

ARKANSAS STATE BOARD OF NURSING

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Arkansas Department of Health

Division of Healthcare Related
Boards & Commissions

REFRESHER COURSE TEMPORARY PERMIT APPLICATION INSTRUCTIONS

General Information

All Arkansas State Board of Nursing approved refresher courses include a didactic (theory) and clinical component. Refresher courses are designed for the nurse who has been out of practice for a period of time. The Temporary Permit - Refresher Course Only application is ONLY submitted if an individual has already completed the theory portion of a board approved refresher course.

The Temporary Permit - Refresher Course Only application is NOT an application for examination, endorsement, renewal or for the refresher course itself.

Note: Contact hours obtained from a refresher course cannot be used to meet the requirements for license renewal continuing education.

General Instructions

1. Temporary Permit - Refresher Course Only Application

- The refresher course applicant must obtain a refresher course temporary permit prior to attending the clinical portion of the course.
- The Refresher Course Coordinator sends a letter of notification of theory completion to the Arkansas State Board of Nursing via established process.
- Access Arkansas Nurse Portal account and submit the Refresher Course Temporary Permit application electronically through the online system.
 - From Nurse Portal account dashboard, click on the "Apply for License" button" located in the top right corner.
 - Click on the "Other Applications" button.
 - Click on the Temporary Permit-Refresher Course Only application.
 - Read the Instructions and click on the "Next" button to complete the application and submit the fee.
- The temporary permit expires in 180 days or upon completion of the Board approved refresher course, whichever comes first.
- The temporary permit can only be used for activities directly related to the refresher course or competency-based orientation course. It may not be used for employment in any facility.
- Once issued, refresher course temporary permit status may be viewed in Nurse Portal account and verified by accessing [Nursys.com](https://www.nursys.com). Choose the second portal, Quick Confirm.

2. Fee Information

- The associated fee is paid from within the Nurse Portal account at the end of completion of the online application.
- The accepted method of payment is with a credit card (Visa, MasterCard, or Discover).
- Verify that the charges are correct before submitting application.
- **ALL FEES ARE NON-REFUNDABLE.**
- You will receive a payment receipt by email which should be printed as proof of payment.