INSTRUCTIONS FOR VERIFICATION OF EMPLOYMENT FORM

GENERAL INFORMATION

In accordance with the Arkansas State Board of Nursing Rules, a nurse who is reinstating a nursing license to active status after greater than five (5) years or an applicant for licensure by endorsement who has not been engaged in the active practice of nursing for a period greater than five (5) years shall document completion of the following:

a. Active practice of nursing for a minimum of one thousand hours (1,000) within the one year immediately prior to application. Verification of employment shall be submitted (Option a is not applicable for endorsement applicants); or
b. Completion of a Arkansas board approved refresher course within one (1) year of the date of application; or
c. Graduation from an approved nursing education program within one year of the date of application; and
d. Provide other evidence as requested by the Board.

Active Practice is defined as the act of performing for compensation those acts within specified scope of practice and authorized by the board.

In order to document active nursing experience, State law requires verification of employment. Additional requirements for endorsement or reinstatement may be reviewed by accessing our website at www.arsbn.org.

Instructions to the applicant:

1. Complete the top section of the Verification of Employment form.
2. Forward the form and instructions to your employer/former employer at the facility where you were employed for the year prior to application.
3. You may reproduce as many copies of this form as needed for additional employers.
4. The Verification of Employment form must be completed by the RN Director, Supervisor, or Human Resource officer, and returned to you in the employer's sealed business envelope. The UNOPENED sealed envelope(s) containing the Verification of Employment form(s) must be submitted to the Board with your application.
5. If you already have an application on file with the Board and are submitting additional active nursing experience, the Verification of Employment form may be submitted to the Board by the applicant or the employer, but must be received in the employer’s sealed business envelope. Please be advised that Verification of Employment forms that appear to have been opened or altered will not be accepted. Discrepancies or false statements included in the application or form can result in licensure denial.
6. Return completed form(s) to the Arkansas State Board of Nursing.
7. You may access licensure status on line at www.arsbn.org

Instructions to employer:

The applicant identified on the Verification of Employment form is applying for licensure as a nurse in Arkansas. In order for the applicant to provide evidence of active nursing experience versus taking a refresher course, State law requires the Board to obtain verification of employment, including the number of hours worked within the year prior to application.

1. Please complete the bottom part of the Verification of Employment form.
2. Affirm that the applicant worked in the active practice of nursing in your facility.
3. Return the Verification of Employment form to the applicant in a sealed business envelope. Indicate on the outside of the envelope “Verification of Employment Enclosed- Do Not Open”. It is the applicant’s responsibility to collect the form(s) and submit with the application for licensure.

Thank you for your assistance.
VERIFICATION OF EMPLOYMENT FORM

DIRECTIONS: The applicant shall complete the top section of this form, and then forward it to your employer/former employer. Reproduce as many copies of this form as needed for additional employers. Return completed form(s) to the Arkansas State Board of Nursing per delineated instructions. In lieu of completion of a refresher course, a nurse must provide verification of employment of a minimum of 1000 hours of active practice in nursing within the one year immediately prior to application. (Verification of employment hours not applicable for endorsement applicants.)

Please print

Applicant Name ____________________________________________________________

First Middle Last Other

Name while employed at this facility ____________________________________________

Nursing License Number __________________________ Social Security Number __________________________

Applicant Address

Street City State Zip Code

Applicant Phone Number __________________________ Email Address __________________________

Name of Facility where active nursing experience was obtained __________________________

I hereby request and authorize my employer/former employer to release the information requested on this form to the Arkansas State Board of Nursing for licensure purposes.

Printed name of applicant __________________________ Signature of applicant __________________________ Date __________________________

This section is to be completed by employer and cannot be signed by the applicant.

The above named individual was employed as a nurse at this facility during the year immediately prior to this application date:

(check one) ☐ Yes ☐ No

The above named nurse actively practiced nursing for a minimum of 1000 hours during the year immediately prior to this application date:

(check one) ☐ Yes ☐ No If no, explain __________________________

Title, credentials and position held by individual during time of employment __________________________

Name of Employer ____________________________________________________________

Address of Employer street City State Zip Code

Telephone number of Employer __________________________ Email __________________________

I, the undersigned, declare and affirm that, according to our records and to the best of my knowledge and belief, the information provided above for the purpose of licensure is true and correct.

Printed name of agency representative __________________________ Date __________________________

Signature of agency representative/title who can verify/confirm number of hours employed __________________________