

# Re-examination Quick Reference Checklist

This checklist is not meant to replace the checklist in the application, but is offered as a quick resource for applicants to ensure they are aware of all the necessary documents prior to submission of their application. **You can find a complete, detailed checklist in the application on our website at [www.doh.state.fl.us/mqa/nursing](http://www.doh.state.fl.us/mqa/nursing)**

## I. Application Documents

- \_\_\_\_\_ 1. A complete **application**
- \_\_\_\_\_ 2. \$119.00 **fee**
- \_\_\_\_\_ 3. 2 hour **Prevention of Medical Errors** course (*if provided with your previous exam file and is less than 2 years old this item is not required*)
- \_\_\_\_\_ 4. **Education Materials: (One of the following will apply)**
  - a. Most programs in Florida submit a list of their graduates directly to the Board.
  - b. Official transcript if you graduated from an out of state program or a school in Florida who does not submit a school list.
  - c. Board approved **Education Evaluation** (must come directly from provider) and proof of **English competency** if you graduated from a program outside the United States or from a program that is not a member board of The National Council of State Boards of Nursing (NCSBN). (See application for list of approved providers and acceptable forms of English competency.)

## II. Applicants who have answered “Yes” to a question in any of the following sections need to supply additional documentation:

- \_\_\_\_\_ a. **Criminal History** (*If provided with a previous application within the past two years and there are no changes this item is not required.*)
  - i. Letter of self explanation
  - ii. Disposition(s) from Clerk of the Court
  - iii. Letters of recommendation
  - iv. Proof of completion of probation
- \_\_\_\_\_ b. **Discipline History** (*If provided with a previous application within the past two years and there are no changes this item is not required.*)
  - i. Letter of self explanation
  - ii. Administrative Complaint
  - iii. Final Order
- \_\_\_\_\_ c. **Health History** (*documentation must be current within the year*)
  - i. Letter of self explanation
  - ii. Letter(s) from medical practitioner summarizing diagnosis, treatment and prognosis; or any other official documentation