

**APPLICATION FOR REINSTATEMENT—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 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 reinstate your listing (Authority) on the Advanced Practice Registry as a Clinical Nurse Specialist:

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

You may reinstate with 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 your listing (Authority) as a Clinical Nurse Specialist has been expired for more than two (2) years:

- Complete the Competency to Practice section of this application and submit required documentation.** You must demonstrate competency to practice and meet all current requirements for listing on the Advanced Practice Registry.

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



IMPORTANT NOTICE

TO: All Applicants

FROM: Rosemary McCool, Director, Division of Registrations

SUBJECT: Licensure and Criminal History

Thank you for your interest in becoming a licensed* professional within the Division of Registrations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Registrations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Instead, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for licensure. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the licensure questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your license. More important, avoid some of the common excuses we have heard from people who failed to disclose, such as:

- My attorney told me I didn’t have to disclose the criminal conduct or disciplinary actions.
- I didn’t think the prior conduct had anything to do with the profession.
- I didn’t think the disciplinary action, arrest, charges, or conviction was still on my record.
- I didn’t think it was subject to disclosure because I received a deferred sentence/judgment.

Remember, there is no excuse not to disclose disciplinary actions and criminal conduct. Even after licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

The Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, you will not necessarily be revoked or denied a license if you have been disciplined, arrested, charged or convicted, but you will most likely be denied or revoked if you fail to disclose it.

**The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*



Colorado Department of Regulatory Agencies
 Division of Registrations
 1560 Broadway, Suite 1350
 Denver, CO 80202

Licensee/Applicant Full Legal Name

Last	First	Middle	Suffix

Colorado Professional or Occupational License/Certification/Registration Number: _____
 (if already licensed)

Professional or Occupational License/Certification/Registration type applying for: _____

AFFIDAVIT OF ELIGIBILITY

Pursuant to H.B. 06S-1009, C.R.S. 24-34-107, ALL applicants for original licensure* or licensees renewing or reinstating a current Colorado license after January 1, 2007 are required to complete and sign this Affidavit of Eligibility.

**The word "licensure" is used as a general term. While most of the professions and occupations are licensed, others may be certified, registered, or listed. For precise terminology and requirements related to a profession or occupation, please consult the website of the appropriate board or program.*

Section A: LAWFUL PRESENCE in the United States

1. I am a U.S. citizen. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
2. I am not a U.S. citizen, but I am lawfully present in the U.S. and authorized by the Department of Homeland Security to be employed in the U.S. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
3. I am not physically present in the U.S. under 8 U.S.C. sec. 1621 (c)(2)(c) or employed in the U.S. pursuant to 8 U.S.C. sec. 1621 (c)(2)(a). Check one option, a or b below, then skip to Section C. (Do not complete Section B.)
 - a. I am a U.S. citizen, not physically present or employed in the United States.
 - b. I am a Foreign National, not physically present or employed in the United States.

Section B: SECURE AND VERIFIABLE DOCUMENTS
 Select ONE document in this section if you checked 1 or 2 in Section A.

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)
<input type="checkbox"/> Driver's license or permit				
<input type="checkbox"/> Government issued ID card				
<input type="checkbox"/> Valid U.S. military ID/common access card				
<input type="checkbox"/> Colorado Department of Corrections inmate ID				
<input type="checkbox"/> Tribal ID card				
<input type="checkbox"/> U.S. passport				
<input type="checkbox"/> Certificate of Naturalization				

Section B: SECURE AND VERIFIABLE DOCUMENTS (continued)

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)	
<input type="checkbox"/> Certificate of (U.S.) Citizenship					
<input type="checkbox"/> Valid Temporary Resident card					
<input type="checkbox"/> Valid I-94 issued by Canadian government					
<input type="checkbox"/> Valid I-94 with refugee/asylum stamp					
<input type="checkbox"/> Valid I-766 (Employment Authorization Card)			Issuing federal agency:		
Name on card	Alien Number (A#)	Card Number	Valid from (mm/dd/yyyy)	Expires (mm/dd/yyyy)	
<input type="checkbox"/> Valid I-551 (Resident Alien or Permanent Resident Card)			Issuing federal agency:		
Name on card	Alien Number (A#)	Country of birth	Card expires (mm/dd/yyyy)	Resident since (mm/dd/yyyy)	
<input type="checkbox"/> Valid foreign passport with an unexpired visa with proper classification for work authorization, and an unexpired I-94					
Issuing foreign country	Passport Number	Visa Number	Visa Class (ex.: J-1, P-1, H-1B, etc.)	Date of entry (mm/dd/yyyy)	Until date (mm/dd/yyyy)
<input type="checkbox"/> Valid foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa					
Issuing foreign country:			Passport Number:		

Section C: ATTESTATION

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

Print Full Legal Name

Signature (Full Name)

Date

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 ONE):			
<input type="checkbox"/>	Colorado RN License Number:	Expiration Date:	
<input type="checkbox"/>	Compact Multi-state RN License Number:	State:	Expiration Date:
Colorado Advanced Practice Registry Number:			Expiration Date:
Population Focus:	<input type="checkbox"/> <i>Acute Care</i>	<input type="checkbox"/> <i>Family</i>	<input type="checkbox"/> <i>Neonatal</i>
	<input type="checkbox"/> <i>Adult</i>	<input type="checkbox"/> <i>Geriatric</i>	<input type="checkbox"/> <i>Pediatric</i>
	<input type="checkbox"/> <i>Psychiatric/Mental Health</i>	<input type="checkbox"/> <i>Women's Health</i>	<input type="checkbox"/> <i>Other: _____</i>

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"/> <i>Male</i> <input type="checkbox"/> <i>Female</i>	
Place of Birth (city and state, or foreign country):			
Mailing Address: <i>This is a</i> <input type="checkbox"/> <i>Home</i> <input type="checkbox"/> <i>Business</i>	PO Box, Street: City, State, Zip:		
Daytime Telephone Number: ()	E-mail Address: <i>Preferred method for communication:</i> <input type="checkbox"/> <i>Mail</i> <input type="checkbox"/> <i>E-mail</i>		

PART 3—PRACTICE INFORMATION

Since the date your listing (Authority) on the Advanced Practice Registry as a Clinical Nurse Specialist expired, have you represented yourself or used the title "Clinical Nurse Specialist" in the state of Colorado?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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***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 **APR Number:** _____ **Date Approved:** _____

PART 4—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 5—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

PART 6—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 7—COMPETENCY TO PRACTICE

Has your Clinical Nurse Specialist listing (Authority) on the Advanced Practice Registry been expired more than two (2) years?

- NO.** Your application is complete. Sign, date, and submit your application to the State Board of Nursing.
- YES.** Demonstrate competency and compliance with current criteria by completing either **A. Verification of Educational Criteria** or **B. Demonstration of Active Practice**, below.

A. Verification of Educational Criteria: Request that official transcripts reflecting your conferred degree be issued to you in a sealed envelope. The transcripts must be submitted with your application. **DO NOT REQUEST THAT TRANSCRIPTS BE SENT TO THE 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 in the License Information section; **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 in the License Information section.

List all programs from which you obtained your Clinical Nurse Specialist graduate degree(s), post-graduate degree(s) or post graduate certificate(s) (if needed, attach an additional sheet in the same format).

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

PART 7—COMPETENCY TO PRACTICE (Continued)

If your Clinical Nurse Specialist listing (Authority) on the Advanced Practice Registry been expired more than two (2) years (continued):

B. Demonstration of Active Practice as a Clinical Nurse Specialist in another state, federal facility, or U.S. territory for two (2) of the last five (5) years preceding the receipt of this reinstatement application in the Division.

List all states/territories, including Colorado, in which you have been recognized as a Clinical Nurse Specialist (if needed, attach an additional sheet in the same format).

State/Territory	License/Certification Number	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

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.

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