

THE RN TRAVEL GUIDE

Everything you need to know to get started in travel nursing!



TaleMed

THE TALENT FOR MEDICINE

Toll Free: 800-494-0087

Welcome

This packet of information has been designed to help you with some of the many questions associated with travel nursing. Some of this information will be directly associated with TaleMed and some of this information will be associated with nurse travel in general. So whether you are a seasoned RN traveler, new to the travel industry, looking for a new company or interested in the possibility of being a travel RN, this information is here to help you. Please use this information as guidelines only. There are no policies or procedures included. This is just the beginning of how TaleMed is here to help you!

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TaleMed has been Certified by The Joint Commission Since 2007

The Joint Commission awards their Gold Seal of Approval to TaleMed for its expertise in the nursing industry. This certification recognizes TaleMed's commitment to providing qualified and competent healthcare professionals in the staffing nursing arena. We appreciate the Joint Commission in recognizing TaleMed's dedication to outstanding and consistent services in travel nursing.



What does this mean to you as an RN and your nursing career?

TaleMed travel nurses are working for a company committed to QUALITY, SAFETY and ETHICS.

- Opportunities in quality facilities, with RN's working for one cause - patient satisfaction
- Comprehensive credentialing standards and practices ensuring your safety and experience fit best.

What this means to the hospital, employee and independent contractor:

TaleMed's promise to deliver quality service now comes with the added guarantee that we meet or exceed the standards for the healthcare industry. The Joint Commission certification acknowledges our performance.

- Access to experienced and competent travel nurses to meet your staffing needs.
- Our rigorous credentialing standards and practices ensure the appropriate placement of travel nursing professionals based on experience and competence.
- We perform drug and health screens, background checks, and ensure compliance with regulatory documentation requirements.

If anyone has any concerns or questions about the safety or quality of care provided by TaleMed, please feel free to contact us at 1-800-494-0087 or by email at safety@talemed.com. We will do our best to provide sufficient information to address your concerns.

If you are not satisfied with our response, please contact the Joint Commission directly at 1-800-994-6610 or email the grievance to complaint@jointcommission.org. TaleMed will not permit disciplinary action or retaliation against any employee or client who voices concerns with the Joint Commission.



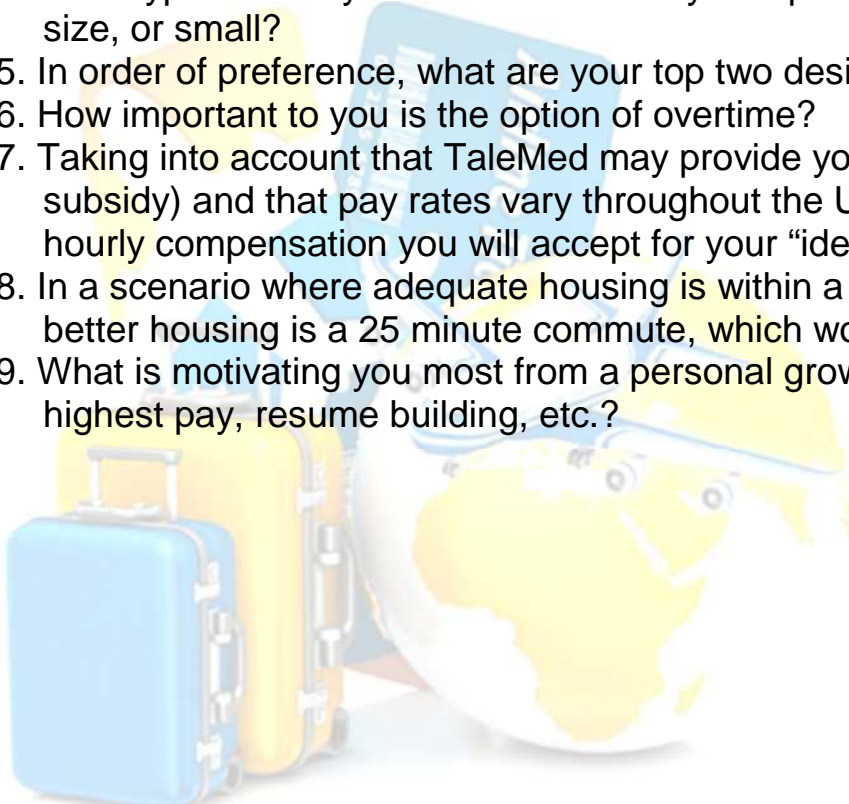
Helpful Interview Questions

(Always interview to receive an offer)

1. How large is the facility/unit/department?
2. Is the facility private, community or teaching?
3. What are the typical diagnoses and ages of patients seen in the facility?
4. How far is the housing from the facility? (If the facility is providing housing)
5. What hours will I be working, rotating?
6. Will I be required to take charge?
7. Will I be reassigned to different units/departments?
8. What other job classifications render care in the unit/department?
9. What is the weekend requirement?
10. Are there other travelers at the facility?
11. Is there overtime availability?
12. Is there a specific approach to care that is delivered in the unit/department?
13. What recreational activities are located in the area?
14. Always interview to receive an offer

Questions When Considering a Travel Assignment

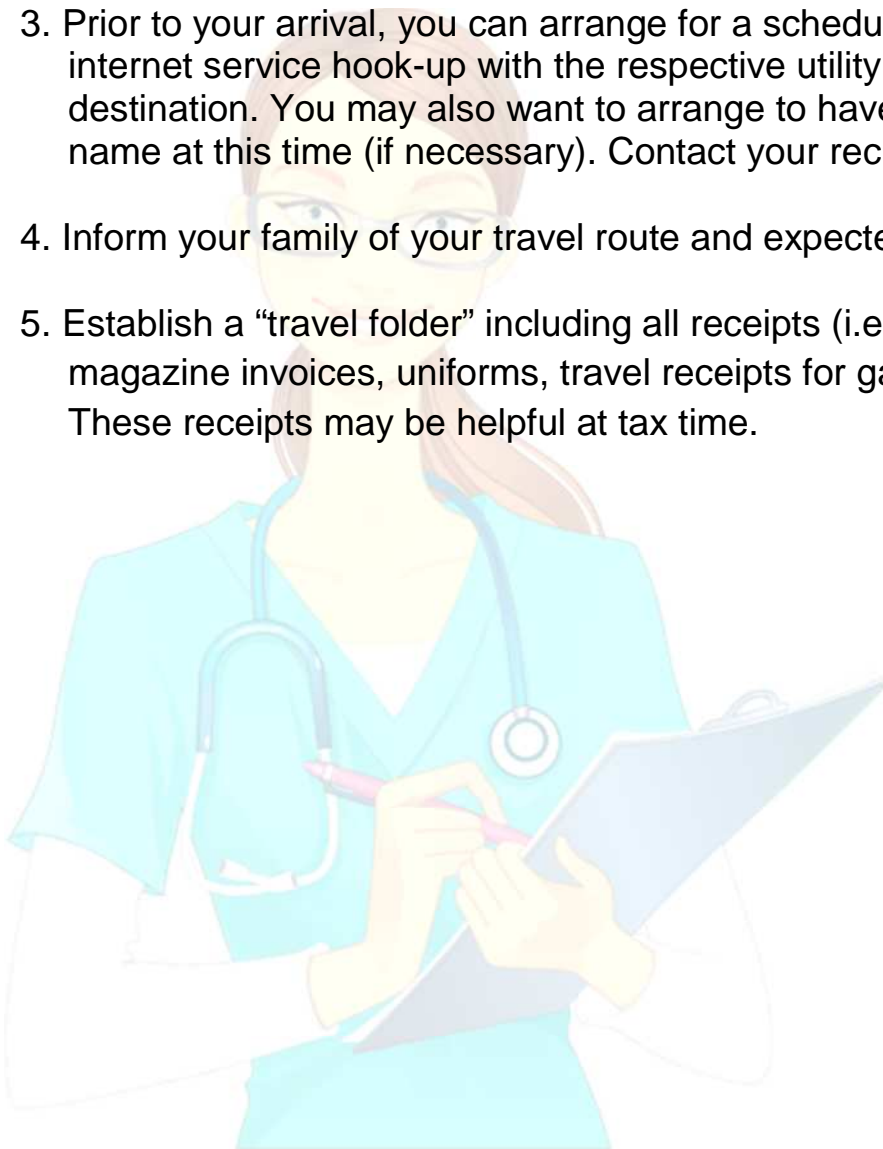
1. What are the top three areas where you would like to be assigned?
2. What clinical issues concern you: i.e., facility bed size, patient ratios, care approach, etc.?
3. Can you think of any clinical issues that might influence you in making a decision on a specific facility?
4. What type of facility would be “ideal” to your specifications: large, teaching, mid-size, or small?
5. In order of preference, what are your top two desirable shifts?
6. How important to you is the option of overtime?
7. Taking into account that TaleMed may provide you with free, private housing (or subsidy) and that pay rates vary throughout the US, what is the least amount of hourly compensation you will accept for your “ideal” assignment?
8. In a scenario where adequate housing is within a 5 minute drive to the facility, but better housing is a 25 minute commute, which would you choose?
9. What is motivating you most from a personal growth standpoint: i.e., location, highest pay, resume building, etc.?



WHAT TO KNOW/WHAT TO DO

Before Leaving For Your Assignment

1. Licensure Endorsement: Immediately after deciding the location of your assignment, you will need to obtain a license to practice in the state to which you will be traveling. In the back of this packet you will find a list of Licensure Boards and contact information. Processing the licensure application will vary from state to state. Some states take up to (8) eight weeks; therefore, it is very important that you apply immediately upon assignment acceptance. Before you begin your assignment, we will need an update on the status of your license. You **MUST** have a valid license and current certifications (CPR, ACLS, etc.) in order to work. If you have any problems, please call us. We will be glad to help!
2. Arrange for a forwarding address at the post office.
3. Prior to your arrival, you can arrange for a scheduled telephone, cable and/or internet service hook-up with the respective utility company in the area of your new destination. You may also want to arrange to have the utilities transferred to your name at this time (if necessary). Contact your recruiter if you have any questions.
4. Inform your family of your travel route and expected arrival date.
5. Establish a “travel folder” including all receipts (i.e., professional license, CEU’s, magazine invoices, uniforms, travel receipts for gas and airfare, food and lodging). These receipts may be helpful at tax time.



Standard Required Documents

There are standard documents required for each contract that are to be obtained prior to the assignment start. These items are:

Comprehensive Health Statement

This document is to be completed by a M.D. or nurse practitioner that states that you were found in good health (both physically and mentally,), free from communicable disease and able to function at full capacity without limitations. Included in this exam is to be verification that the employee is able to safely lift 50 pounds. This document expires one year from the date of exam and must be kept current during the assignment.

PPD Statement

This test must be completed annually. The documentation must include the administered date, the read date and indicators as well as being signed by the medical professional. If the PPD is positive, it means that you may have been exposed to TB. You will then need to have a chest x-ray to identify if you are inactive with the disease. Documentation will need to be provided regarding the in-activity of the TB on the chest x-ray report.

Vaccine Documentation

Hepatitis Series: You will need to provide a negative titer to validate immunity. If you refuse to obtain the series of vaccines and titer, you must sign a waiver indicating such. Measles, Mumps, and Rubella: You must provide signed proof of immunity with either two dates of immunizations, and/or positive titers. Varicella: You must provide proof of disease, immunizations, and/or positive titers.

Drug Screen

Negative results for a 10 panel drug screen are required to start an assignment. For your convenience, we suggest that you use Lab Corp, with whom we have a national account. Your QA representative will provide you with additional information. Find the Lab Corp closest to you by going to www.Labcorp.com and entering the city, state or zip code in your area. Lab Corp can also be used to obtain titers.

Different facilities may require additional laboratory tests prior to assignment. Ask QA for these specific details.



During Your Journey

1. When traveling long distances, notify your company of your departure and keep them posted on your journey.
2. Follow a planned route. We can provide you detailed maps that can aid you in your journey. We can point out locations where you may want to stop and visit.
3. Keep your gas tank full when anticipating long drives through barren country. Flares, extra water and anti-freeze are helpful items to take with you.
4. Drive as much during the day as possible. Take frequent rest stops. **IF YOU FEEL TIRED, DO NOT DRIVE!**
5. Plan to arrive at your apartment during business hours, Monday - Friday (Saturday at some locations), 9:00 a.m. - 5:00 p.m. If you anticipate a late arrival, please notify TaleMed and call the apartment office a few days in advance so that alternate arrangements can be made.
6. For safety purposes, carry a cellular phone with you during your trip. Use of a cell phone will also allow you to remain in contact with TaleMed. Always provide your recruiter with your cell phone number. For safety reasons, please do not use your phone while driving.

After Arriving at Your Assignment

1. Unpack your vehicle right away. Do NOT keep valuables in your car
2. Call TaleMed to let us know of your safe arrival and give your recruiter any additional phone numbers so that you can be reached in case of an emergency.
3. Notify the local post office of your new address if you're having mail forwarded to you.
4. Prior to your first workday, perform a test drive to the hospital so that you feel comfortable with the route and time.
5. Arrange for connection of any services (phone, internet, cable TV) that were not connected prior to your arrival.



PAYROLL

Payroll Processing

TaleMed will issue your paycheck on a weekly basis. Your compensation is calculated on the time sheets faxed by you. These MUST be received by payroll no later than Monday by 1 pm EST, following each week that you worked. The fax number will be provided to you upon hire. Your first pay check will be direct deposited on Thursday of the second week of work.

TaleMed has gone green with paycheck stubs. Your paycheck stubs will be available for you to view and download by visiting www.talemed.greenemployee.com. This is a secure website that you register for and only you will have access to. TaleMed will be happy to continue mailing your paystubs if you do not have internet access. Please contact our HR department for this request.

Taxable Income

W-4 forms are issued with your offer letter. TaleMed will deduct the appropriate taxes according to the number of deductions identified on your W-4 form. Any changes in your W-4 MUST be communicated to TaleMed Payroll.

In addition to the W-4 taxes, a state tax for the state in which you are working will be deducted. If there is no income tax applicable, a deduction will be taken for the state in which you live. Depending on the city and state, the tax rate can range from zero (0) to eight (8) % percent.

Completion and referral bonuses, when issued, will be taxed, since this is considered additional income.

Non-Taxable Income

License reimbursement is not taxed providing the proper documentation is received by TaleMed. We may reimburse up to \$100.00 per license, if detailed in your offer letter, upon the successful completion of an assignment.

Travel reimbursement, when provided by TaleMed, will also not be taxed.

If proof of a permanent tax residency is on file with TaleMed, subsidy/housing will not be taxed for the first working 12 months at the same facility.



Housing

TaleMed can help assist you with your housing while on assignment. In cases where TaleMed assists with housing, we strive to offer the most comfortable and attractive housing possible. The following are helpful tips regarding housing. If you have additional questions, contact the TaleMed housing coordinator or your recruiter.

When can I move in?

For your convenience, TaleMed can help to arrange for you to move into your apartment/ hotel 48 hours before starting your contract. (Housing provided by the contract facility may involve a different timetable for move-in).

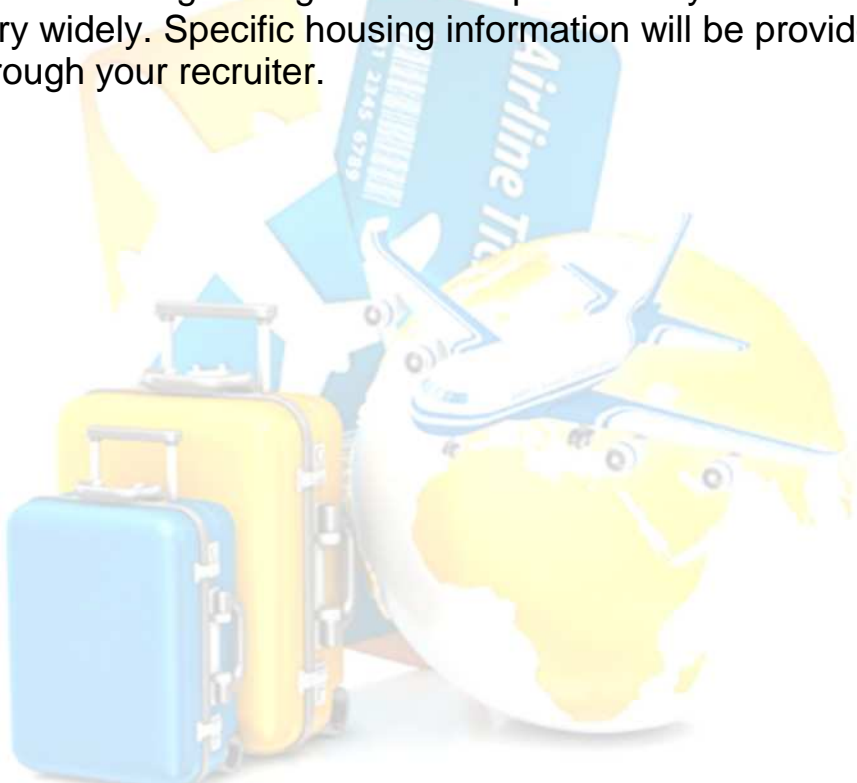
What is the apartment / hotel like?

TaleMed can help assist its travelers with private, fully furnished, one bedroom/one bath apartments/hotel. In some cases depending on availability of housing you may have a choice of sharing an apartment with another traveler. We pride ourselves on having the best housing facilities in the industry.

Do I have to use TaleMed housing?

No, you have a choice to take a housing allowance. If you are traveling with others you may request “different accommodations” or you may receive a housing allowance. The subsidy is equal to the monthly rental fee of a one bedroom apartment in the area of your assignment. The housing allowance could be paid to you in your weekly paycheck.

When housing arrangements are provided by the facility, the accommodations can vary widely. Specific housing information will be provided to you by the facility or through your recruiter.



Should I report housing damages?

Absolutely! When you arrive, please walk through the apartment/hotel with the apartment /hotel management and document any damages identified. Upon completion of your assignment perform another walk through. The purpose of the walk through is to protect you from damage liability. Please provide a copy of this documentation to the TaleMed housing coordinator.

Are there security deposits/cleaning fees?

TaleMed may require a housing deposit when taking the Assisted TaleMed housing. This will be deducted from payroll and may be reimbursed to you upon completion of your assignment with proper documentation from the housing facility. Please speak with your housing coordinator regarding this.

Do I have to pay utilities?

The cost of utilities will be included in your housing budget. This will include electric and gas (basic utilities). If you are residing in a hotel, all of these costs are included in your daily or monthly fee which is covered by your housing budget or housing allowance.

What is included in an apartment?

Window coverings and furniture can be included with the apartment. Apartments may include a refrigerator, microwave, garbage disposal, and dishwasher. Often, complexes will offer the monthly rent of a washer and dryer (about \$50.00 a month). Standard beds are full or queen size. TaleMed may help provide the following items: kitchen essentials (dishes, silverware, pots & pans, can opener, and toaster), linens, towels, and toiletries. Entertainment items such as a TV can be provided.

Can I bring my pet?

We will assist you in trying to find pet friendly facilities. There are usually size and weight restrictions. A pet deposit is usually required and at times an additional monthly pet fee is charged. You will be responsible for payment of the pet deposit and any pet related fees. The pet deposit is usually refunded with a portion of the deposit retained for a cleaning fee. Additional documentation maybe requested per facility.



When do I need to vacate the apartment?

You will have 48 hours to vacate TaleMed housing following your last day of employment. If an extension has been approved by TaleMed, the sublease agreement will continue until the extension is complete.

Upon vacating the apartment, please remove all personal belongings, trash, and food. Apartment complexes are not like hotels. They will charge you for trash removal and refrigerator cleaning. You will also need to return all keys and passes to the apartment management. Failure to comply with apartment complex vacancy policies may result in forfeiture of some/all of final travel reimbursement and/or housing deposit.

Can I take time off during the assignment?

Yes, provided both TaleMed and the facility have granted approval. If you do take time off from your assignment, you may be charged for your furnished housing while you are not working. Please check with your recruiter for specific details concerning your schedule and hourly requirements.

Workers Compensation / Professional Liability

TaleMed, LLC provides worker's compensation and professional liability insurance (medical malpractice) for all employees currently on assignment.

Work Related Injury:

In an emergency situation, seek immediate treatment. It is imperative that you report ALL work related injuries to your TaleMed Recruiter and HR within 24 hours of the incident. Delays in reporting the incident to your Recruiter could result in delays and/or denials in processing your claim.



Health Insurance

As an employee of TaleMed you may be offered benefit options that best suit your individual needs. The following is a brief overview of each option.

Medical and Prescription Drugs

You are eligible to be covered under TaleMed's Group Medical PPO monthly. This program is thru United Healthcare. This plan requires a monthly administration fee.

Dental

TaleMed offers a dental plan that is administered by Guardian. Guardian has a national network of providers available to you. This plan requires a monthly administration fee.

Vision (optional)

TaleMed offers a voluntary vision plan that is administered by Guardian. Guardian's affiliation with Davis Vision offers access to almost 45,000 providers nationwide, including many convenient Wal-Mart, Target, Sears, JC Penney and Pearle locations.

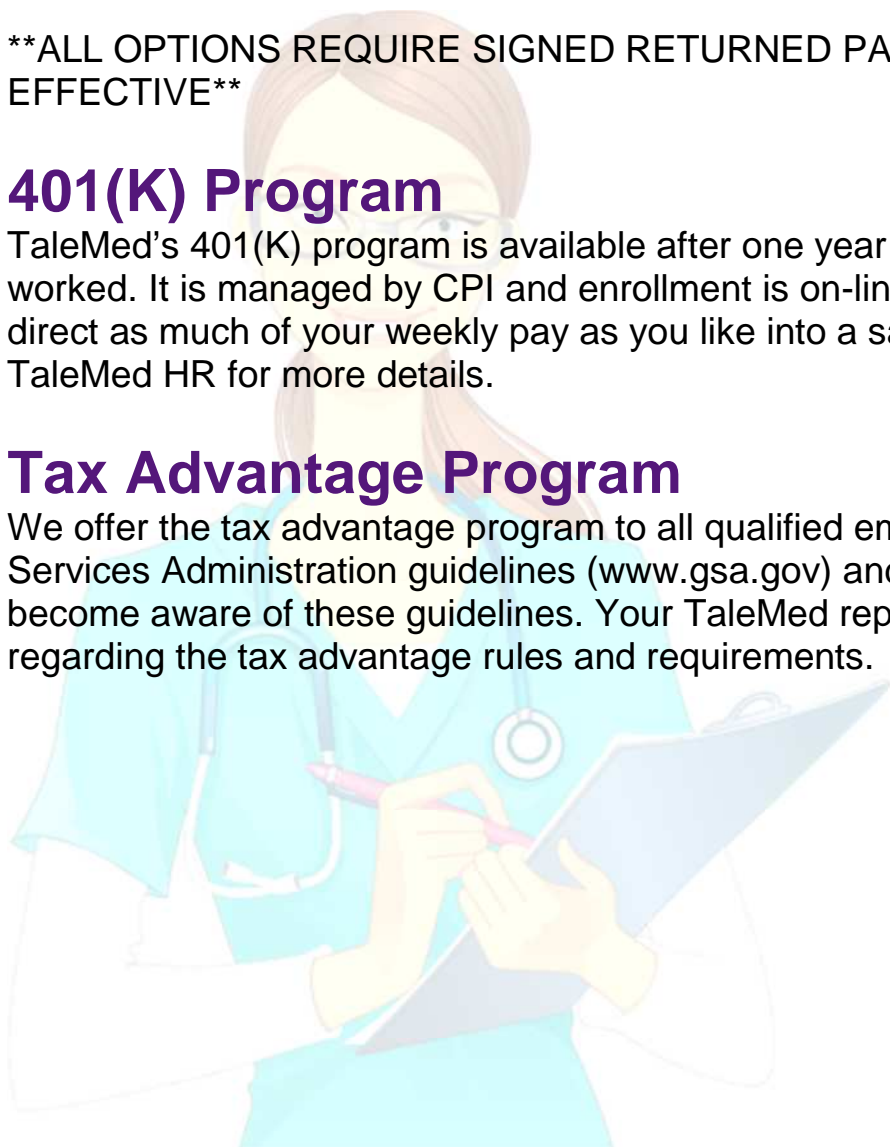
****ALL OPTIONS REQUIRE SIGNED RETURNED PAPERWORK TO BECOME EFFECTIVE****

401(K) Program

TaleMed's 401(K) program is available after one year of service and 1,000 hours worked. It is managed by CPI and enrollment is on-line at your convenience. You can direct as much of your weekly pay as you like into a safe, convenient program. Ask TaleMed HR for more details.

Tax Advantage Program

We offer the tax advantage program to all qualified employees. We follow all General Services Administration guidelines (www.gsa.gov) and encourage all employees to become aware of these guidelines. Your TaleMed representative can work with you regarding the tax advantage rules and requirements.



Referral Bonus Structure

TaleMed has implemented a new referral bonus structure. This is an opportunity for you, the healthcare professional, to reap the rewards of simply referring. Listed below are the requirements for referral. Please speak with your recruiter regarding the amount of this bonus.

The requirements for receiving these bonuses are:

1. You must have completed a 13 week assignment with TaleMed.
2. The referred healthcare professional must successfully complete a 13-week assignment TaleMed after your referral. (8-week assignments will be pro-rated)
3. Husband/Wife teams will not qualify for the referral bonus.

Remember...

Referring your associates is a winning situation for everyone. You receive the referral bonus, your associate benefits from the outstanding opportunities for travelers throughout the U.S., and TaleMed will be helping a hospital in need of a qualified healthcare professional.

This plan is subject to change at any time without notice and any disputes regarding this plan are subject to determination by TaleMed to be made at its sole discretion.

Helpful Links

Below are listed several helpful links to assist you some of the general questions that you may have.

- US General Services Administration - www.GSA.gov
- Travel Tax – www.traveltax.com
- National Council of State Boards of Nursing - www.NCSBN.org
- NURSYS (Licensure Verification) - www.nursys.com
- CEU Professor - Nursing Continuing Education - www.ceuprofessoronline.com
- Five Day weather forecasts for every city in the United States - www.CNN.com/weather
- Comprehensive city guide – www.citysearch.com
- The Joint Commission - www.thejointcommission.com
- Healthcare Traveler - www.healthcaretraveler.com
- Better Business bureau - www.bbb.com



Alabama Board of Nursing

Mailing address: P O Box 303900

Montgomery, AL 36130-3900

Physical address:

770 Washington Avenue

RSA Plaza, Ste 250

Montgomery, AL 36104

Phone: 334.293.5200 or 800.656.5318

Fax: 334.293.5201

Website: www.abn.alabama.gov

Contact Person: N. Genell Lee, JD, MSN, RN, Executive Officer

Average Cost: Temporary \$135.00 Permanent \$85.00

Average Time to Process: First in first out basis

Alaska Board of Nursing

550 West Seventh Avenue Suite 1500

Anchorage, Alaska 99501-3567

Phone: 907.269.8161

Fax: 907.269.8196

Website: www.dced.state.ak.us/occ/pnur.htm

Contact Person: Nancy Sanders, PhD, RN, Executive Administrator

Average Cost: Temporary \$334.00 Permanent \$284.00

Average Time to Process: Temporary- 2weeks Permanent -4weeks

Arizona State Board of Nursing

4747 North 7th Street, Suite 200

Phoenix, AZ 85014-3655

Phone: 602.771.7800

Fax: 602.771.7888

Website: www.azbn.gov

Contact Person: Joey Ridenour, MN, RN, FAAN, Executive Director

Average Cost: Temporary \$250.00 Permanent \$200.00

Average Time to Process: Temporary-2 months Permanent -5 months

Compact State

Arkansas State Board of Nursing

University Tower Building

1123 S. University, Suite 800

Little Rock, AR 72204-1619

Phone: 501.686.2700

Fax: 501.686.2714

Website: <http://www.arsbn.arkansas.gov/Pages/default.aspx>

Contact Person: Sue Tedford, MNSc, APN, RN, Executive Director

Average Cost: Temporary \$125.00 Permanent \$100.00

Average Time to Process: Temporary-1 week Permanent -10 weeks

Compact State



California Board of Registered Nursing

1747 North Market Boulevard, Suite 150

Sacramento, CA 95834

Phone: 916.322.3350

Fax: 916.574.8637

Website: www.rn.ca.gov

Contact Person: Louise Bailey, MEd, RN, Executive Officer

Average Cost: Temporary \$101.00 Permanent \$151.00 (including Finger print cards)

Average Time to Process: Temporary-4-6 weeks Permanent -4-6 weeks

Colorado Board of Nursing

1560 Broadway, Suite 1370

Denver, CO 80202

Phone: 303.894.2430

Fax: 303.894.2430

Website: www.dora.state.co.us/nursing/

Contact Person: Kennetha Julien, JD, Program Director

Average Cost: \$43.00 and license fees (varies by State)

Average Time to Process: Temporary-2 weeks Permanent -2 weeks

Connecticut Board of Examiners for Nursing

Dept. of Public Health

410 Capitol Avenue, MS# 13PHO

P.O. Box 340308

Hartford, CT 06134-0328

Phone: 860.509.7624 (860.509.7603 - for testing candidates only)

Fax: 860.509.7553

Website: <http://www.ct.gov/dph/cwp/view.asp?a=3143&q=388910>

Contact Person: Jennifer L. Filippone, Chief, Practitioner Licensing and Investigations Section

Average Cost: \$180.00

Average Time to Process: Temporary- 4 Days Permanent -10 Days

Delaware Board of Nursing

861 Silver Lake Blvd.

Cannon Building, Suite 203

Dover, DE 19904

Phone: 302.744.4500

Fax: 302.739.2711

Website: <http://dpr.delaware.gov/boards/nursing/>

Contact Person: Pamela Zickafoose, Ed.D, RN, CNA-BC, CNE, Executive Director

Average Cost: Temporary \$145.00 Permanent \$110.00

Average Time to Process: Temporary-2 weeks Permanent -2 weeks

Compact



District of Columbia Board of Nursing

Department of Health
Health Professional Licensing Administration
899 North Capitol Street, NE
Washington, DC 20002
Phone: 877.672.2174
Fax: 202.727.8471
Website: [http://hpla.doh.dc.gov/hpla/cwp/view,A,1195,Q,488526,hplaNav,\[30661\],.asp](http://hpla.doh.dc.gov/hpla/cwp/view,A,1195,Q,488526,hplaNav,[30661],.asp)
Contact Person: Karen Scipio-Skinner MSN, RN, Executive Director

Florida Board of Nursing

Mailing Address:
4052 Bald Cypress Way, BIN C02
Tallahassee, FL 32399-3252
Physical Address:
4042 Bald Cypress Way, Room 120
Tallahassee, FL 32399
Phone: 850.245.4125
Fax: 850.245.4172
Website: <http://www.doh.state.fl.us/mqa/nursing/index.html>
Contact Person: Joe Baker, Jr. Executive Director
Average Cost: \$223
Average Time to Process: Temporary-None weeks Permanent 30 Days

Georgia Board of Nursing

237 Coliseum Drive
Macon, GA 31217-3858
Phone: 478.207.2440
Fax: 877.371.5712
Website: <http://sos.georgia.gov/plb/rn/>
Contact Person: Jim Cleghorn, Executive Director
Average Cost: \$60.00
Average Time to Process: Temporary-None Permanent -25-30 days

Hawaii Board of Nursing

Mailing Address: PVL/DCCA
Attn: Board of Nursing
P.O. Box 3469
Honolulu, HI 96801
Physical Address:
King Kalakaua Building
335 Merchant Street, 3rd Floor
Honolulu, HI 96813
Phone: 808.586.3000 Fax: 808.586.2689
Website: www.hawaii.gov/dcca/areas/pvl/boards/nursing
Contact Person: Lee Ann Teshima, Executive Officer
Average Cost: \$180.00
Average Time to Process: Temporary-15-20 Days Permanent -15-20 Days



Idaho Board of Nursing

280 N. 8th Street, Suite 210

P.O. Box 83720

Boise, ID 83720

Phone: 208.334.3110

Fax: 208.334.3262

Website: <http://ibn.idaho.gov/IBNPortal/>

Contact Person: Sandra Evans, MAEd, RN, Executive Director

Average Cost: Temporary \$165.00 Permanent \$140.00

Average Time to Process: Temporary-7 days Permanent -6 weeks

Illinois Board of Nursing

James R. Thompson Center

100 West Randolph Street

Suite 9-300

Chicago, IL 60601

Phone: 312.814.2715

Fax: 312.814.3145

Website: www.idfpr.com/dpr/WHO/nurs.asp

Contact Person: Michele Bromberg, MSN, APN, BC, Nursing Act Coordinator

Average Cost: Temporary \$75.00 Permanent \$50.00

Average Time to Process: Temporary-14 Days Permanent -6-8 Weeks

Indiana State Board of Nursing

Professional Licensing Agency

402 W. Washington Street, Room W072

Indianapolis, IN 46204

Phone: 317.234.2043

Fax: 317.233.4236

Website: <http://www.in.gov/pla/nursing.htm>

Contact Person: Elizabeth Kiefner Crawford, Director

Average Cost: Temporary \$102.20 Permanent \$92.20

Average Time to Process: 4-5 Weeks

Iowa Board of Nursing

RiverPoint Business Park

400 S.W. 8th Street

Suite B

Des Moines, IA 50309-4685

Phone: 515.281.3255

Fax: 515.281.4825

Website: <http://nursing.iowa.gov>

Contact Person: Lorinda Inman, MSN, RN, Executive Director

Average Cost: \$169.00

Average Time to Process: 2-8 Weeks



Kansas State Board of Nursing

Landon State Office Building
900 S.W. Jackson, Suite 1051
Topeka, KS 66612
Phone: 785.296.4929
Fax: 785.296.3929
Website: www.ksbn.org
Contact Person: Mary Blubaugh, MSN, RN, Executive Administrator
Average Cost: \$75.00
Average Time to Process: 5-10 Days

Kentucky Board of Nursing

312 Whittington Parkway, Suite 300
Louisville, KY 40222
Phone: 502.429.3300
Fax: 502.429.3311
Website: www.kbn.ky.gov
Contact Person: Nathan Goldman, JD, Interim Executive Director
Average Cost: Temporary \$169.00 Permanent \$169.00
Average Time to Process: Temporary-14 Days Permanent -4 Weeks
Compact

Louisiana State Board of Nursing

17373 Perkins Road
Baton Rouge, Louisiana 70810
Phone: 225.755.7500
Fax: 225.755.7585
Website: www.lsbns.state.la.us
Contact Person: Barbara Morvant, MN, RN, Executive Director
Average Cost: Temporary \$205.00 Permanent \$155.00
Average Time to Process: Temporary-10 Days Permanent -6-8 Weeks
Can be a Walk-thru

Maine State Board of Nursing

Regular mailing address:
158 State House Station
Augusta, ME 04333
Street address (for FedEx & UPS):
161 Capitol Street
Augusta, ME 04333
Phone: 207.287.1133
Fax: 207.287.1149
Website: www.maine.gov/boardofnursing/
Contact Person: Myra Broadway, JD, MS, RN, Executive Director
Average Cost: Temporary \$75.00 Permanent \$169.00
Average Time to Process: Temporary-1 Week Days Permanent -1 Week
Compact



Maryland Board of Nursing

4140 Patterson Avenue

Baltimore, MD 21215

Phone: 410.585.1900

Fax: 410.358.3530

Website: www.mbon.org

Contact Person: Patricia Ann Noble, MSN, RN Executive Director

Average Cost: Temporary \$140.00 Permanent \$100.00

Average Time to Process: Temporary-14 Days Permanent -6-8 Weeks

Can be done as a Walk-thru

Compact

Massachusetts Board of Registration in Nursing

Commonwealth of Massachusetts

239 Causeway Street, Suite 500, 5th floor

Boston, MA 02114

Phone: 617.973.0900 / 800.414.0168

Fax: 617.973.0984

Website: <http://www.mass.gov/eohhs/provider/licensing/occupational/nursing/about/>

Contact Person: Rula Faris Harb, MS, RN, Executive Director

Average Cost: \$250.00

Average Time to Process: 3 days once application and verification on license is received.

Michigan Department of Licensing and Regulatory Affairs

Bureau of Health Professions

611 W. Ottawa St; PO Box 30670

Lansing, MI 48909

Phone: 517.335.0918

Fax: 517.241.1431

Website: http://www.michigan.gov/lara/0,4601,7-154-35299_28150_27529_27542---,00.html

Contact Person: Norene Lind, Policy Administration Manager

Average Cost: Temporary \$128.00 Permanent \$118.00

Average Time to Process: Temporary-6-8 Weeks Permanent -6-8 Weeks

Minnesota Board of Nursing

2829 University Avenue SE

Suite 200

Minneapolis, MN 55414

Phone: 612.617.2270

Fax: 612.617.2190

Website: www.nursingboard.state.mn.us

Contact Person: Shirley Brekken, MS, RN, Executive Director

Average Cost: Temporary \$115.50 Permanent \$115.50

Average Time to Process: Temporary-2-3 Days Permanent -3-5 Days



Mississippi Board of Nursing

1080 River Oaks Drive

Flowood, MS 39232

Phone: 601.664.9303

Fax: 601.664.9304

Website: <http://www.msbn.state.ms.us/>

Contact Person: Melinda E. Rush, DSN, FNP, Executive Director

Average Cost: Temporary \$125.00 Permanent \$100.00

Average Time to Process: Temporary-5 Days Permanent -2-3 Weeks

Missouri State Board of Nursing

3605 Missouri Blvd.

P.O. Box 656

Jefferson City, MO 65102-0656

Phone: 573.751.0681

Fax: 573.751.0075

Website: <http://www.pr.mo.gov/nursing.asp>

Contact Person: Lori Scheidt, MBA-HCM, Executive Director

Average Cost: Temporary \$55.00 Permanent \$55.00

Average Time to Process: Temporary-3 Weeks Permanent -3 Weeks

Compact

Montana State Board of Nursing

301 South Park

Suite 401

P.O. Box 200513

Helena, MT 59620-0513

Phone: 406.841.2340

Fax: 406.841.2305

Website: http://bsd.dli.mt.gov/license/bsd_boards/nur_board/board_page.asp

Contact Person: Cynthia Gustafson, PhD, RN, Executive Director

Average Cost: Temporary \$225.00 Permanent \$200.00

Average Time to Process: Temporary-2-3 Days Permanent -10 Days

Nebraska Board of Nursing

Office of Nursing and Nursing Support

DHHS, Division of Public Health, Licensure Unit

301 Centennial Mall South

Lincoln, NE 68509-4986

Phone: 402.471.4376

Fax: 402.471.1066

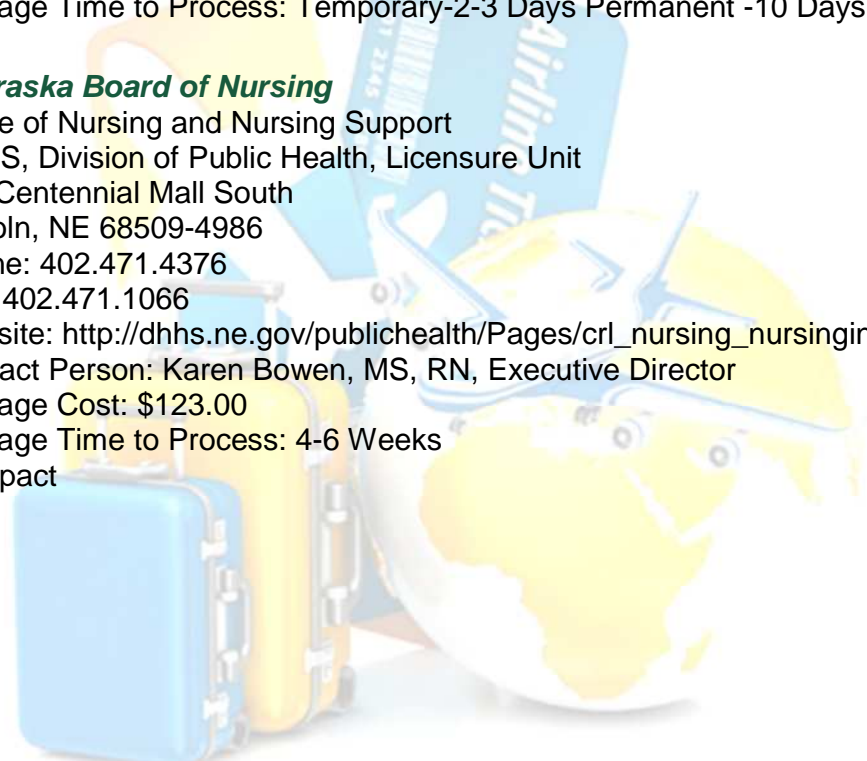
Website: http://dhhs.ne.gov/publichealth/Pages/crl_nursing_nursingindex.aspx

Contact Person: Karen Bowen, MS, RN, Executive Director

Average Cost: \$123.00

Average Time to Process: 4-6 Weeks

Compact



Nevada State Board of Nursing

5011 Meadowood Mall Way, Suite 300

Reno, NV 89502

Phone: 775.687.7700

Fax: 775.687.7707

Website: <http://nevadanursingboard.org/>

Contact Person: Debra Scott, MSN, RN, FRE, Executive Director

Average Cost: Temporary \$180.00 Permanent \$180.00

Average Time to Process: Temporary-10 Days Permanent -2-4 Months

New Hampshire Board of Nursing

21 South Fruit Street

Suite 16

Concord, NH 03301-2341

Phone: 603.271.2323

Fax: 603.271.6605

Website: www.state.nh.us/nursing

Contact Person: Denise Nies, MS, RN, Executive Director

Average Cost: Temporary \$140.00 Permanent \$120.00

Average Time to Process: Temporary-7 Days Permanent -7 Days

Compact

New Jersey Board of Nursing

P.O. Box 45010

124 Halsey Street, 6th Floor

Newark, NJ 07101

Phone: 973.504.6430

Fax: 973.648.3481

Website: www.state.nj.us/lps/ca/medical/nursing.htm

Contact Person: George Hebert, MA, RN, Executive Director

Average Cost: \$200.00 plus fingerprinting

Average Time to Process: 4-6 Weeks

New Mexico Board of Nursing

6301 Indian School Road, NE

Suite 710

Albuquerque, NM 87110

Phone: 505.841.8340

Fax: 505.841.8347

Website: www.bon.state.nm.us

Contact Person: Nancy Darbro, PhD, APRN, CNS, LPCC, LADAC, Executive Director

Average Cost: Temporary \$160.00 Permanent \$110.00

Average Time to Process: Temporary-14 Days Permanent -14 Days

Compact



New York State Board of Nursing

Education Bldg.
89 Washington Avenue
2nd Floor West Wing
Albany, NY 12234
Phone: 518.474.3817, Ext. 120
Fax: 518.474.3706
Website: www.op.nysed.gov/prof/nurse/
Contact Person: Suzanne Sullivan, JD, RN, Executive Secretary
Average Cost: Temporary \$35.00 Permanent \$143.00
Average Time to Process: Temporary-14 Days Permanent -6-8 Weeks

North Carolina Board of Nursing

4516 Lake Boone Trail
Raleigh, NC 27607
Phone: 919.782.3211
Fax: 919.781.9461
Website: www.ncbon.com
Contact Person: Julia L. George, MSN, RN, FRE, Executive Director
Average Cost: Temporary \$183.00 Permanent \$183.00
Average Time to Process: Temporary-1 week with online application and 2 weeks with paper Permanent - 6-8 Weeks
Compact

North Dakota Board of Nursing

919 South 7th Street, Suite 504
Bismarck, ND 58504
Phone: 701.328.9777
Fax: 701.328.9785
Website: <https://www.ndbon.org>
Contact Person: Constance Kalanek, PhD, RN, FRE, Executive Director
Average Cost: Temporary \$130.00 Permanent \$130.00
Average Time to Process: 2 Weeks

Ohio Board of Nursing

17 South High Street, Suite 400
Columbus, OH 43215-3413
Phone: 614.466.6940
Fax: 614.466.0388
Website: www.nursing.ohio.gov
Contact Person: Betsy J. Houchen, JD, MS, RN, Executive Director
Average Cost: Temporary \$75.00 Permanent \$75.00
Average Time to Process: 6-8 Weeks



Oklahoma Board of Nursing

2915 N. Classen Boulevard, Suite 524

Oklahoma City, OK 73106

Phone: 405.962.1800

Fax: 405.962.1821

Website: www.ok.gov/nursing/

Contact Person: Kimberly Glazier, M.Ed., RN, Executive Director

Average Cost: Temporary \$95.00 Permanent \$85.00

Average Time to Process: Temporary-14 Days Permanent -14 Days

Oregon State Board of Nursing

17938 SW Upper Boones Ferry Rd

Portland, OR 97224

Phone: 971.673.0685

Fax: 971.673.0684

Website: www.osbn.state.or.us

Contact Person: Holly Mercer, JD, RN, Executive Director

Average Cost: \$195.00

Average Time to Process: 3-4 Weeks

Pennsylvania State Board of Nursing

P.O. Box 2649

Harrisburg, PA 17105-2649

Phone: 717.783.7142

Fax: 717.783.0822

Website: http://www.portal.state.pa.us/portal/server.pt/community/state_board_of_nursing/12515

Contact Person: Laurette D. Keiser, MSN, RN, Executive Secretary/Section Chief

Average Cost: Temporary \$135.00 Permanent \$100.00

Average Time to Process: Temporary-14 Days Permanent - 4-6 Weeks

Rhode Island Board of Nurse Registration and Nursing Education

105 Cannon Building

Three Capitol Hill

Providence, RI 02908

Phone: 401.222.5700

Fax: 401.222.3352

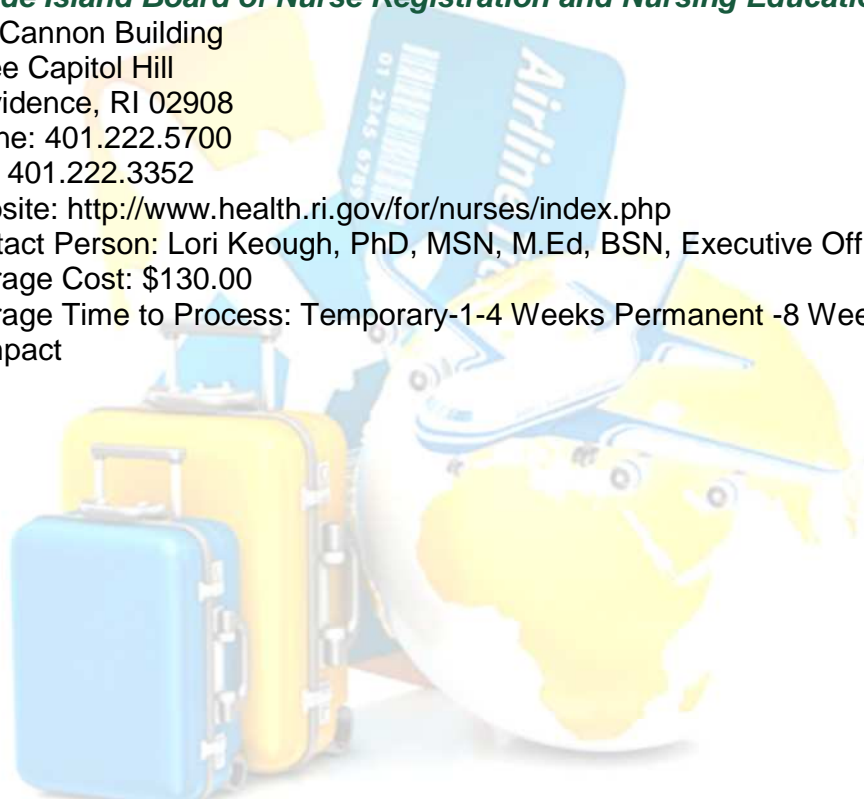
Website: <http://www.health.ri.gov/for/nurses/index.php>

Contact Person: Lori Keough, PhD, MSN, M.Ed, BSN, Executive Officer

Average Cost: \$130.00

Average Time to Process: Temporary-1-4 Weeks Permanent -8 Weeks

Compact



South Carolina State Board of Nursing

Mailing Address:
P.O. Box 12367
Columbia, SC 29211
Physical Address:
Synergy Business Park, Kingstree Building
110 Centerview Drive, Suite 202
Columbia, SC 29210
Phone: 803.896.4550
Fax: 803.896.4515
Website: www.llr.state.sc.us/pol/nursing/
Contact Person: Nancy Murphy MS, RN, BC, CPM, Administrator
Average Cost: Temporary \$110.00 Permanent \$100.00
Average Time to Process: Temporary-7-14 Days Walk-thru
Compact

South Dakota Board of Nursing

4305 South Louise Ave., Suite 201
Sioux Falls, SD 57106-3115
Phone: 605.362.2760
Fax: 605.362.2768
Website: www.state.sd.us/doh/nursing/
Contact Person: Gloria Damgaard, MS, RN, FRE, Executive Secretary
Average Cost: Temporary \$125.00 Permanent \$100.00
Average Time to Process: Temporary-Walk-thru Permanent -4-6 Weeks

Tennessee State Board of Nursing

227 French Landing, Suite 300
Heritage Place MetroCenter
Nashville, TN 37243
Phone: 615.532.5166
Fax: 615.741.7899
Website: <http://health.state.tn.us/Boards/Nursing/index.htm>
Contact Person: Elizabeth Lund, MSN, RN, Executive Director
Average Cost: Temporary \$115.00
Average Time to Process: 4-6 weeks
Compact

Texas Board of Nursing

333 Guadalupe, Suite 3-460
Austin, TX 78701
Phone: 512.305.7400
Fax: 512.305.7401
Website: www.bon.state.tx.us
Contact Person: Katherine Thomas, MN, RN, FAAN, Executive Director
Average Cost: Temporary \$200.00 Permanent \$200.00
Average Time to Process: 10 Days
Compact



Utah State Board of Nursing

Heber M. Wells Bldg., 4th Floor

160 East 300 South

Salt Lake City, UT 84111

Phone: 801.530.6628

Fax: 801.530.6511

Website: www.dopl.utah.gov/licensing/nursing.html

Contact Person: Debra F. Hobbins, DNP, APRN, LSAC, CARN-AP, Bureau Manager

Average Cost: \$100.00

Average Time to Process: 4-6 Weeks

Compact

Vermont State Board of Nursing

Office of Professional Regulation

National Life Building North F1.2

Montpelier, Vermont 05620-3402

Phone: 802.828.2396

Fax: 802.828.2484

Website: www.vtprofessionals.org/opr1/nurses/

Contact Person: Linda Davidson, APRN, Executive Director

Average Cost: \$150.00

Average Time to Process: Temporary-14 Days or 2 days at board

Virginia Board of Nursing

Department of Health Professions

Perimeter Center

9960 Mayland Drive, Suite 300

Henrico, Virginia 23233

Phone: (804) 367-4515

Fax: (804) 527-4455

Website: www.dhp.virginia.gov/nursing

Contact Person: Jay Douglas, MSM, RN, CSAC, Executive Director

Average Cost: \$160.00

Average Time to Process: 2 weeks

Compact

Washington State Nursing Care Quality Assurance Commission

Department of Health

Nursing Care Quality Assurance Commission

P.O. Box 47864

Olympia, WA 98504-7864

email: nursing@doh.wa.gov

Phone: 360.236.4700

Fax: 360.236.4738

Website: <http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission.aspx>

Contact Person: Paula Meyer, MSN, RN, Executive Director

Average Cost: \$92.00

Average Time to Process: 4 Weeks or less



West Virginia Board of Examiners for Registered Professional Nurses

101 Dee Drive
Charleston, WV 25311
Phone: 304.558.3596
Fax: 304.558.3666
Website: www.wvrnboard.com
Contact Person: Laura Rhodes, MSN, RN, Executive Director
Average Cost: Temporary \$70.00 Permanent \$60.00
Average Time to Process: Temporary-3-5 Days Permanent -7-10 Days

Wisconsin Board of Nursing

Physical Address:
1400 E. Washington Avenue
Madison, WI 53703
Mailing Address:
P.O. Box 8935
Madison, WI 53708-8935
Phone: 608.266.2112
Fax: 608.261.7083
Website: http://drl.wi.gov/board_detail.asp?boardid=42&locid=0
Contact Person: Dan Williams, Bureau Director – Division of Board Services
Average Cost: Temporary \$92.00 Permanent \$82.00
Average Time to Process: Temporary-Walk-thru Permanent -4-6 Weeks
Compact

Wyoming State Board of Nursing

1810 Pioneer Avenue
Cheyenne, WY 82001
Phone: 307.777.7601
Fax: 307.777.3519
Website: <http://nursing.state.wy.us>
Contact Person: Cynthia LaBonde, MN, RN, Interim Executive Director
Average Cost: \$195.00
Average Time to Process: 3-5 Days

Boards of nursing information received from <https://www.ncsbn.org/index.htm>
Average Costs and turn around updated 6/2012 by TaleMed Representative

