

## University of Houston-Clear Lake

### Nursing Refresher/Re-Entry FAQs

#### **I am seeking to renew a lapsed License or Endorsement what do I need to register for?**

Individuals must register for both courses if they are seeking the reinstatement of a lapsed RN license or endorsement of a Texas license. Students must register for needed option at the initial registration. If the clinical component is a requirement, it cannot be registered for at a later date.

#### **What is the Definition of Endorsement?**

**Endorsement:** “The process of issuing a permanent license without further examination (NCLEX) to a nurse from another jurisdiction or licensing authority after the determination is made that the applicant meets the same standards as those required of Texas nurses.” [Rule 217.1 (12)]

**Do I need to apply for an Endorsement Renewal of Licensure from another state?** If you received your initial RN license from another state the UHCL Refresher/Re-entry course is required to apply for a Texas License through the “Endorsement” process.

#### **What if I am a Nurse Endorsing Texas from another State?**

Once you confirm with the Texas Board of Nursing that you need to pursue endorsement.

#### **In what order do I complete the forms? Which comes first, endorsement or temporary permit?**

The temporary permit is the first step in the process. The temporary permit allows an individual to begin a refresher course, extensive orientation to the practice of nursing, or a nursing program of study which meets the requirements prescribed by the Board. The Temporary Permit is valid for 120 days from the day it is issued. The temporary permit application is a step-by-step guideline that will walk you through the process. \*The application for the Temporary Permit should be made after the student registers for the program and has been advised to do so by the instructor after the first class meeting.

#### **What health information will I need to present to start the program?**

- ✓ **Health:** A Current physical examination (within the same year of the registered program start date), negative drug test, and a clean background check are required for clinical request and placement.
  
- ✓ **Immunizations:** All documentation must be submitted and completed
  - **current TB test (negative) or (evidence of negative chest X-ray if BCG has been taken in the past year)**
  - **immunizations/titers (MMR, Varicella, Hepatitis B, Tdap);**
  - **Influenza-Flu (if in season)**

- ✓ **Drug Screen-** The student is responsible for the cost and obtaining this from a external laboratory. Note Immunizations/titers, and drug screen are requirements of the hospitals and CDC requirements.

## **Clinical Hospital Rotations and Requirements**

### **What will I need to be eligible to start my clinical rotation?**

- ✓ **All of the above health requirements** must be met before a clinical rotation is requested/assigned for Option 1.
- ✓ **Apply for Six-month temporary permits:**  
**Once your instructor tells you to apply you must make application:** Six-month temporary permits are issued to nurses who have not been employed as Registered Nurse during the past four years. They are used for the purpose of completing a refresher program, under the supervision of an RN Instructor—The Texas Board of Nursing (BON) will issue a one-time, 120-day, temporary license (if you are eligible) within fifteen business days of receipt of the completed application and fee. To be eligible for clinical placement, participants must submit an application to the Texas Board of Nursing for a temporary license and background check; request to BON 5 days before the first class meeting. If all the requirements are met for the endorsement process, a 120-day temporary license will be issued within ten business days of receipt of the online Application Forms – Six-Month Limited Permits: Registered Nurse Limited Permits
- ✓ \*It is important to remember that the temporary permit is valid for only six months (120 days) and is non-renewable. Do not apply before starting a program.  
**\*Six-month temporary permit eligibility:**  
In order to reactivate a lapsed license or be issued/endorsed a license, you must successfully complete ONE of the following:  
**U.S. licensed RN** - All participants must hold a previous or current U.S. registered nurse (RN) license.  
**NCLEX-RN** - Participants must have taken and passed the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### **Are background checks required in Texas?**

Applicants seeking licensure in Texas by Endorsement or Examination are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code). NOTE: You do not need to complete this step if you already have a criminal background check on file with the TBON.

## **How do I get started with the Clinical Rotation request?**

**Establish a Hospital Clinical Account:** An external account used by the hospital systems is required to be set up by the student to approve a rotation and preceptor. The approximate cost is \$40, and is paid directly to the company. Once you are registered for the Refresher program you will be required to set-up a clinical account with the respective hospital system: This is done during the first week of class. A clinical placement request cannot be requested, accepted, or completed by the clinical agency until the account registration is paid in full. The information on how to set up the account will be provided at the first didactic class meeting. Students must have the immunizations results or titers, current CPR, drug screen and temporary license completed prior to the first class meet. All immunizations or Titers, to include current TB test (negative) or (evidence of negative chest X-ray if BCG has been taken in the past year), MMR, Varicella, Hepatitis B, Tdap and influenza (during the flu season), must be completed and documents brought to the first class meet. The recommended CDC timing of flu vaccination, which hospitals comply with, is September through February. Once all documents are presented the account is set up and paid. All tasks must be completed in the clinical system before a clinical placement request will be made to the facility by the nursing department.

## **Where will I complete the 80 hours clinical hours?**

The BON rules are not prescriptive as to the specific setting in which the clinical hours must be completed; however, the optimal setting would provide a wide range of opportunities for the individual to develop the learning needs and competency level to re-enter nursing and assist them to acquire the skills necessary to provide nursing care in a competent and safe manner. We will utilize Acute Care settings whenever possible and provide Adult-Medical Surgical Acute Care experiences. UHCL is contracted with HCA Healthcare and Memorial Hermann Healthcare systems in Houston and surrounding areas. Once the clinical account is set-up, students' clinical requests are submitted and requests are made to facilities closest to the student's residence zip code when possible. The hospital system will make decisions about which clinical facility sites are approved based on the clinical request, availability of a slot and preceptor.

Disclaimer: UHCL nursing department **does not** make the decision on which facility or locations will provide us with the approved rotations. They are provided and assigned by the healthcare facility when requested and approved. Students may need to travel to approved locations. Additionally, although most hospitals assign the preceptors, some hospitals require the student to locate a preceptor within the hospital. We can not support student rotations in specialty areas (OB/GYN, Mental Health, Pediatrics) or that require more than 80 hours. (The fee for clinical placement is non-refundable)

## **How do I track the 80 required hours?**

You will be provided with a clinical log form to be signed by your preceptor at the end of each shift. At the end of the clinical rotation, you will need the preceptor to complete the form in the areas of Question #8 and sign the ATTESTATION STATEMENT for the clinical preceptor and provide their RN license number.

### **What are the expected tasks for the Clinical Rotation?**

This program is in line with the Texas Board of Nursing for the required content areas and are listed on the RN Applications for Six-Month Temporary Permit Forms. An overview of requirements provides a description of the general requirements for didactic and clinical content. Requirements include recommendations for the time allotted to each content area. Home study and/or video-based programs are not acceptable as the primary or sole means of instruction. There must be a qualified nurse instructor. The 80 hours of clinical learning must be spent in direct patient care.

The preceptor must be licensed to practice nursing in Texas. The board staff recommends that the preceptor have current knowledge and clinical expertise in the designated area of practice. Individuals applying to re-enter as an RN must have an RN clinical preceptor. Preceptors are assigned by the facility. Students will work directly with the assigned preceptor(s) to agree on days and hours. The BON does not have specific requirements for the number of preceptors an individual may be assigned to during the 80 hours of clinical. It is not within the purview of the Board of Nursing (BON) to recommend possible clinical sites or preceptors for refresher programs.

### **Do I have to complete all 80 hours in one block of time, such as every day, for a two-week period, or may I do 8, 10, or 12 hours per week for eight weeks or 20 hours per week for four weeks?**

The BON rules are not prescriptive as to how the hours are to be structured within the six-month temporary permit period. However, it is important to remember that the temporary permit is valid for only six months and is non-renewable. The UHCL program will define the block of weeks for completion of the Clinical Rotation.

### **Continuing Education Requirements for License renewal/endorsement:**

#### **Do I need CEUs; Do I submit my CEUs and fee now or with the license renewal? What is the process?**

You will need a minimum of 20 CEUs (current). You may submit the CEUs and the applicable fees anytime during the renewal/refresher process; however, these items must be submitted prior to the expiration of the temporary permit. The Texas board of nursing staff recommends that you submit your 20 contact hours of CNE and the non-refundable fees as soon as possible. Remember the 20 contact hours should be for the two years immediately preceding your application for reactivation. UHCL has a link through our campus library to obtain needed CEUs free of charge once the registration fee and a UHCL student account have been set up for you.

#### **What about the Nursing Jurisprudence Examination?**

You must pass the Texas nursing jurisprudence examination prior to being issued a permanent license. Instructions on taking the Texas nursing jurisprudence are found on the T- BON website.

### **Do I need to retake the NCLEX-RN®?**

Note: If you have not passed the NCLEX-RN® within four years from the date of completion of requirements for graduation, you must re-educate by completing a board-approved nursing educational program in order to take or retake the examination. You are not eligible for this UHCL Refresher/Re-entry program.

If you have previously taken the NCLEX-RN® passed and received an RN license, you do not need to re-take the exam to renew your license after the completion of the Refresher course.

If student completed a nursing education program and never passed NCLEX-RN® or NCLEX-PN® you are not a candidate for this program at UHCL.

## **Program Completion**

### **What do I need to submit upon completion of the program?**

At the end of the clinical rotation, you will need the preceptor to complete two (2) forms: The UHCL preceptor log and the TBON Verification Attestation form. These forms will be provided to you at the start of the program. You will submit the completed Attestation and UHCL clinical log hours, signed by your final preceptor to the UHCL nursing office. The UHCL Program Director will complete the remainder of the form for verification. The forms will be sent to the BON. Please keep a copy of the 2 forms for your record. Once forms are sent to the BON, it will be your responsibility to follow up with the Texas Board of Nursing to ensure forms are received and the status of processing.

### **What if I have more questions?**

#### **Contacts for additional information:**

**Program Specific questions:** If you have any other specific questions please contact the RN Refresher Program Manager via separate email at [NurseRef@uhcl.edu](mailto:NurseRef@uhcl.edu).

#### **Texas Board of Nursing questions**

333 Guadalupe, Suite 3-460 Austin, TX 78701-3944 | P: (512) 305-7400; | F: (512) 305-7401 To protect and promote the welfare of the people of Texas.  
[https://www.bon.texas.gov/education\\_refresher\\_courses.asp.html](https://www.bon.texas.gov/education_refresher_courses.asp.html)