

Nurse Form 5

Application for Limited Permit

The University of the State of New York
The State Education Department
Office of the Professions
Division of Professional Licensing Services

Applicant Instructions

1. A limited permit authorizes practice as a nurse under the immediate and personal supervision of a New York State licensed, currently registered, registered professional nurse and with the endorsement of the employer. Complete Section I. Be sure to sign and date item 11 on page 2. It is your responsibility to ensure that your prospective employer fully completes Section II. **Note:** Once a limited permit is issued, it may not be adjusted. You should be certain you are ready to begin practice when you apply for the limited permit. You may not begin practice until your limited permit is issued unless you meet the practice exemption detailed in the Instructions to the Employer in Section II of this form.
2. You may apply for a limited permit either at the same time as or after submitting an Application for Licensure (Form 1). If you have not yet filed a Form 1 and the licensure fee (\$143), you must submit them with this form and the limited permit fee. **Permits cannot be issued until all required documentation has been received and approved.**
3. Submit this application and the \$35 fee to the Office of the Professions, at the address at the end of this form.
4. If you change employment after your permit is issued, you must obtain a new permit by completing a new Form 5 with your prospective employer. A new fee is not required for a permit issued as a result of a change in employment.

Section I - Applicant Information

1. Check what you are applying for Registered Professional Nurse **22 \$35 PR** Licensed Practical Nurse **10 \$35 PR**

2. Social Security Number _____ 3. Birth Date Month _____ Day _____ Year _____
(Leave this blank if you do not have a U.S. Social Security Number)

4. Print Your Name Exactly As It Appears On Your Application for Licensure (Form 1)

Last _____

First _____

Middle _____

6. Telephone/Email Address

Daytime Phone _____

5. Mailing Address (You must notify the Department promptly of any address or name changes)

Line 1 _____ Area Code _____ Phone _____

Line 2 _____ Email Address (please print clearly) _____

Line 3 _____

City _____

State _____ ZIP Code _____

Country/
Province _____

7. I am applying for Original Permit Additional supervisor/site Change of supervisor/site

8. Are you licensed as a nurse in another jurisdiction? Yes No

If no, have you ever failed the RN licensing examination? Yes* No *You are not eligible for an RN permit if you have ever taken the NCLEX-RN examination.

If no, have you ever failed the PN licensing examination? Yes** No **You are not eligible for an LPN permit if you have ever taken the NCLEX-PN examination.

9. Foreign Education Nurse ONLY. Have you successfully completed (check one): CGFNS CNATS

Date CGFNS Qualifying Examination written _____ *CGFNS Certificate number _____
mo. day yr.

Date CNATS Examination written _____ CNATS Exam score _____
mo. day yr.

*CGFNS must submit this certificate directly to the Office of the Professions

10. Nursing school attended _____

Address _____

Date degree completed _____
mo. day yr.

11. **Attestation**

I declare and affirm that the statements made in the foregoing application are true, complete and correct. Any false or misleading information in, or in connection with my application may be cause for denial of permit and licensure and may result in criminal prosecution.

Applicant's Signature

Date

Section II - Certification of Supervision

Instructions to the Employer:

1. By completing this section, you are certifying that the applicant for the limited permit will be employed under the supervision of a registered professional nurse who is licensed and currently registered in New York State and that you agree to abide by the conditions stipulated on the permit.
2. The applicant must be employed by the facility in which they are working. They may not be employed by a third party.
3. The supervising nurses listed in this section must be Registered Professional Nurses who will work **directly** with the permittee on the same unit so that consistent supervision is ensured.
4. A limited permit expires one year from the date of issuance or upon written notice to the applicant by the Department that the application for licensure has been denied, or 10 days after written notification to the applicant of failure on the professional licensing examination, whichever occurs first. Failing applicants will be advised in writing by the Department to notify their employer of the exam results immediately to allow reasonable notice to the employer that they are no longer able to work under a limited permit.
5. The applicant may not begin practice until the limited permit is issued.*

***EXEMPTION:** New graduates of New York State nursing education programs registered by the New York State Education Department as licensure qualifying **who have applied for licensure and a limited permit** may be employed to practice under the supervision of a registered professional nurse for 90 days immediately following graduation pending receipt of a limited permit. The permittee must submit the employer's copy of the limited permit to the employer as soon as it is received.

1. Permittee's Name _____

2. To be employed as RN LPN

3. Employer (Enter full name - no initials)

Name _____

Address _____
(Street)

City (State/Province) (ZIP Code) (Country)

4. Telephone _____ Fax _____ Email _____

5. If practice site is different from employer's address (item 3), provide that address also

Name _____

Address _____
(Street)

City (State/Province) (ZIP Code) (Country)

(Telephone) (Fax) (Email)

Section II - Certification Supervision (Continued)

6. Supervisor of this permittee

In order to assure that there is always a licensed registered professional nurse available to work directly with this permittee on the specific unit, you must provide the names of two licensed registered professional nurses who will supervise this permittee

1. Supervising registered professional nurse _____

New York State License number _____

2. Supervising registered professional nurse _____

New York State License number _____

7. **Attestation by Director of Nursing or Physician
(To be completed and signed by the director of nursing or designee where the permittee will practice)**

By completing the information in Section II and signing this attestation, I am certifying that the permittee will be employed under the supervision of a registered professional nurse who is licensed and currently registered in New York State, that the supervising nurse will be notified of this responsibility, and that the employer agrees to abide by the conditions stipulated on the permit.

I declare that the statements made in Section II are true, complete and correct. Any false or misleading information in, or in connection with this certification, may be cause for disciplinary action against my license.

Signature on behalf of employer _____
(I.e., Director of Nursing or Physician)

Date _____

Print Name _____

Title _____

New York State Profession _____

New York State Professional License Number _____

If you are applying for an original permit; mail this form and appropriate fee to: New York State Education Department, Office of the Professions, PO Box 22063, Albany, NY 12201 U.S.A.. DO NOT SEND CASH. Make check or money order payable to the New York State Education Department.

If you are ONLY applying for a change of, or additional supervisor/site; mail this form to: New York State Education Department, Office of the Professions, Nurse Unit, 89 Washington Avenue, Albany, NY 12234-1000 U.S.A.. **No fee is needed for this option.**