

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**

I. Application Documents

- _____ 1. A complete **application**
- _____ 2. \$204.00 **fee**
- _____ 3. 2 hour **Prevention of Medical Errors** course
- _____ 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**
 - 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