

Arkansas State Board of Nursing

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www.arsbn.org

INTERNATIONAL GRADUATE ENDORSEMENT APPLICATION CHECKLIST

Internationally educated nurses are applicants who graduate from a nursing education program of study outside the United States. Use the following checklist to guide you through the application process. **ALL FEES ARE NON-REFUNDABLE.**

_____ If not completed and previously submitted to ASBN, submit a request to one of the Board approved credentialing agency evaluators and have a complete course-by-course education verification professional report conducted on you and have them submit an official report to ASBN. Associated fees and expenses for conducting of the verification report are at the applicants's expense and are paid directly to the agency that you choose.

- Commission on Graduates of Foreign Nursing Schools (CGFNS)
3600 Market Street, Suite 400, Philadelphia, PA 19104-2651
Telephone: 215.349.8767 Website: www.cgfns.org
- International Education Research Foundation (IERF)
P. O. Box 3665, Culver City, CA 90231-3665
Telephone: 310.258.9451 E-mail: info@ierg.org Website for instructions and forms: www.ierf.org

_____ If not completed and previously submitted, complete one of the Board approved English proficiency examinations and meet the minimum score requirements. This is conducted within the above report.

- Test for English Foreign Language (TOEFL) — www.toefl.org
A passing score of 540 on the paper examination; 207 for the computerized examination; or 83 on the Internet based examination is required.
- Test of English for International Communication (TOEIC) — www.toeic.com
A passing score of 725 is required.
- International English Language Testing System (IELTS) — www.ielts.org
A passing score in the academic module of 6.5 and the Spoken Band Score of 7 is required.

_____ Submit completed ASBN Endorsement Application via online system, including appropriate fee(s).

_____ Submit State and Federal Criminal Background Check fees; paid for within the online system as you complete the application process.

_____ Request Fingerprint card within the online application system; card will be mailed to the address provided.

_____ Print Payment Summary. Note the INA Search ID number.

_____ Once you receive the fingerprint card, **write the INA Search ID number (located on the Payment Summary or e-mail you received) in the designated area on the fingerprint card before mailing the card to the Arkansas State Police.** Print the INA Search ID number in the upper right hand corner of the fingerprint card in the box marked "FBI Leave Blank".

_____ Have fingerprints taken according to enclosed instructions. Submit the Federal background check card to the Arkansas State Police Department at the address provided to you on the automatic acknowledgement e-mail that you will receive.

_____ Provide documentation to ASBN as required; print the cover page as indicated from within the online system. For additional information refer to the Frequently Asked Questions and CBC information located on the ASBN website at www.arsbn.org. Click on the Licensing tab.

_____ Submit Verification of Employment form as applicable. Refer to endorsement instructions.

_____ Submit Verification form from original state of licensure. Refer to Information located within the online system.

_____ If requesting a Temporary Permit, submit a copy of current nursing license.