



Government of the District of Columbia  
Department of Health



Board of Nursing

## BOARD OF NURSING LICENSURE APPLICATION PROCESS

**Application and processing fees are non-refundable for any reason after applications are closed.**

Thank you for submitting an application for licensure as a nurse or certification as a nursing assistive personnel in the District of Columbia.

The application process involves three distinct phases and may take **30-45 days**.

### Phase one (Processing)

The following, in addition to all required supporting documents, must be received by the processing unit **before your application can be reviewed and approved**: [Incomplete applications will be closed 120 days after submission]:

1. A completed application form
2. Two (2) Passport sized photos
3. Fees (made payable to DC Treasurer)
4. Criminal Background Check results (completed by MorphoTrust)

Requests for submission of missing documentation will be sent at least 30 days after receipt of the application. [To facilitate this process please provide a current email address on your application. Inactive applications will be closed 120 days after submission]. You may check the status of your applications for documents needed at <https://app.hpla.doh.dc.gov/mylicense/>

When all documents have been received, the application is entered into the system as "complete" for the **first of three phases** and will be sent to a Health Licensing Specialist (HLS) for review and approval.

### Phase two (Review and Decision)

The HLS will conduct a detailed review of all the documents. If further information or documents are necessary the HLS will contact the applicant. [To facilitate this process please provide a current email address on your application]. When the **second of three phases** is completed, the HLS may:

1. Determine that the applicant meets the criteria for licensure/certification and approved. Your "active" status will be available for review online at <http://app.hpla.doh.dc.gov/weblookup/>. And a license /certificate will be mailed within 8-10 **business** days; or
2. Refer your application to the Board of Nursing if the HLS determines that your application does not meet the requirements for licensure/certification.

### Phase three (Referral to Board of Nursing)

The Board will exercise one of the following options depending on the facts in each application:

1. Determine the applicant is not eligible for licensure/certification due to: (a) results of criminal background check, (b) termination from employment due to unsafe practice or (c) discipline by another board. The applicant may then be asked to withdraw their application; or
2. Send the applicant a notification of the Board's intent to deny the application and provide the reason, if the applicant chooses not to withdraw their application; or
3. Ask the applicant to submit additional documents (e.g. court papers; IRS acknowledgment of debt paid or approved payment schedule) or appear in person to provide relevant information.

HRLA Customer service [hrla.doh@dc.gov](mailto:hrla.doh@dc.gov)