this application in the Division.

PART 5—NATIONAL CERTIFICATION

Verification of Certification: Request that verification of your current certification from a nationally-recognized certifying body where you have been certified as a Clinical Nurse Specialist in the same population area in which you are applying for recognition, be sent directly to: Colorado State Board of Nursing, 1560 Broadway, Suite 1350, Denver CO 80202, **OR** directly by e-mail to apauthorities@dora.state.co.us.

Certifying Agency	Certification Date	Expiration Date	Number

PART 6—DECLARATION OF PRIMARY STATE OF RESIDENCE

“Primary state of residence” is defined as the state of a person’s declared fixed permanent and principal home for legal purposes; domicile. **You may be required to provide proof of residency.**

I declare that the state of _____ is my primary state of residence and that such constitutes my permanent and principal home for legal purposes.

Note: If you declare Colorado as your primary residence, you must obtain, reactivate, or reinstate a Colorado RN license prior to applying for the Advanced Practice Registry.

Primary Residence Physical Address	Street: City, State, Zip:
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PART 7—PROFESSIONAL LIABILITY INSURANCE

I attest that I carry and/or will carry, and maintain upon commencement of independent practice, professional liability insurance in an amount of not less than \$500,000 (five hundred thousand dollars) per claim with an aggregate liability limit for all claims during the year of \$1,500,000 (one million five hundred thousand dollars) or that I claim one of the exemptions authorized in the Board's rules regarding liability insurance.

YES NO

ATTESTATION

In accordance with sections 18-8-503 and 18-8-501(2)(a)(I), Colorado Revised Statutes, false statements made herein are punishable by law. I understand that under the Nurse Practice Act, providing false information to the Board is grounds for denial, suspension or revocation of a Registered Nurse license.

I state under penalty of perjury, as defined in C.R.S. 18-8-503, that the information contained in this application is true and correct to the best of my knowledge.

Signature of Applicant (must be original signature)

Date