

Instructions for Completing the LSBN Packet (Fingerprints and Online App.)

- ☐ 1. Await an email from **Ms. April Amerson** stating you can create your account. Once you receive the email you will be able to create an account and do the application. **DO NOT DO ANYTHING UNTIL YOU RECEIVE THE EMAIL.** If you do something early, it will be voided by the LSBN and your application will be delayed.
- ☐ 2. Students can create an account **once they receive the email from Ms. April Amerson,** by either going to the Charity Homepage and clicking on “Louisiana State Board of Nursing” and then “Application Link” <https://lsbn.boardsofnursing.org/lsbn> or they can go to the LSBN website and select “Access the Nurse Portal” on their home page. **This is only done after receiving the email stating you can proceed.**
- ☐ 3. Once applicant initiates the account, they will receive a verification code via email to complete the process. This email is sent immediately to the student. Students have 24 hours to use their verification code to access their account or they will need to start over. The email will have a link to set up the account.
- ☐ 4. Once in the system, students will click on the “Apply” button located next to “Other Applications”. The student application is listed as RN Student Clinical Permit Application. If the student does not see this application after being emailed that it is available, they should let us know. DO NOT just fill out any application in there. If the wrong application is completed, the board will not reimburse you.
- ☐ 5. Student will complete online application and submit all supporting documents and payments through the portal.
- ☐ 6. **Students are required to email a pdf copy** of the application by the due date to csnlsbn@dcc.edu.
- ☐ 7. Complete the fingerprint process through IdentoGo by the the deadline given in the email. **DO NOT DO ANYTHING UNTIL YOU RECEIVE THE EMAIL.** If you do something early, it will be voided by the LSBN and your application will be delayed.
- ☐ 8. Once you have completed your fingerprints, please email csnlsbn@dcc.edu.

lsbn.state.la.us/wp-content/uploads/credentialing/fingerprintinstructions.pdf?v=1731942929

The link above will explain the process for registering for prints

<https://uenroll.identogo.com/>

The link above will send you directly to IdentoGo.

LSBN Application Cost \$50.00

IdentoGo Cost \$50.00-\$70.00

Prices are subject to change without notice

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What to look for and how to proceed after.

- ☐ 1. Email sent by csnlsbn@dcc.edu to start LSBN application and Fingerprints:

Dear Student,

Please read the following instructions carefully regarding the LSBN Nursing Portal application process and fingerprint submission.

The LSBN Nursing Portal is now open, and you can begin creating your account and submitting your application. The deadline for submitting the PDF application is Day, Month, Date and time. The application takes approximately 10-15 minutes to complete, so there should be no issues meeting this deadline.

- ☐ 2. Once your application is finished send PDF to csnlsbn@dcc.edu

- ☐ 3. You will receive a response email:

Your application has been received. Once you have physically taken your fingerprints send an email as confirmation that they have been done.

- ☐ 4. Send an email that fingerprints are complete. (Once you have gone to the place and fingerprints have been completed)

- ☐ 5. You will receive a response email:

Great job!!! Now we are just waiting for LSBN to give you approval. Once you receive your approval, just forward that email to us. Look for a subject line like Subject: Congratulations, we have approved your Student application submitted via the Louisiana Nurse Portal!

- ☐ 6. Once you receive your approval email from LSBN forward this to csnlsbn@dcc.edu.

- ☐ 7. You will receive a Congratulations email from csnlsbn@dcc.edu.

- ☐ 8. You will receive a response email:

Dear, Congratulations on receiving your approval letter from the Louisiana State Board of Nursing (LSBN), and on beginning this exciting new journey!

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