How to Expedite APRN Application

- **Before you apply:**
  - **Obtain national certification before you apply.** Request certifying body (ANCC, AANP, AACN, NBCRNA, PNCB, AMCB, NCC) to send verification to board of nursing.
  - **Hold or obtain Tennessee RN license or RN multi-state license from another compact state.**
- **Request official transcript** that indicates conferred advanced nursing degree mailed (no e-sripts) **directly** to the Board of Nursing (e.g. MSN, Post-Masters, Ph.D.). Caution: do not request transcript sent to board before registrar posts degree and date.
- **Complete application using a computer** (not a phone, iPad/tablet).
- **Find application online: https://lars.tn.gov/datamart/mainMenu.do**
  - Sign up under "New User" and create an online account. After successful sign in, you will be directed to drop down menus.
  - Select Board of Nursing
  - Select **APRN Initial Certificate Application** (TN RN license) if you hold a Tennessee RN license, OR
    Select **APRN Initial Certificate Application** (other RN multi-state license) if you hold a multi-state license from another compact state.
- **Question: "Have you been known by any other names?"** (under "General Information" tab)
  - If you answer "Yes", click the blue shaded tab "Name and Personal Organization Details" on the left hand column and "Add Alternate Names" at the bottom of the page (maiden, married, etc.).
- **Official national certification number** required for application.
- **Declaration of Citizenship: http://tn.gov/abc/topic/declaration-of-citizenship-information**
  - Must be notarized
  - Upload pages 1 and 2 as one document
  - Upload proof of citizenship (e.g. current unexpired driver's license)
  - Not a US citizen- #7 requires that you circle a category in "a-h" and upload 2 items of proof (listed on the form)
- **Upload Copy of RN license** from Tennessee or Compact State with current expiration date.
- **If positive criminal history** – upload to application:
  - Letter of explanation
  - Certified copies of arresting document (warrant), judgment (disposition), completion of judgment (receipt of payment of fines, letter of completion of probation)
- **Complete the Mandatory Practitioner Profile Questionnaire.**
  - Fill in as applicable. Remember login information to access site to update "APRN Supervisory Request" and "Update Mandatory Practitioner Profile Questionnaire" as needed.
- **Do not submit application without payment.**

*Do not practice in the role of an APRN until licensed by Tennessee Board of Nursing.