

Endorsement 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**

I. Application Documents

- _____ 1. A complete **application**
- _____ 2. \$218.00 **fee**
- _____ 3. 2 hour **Prevention of Medical Errors** course
- _____ 4. **Two (2) fingerprint cards-** (See application for further instructions)
- _____ 5. **License Verification-** Florida requires verification from your original state of licensure and from one active state of licensure. If your original state is still active we will only require verification from one state. Please note that a copy of a license does not constitute verification. (See **application for further instructions**).
- _____ 6. Employment Verification- Employment verification is **not required for all applicants**. See explanation below:
 - a. If you have **taken the SBTPE or NCLEX exam and hold an active license** you **do not need** employment verification.
 - b. If you **have taken the SBTPE or NCLEX**, but **do not hold an active license** your employer will need to provide nursing employment verification from within the last 5 years of the date of application, **OR** an explanation of you career since you last practiced nursing.
 - c. If you have **never taken the SBTPE or NCLEX** and hold an **active license in a U.S. state or territory**, your employer will need to provide employment verification showing you have worked as a nurse for 24 months within the last 36 months from the date of your application.

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

- _____ a. **Criminal History**
 - 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**
 - i. Letter of self explanation
 - ii. Administrative Complaint
 - iii. Final Order

- _____ c. **Health History** (*documentation must be current within the last year*)
 - i. Letter of self explanation
 - ii. Letter(s) from medical practitioner summarizing diagnosis, treatment and prognosis; or any other official documentation