

Medallion

RN licensure: A guide to get licensed in Indiana



## **Overview**

eNLC	Yes
Walk through	No
Temporary license	No
Nursys participation	Yes

## **Fees**

Endorsement application fee	\$50
Temporary fee	\$10

## **Timing**

Permanent license	Approximately 4-6 weeks upon receipt of all required materials
Temporary license	Approximately 2 weeks upon receipt of all required documents. The temporary license is valid for 90 days.

Ensuring you or your providers become licensed registered nurses (RN) in Indiana doesn't have to be an intimidating process. With the right planning and understanding of each step, it can be an exciting journey toward a rewarding career for your providers and growth for your organization. Our guide will walk you through the fees, timelines, renewal processes and key things to know to get an RN license in the Hoosier State.

## License renewals

## Cadence: Every 2 years

All licenses, regardless of issuance date, expire on June 30 of each odd-numbered year and are subject to renewal.

#### **Process**

- A license that has been expired for less than 18 months may be renewed online.
- If your license has expired for more than 18 months you must complete and mail in this form along with a \$100 fee.
- If your license has expired for more than three years you will need to mail in a completed renewal form, \$100 fee and a copy of an active license from another jurisdiction.

#### **Required contract hours**

No required contact hours as long as your license has not expired for three years or more.

#### Renewal fee

The renewal fee is \$50.



## Licensure by endorsement process

## For a permanent license

- 1. Submit an application online.
  - If you wish to be issued a provisional license, please indicate this on your application.
- 2. Your application must include all of the following:
  - Include a photograph, approximately 2  $\frac{1}{2}$  x 3  $\frac{1}{2}$  inches, head and shoulders view, black and white or color, of professional quality.
  - Submit the associated fee (made payable to the Indiana Professional Licensing Agency)
  - If you answer "yes" to any questions on page 2 of the application, explain fully in a statement that includes all related details. If you answer "yes" to any of the questions you will not qualify for a temporary license because the Board of Nursing will need the results from your background check.
  - Enclose any documentation of any legal name change if your name differs from that on any of your documents (if applicable).

You now qualify for a temporary license and will need to complete the remaining tasks before your temporary license expires in order to receive a permanent license.

- 3. Verification of licensure from every state, territory, and country that you hold or have held a license, certificate, registration, or permit to practice nursing and/or any other regulated health occupation.
- If the state(s) participate in Nursys, you must complete the Nursys verification process, pay their fee and designate Indiana as the receipt of the verification.
- If the state(s) does not participate in Nursys, you must contact their state Boards directly for further instructions. You will need to send them a Verification of License form (found here) to complete and submit to the Indiana Board of Nursing on your behalf.



#### 4. Official transcripts

• If the state of your original licensure does not verify your education for other state Boards of Nursing you will need to provide official documentation of graduation from a state accredited program in nursing, provided directly to the Indiana State Board of Nursing from your nursing program. If the nursing program completed was in a territory that was not previously approved by a state board, the transcripts would need to be submitted directly to the board from the school for evaluation.

#### 5. Complete your Complete Background Check

- Complete this step only after receiving notification from the Board of Nursing that your application has been received. If you completed a Complete Background Check prior to your application being received, you will be required to complete another.
- Once you receive the email complete the fingerprinting via in-state or instructions for out of state residence.

## Things to know



## **Endorsement applications**

Endorsement applications are considered abandoned if they are not completed within one year.



### **Active licenses**

If you do not have an active license in another jurisdiction, you will receive a notice to come before the Board for a Personal Appearance.



# Evaluating which states to license in and finding your strategic advantage

When determining which states to pursue medical licensure in, it's essential to weigh the potential benefits against the complexity and cost of the process. If you're aiming to position yourself in a competitive market with vast opportunities, the investment in an Indiana license might prove advantageous in the long run.

Evaluate your long-term goals, available resources and timeframe to strategically choose your licensing paths.

## Getting RN licensure in Indiana is simplified with Medallion

If you and your providers are pursuing licensure as a registered nurse in Indiana, you need more than just a step-by-step checklist: you need Medallion.

Medallion makes it easy to navigate the licensure process for healthcare professionals. We help keep you on track and compliant with all state-specific requirements and regulations.

With Medallion, obtaining an RN license becomes a streamlined process. We assist with the completion of necessary documentation, guide you through the application process, and provide resources for continuing education requirements - all from one centralized platform.

Whether your provider is a local graduate, a nurse from another state seeking endorsement or a foreign-educated nurse, Medallion simplifies the complexities of obtaining an RN license in Indiana on their behalf. Learn more and get in touch here.

Remember to stay organized, be patient and always keep up-to-date with the Indiana Board of Registered Nursing's latest guidelines. Good luck!

