

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

1. Complete the Fingerprint Authorization form located on the Delgado / Charity homepage under Louisiana State Board of Nursing. Bring this completed form to the session.  
(<https://www.dcc.edu/documents/academics/charity-school-nursing/fingerprintauth2021.pdf>).
2. Complete 2 digital fingerprint cards to bring to the session.
3. Await an email from Mr. Velez 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.
4. Students can create an account **once they receive the email from Mr. Velez,** by either going to the Charity Homepage and clicking on “Louisiana State Board of Nursing” and then “Application Link” <https://lsbn.boardsfnursing.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.**
5. 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.
6. 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.
7. Student will complete online application and submit all supporting documents and payments through the portal.
8. Students are required to email a pdf copy of the application by the due date to [csnlsbn@dcc.edu](mailto:csnlsbn@dcc.edu)