NCBON CNS RECOGNITION PROCESS

**STEP 1 ~ SUBMIT REQUIRED DOCUMENTATION**
Use chart below to determine what to provide to the NCBON.

**MAILING ADDRESS**
Teresa Werlau, APRN Coordinator
NCBON – PO Box 2129 – Raleigh, NC 27602
FAX 919-781-9461 ATTN Teresa
EMAIL teresaw@ncbon.com

**STEP 2 ~ COMPLETE THE ONLINE CNS APPLICATION**
To submit an application for Clinical Nurse Specialist Recognition, please access APRN Application located under “Licenses/Certificates” once you’re logged in to the Nurse Gateway profile - https://portal.ncbon.com

If you have any issues with the online CNS application, please contact Lonzell Fogle, IT Department, at lfogle@ncbon.com

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CNS Documentation Determination Flowchart

Do you have an unrestricted license to practice as an RN in NC or multistate license in a Compact State?

- You are not eligible for CNS recognition by the NCBON.
- **No**
- **Yes**

Do you have restrictions on a previous approval, registration or license as a clinical nurse specialist in another state?

- **No**
- **Yes**
  - You will need to provide additional information from the state in question.

Have you successfully completed a graduate degree in nursing in a CNS program effective July 1, 2015 or a graduate degree in nursing or a related field prior to July 1, 2015?

- You are not eligible for CNS recognition by the NCBON.
- **No**
- **Yes**

Do you hold CNS national certification by a national credentialing body prior to 1-1-2007, have maintained that certification, have active clinical nurse specialist practice to date, and hold a graduate degree in nursing or a related field?

- **No**
- **Yes**

If no certification is available, then contact the Practice Department at practice@ncbon.com.

**National Certification and Transcript**
Provide the NCBON the following documentation for review:
Via regular mail only
- **Official transcript** of master’s, post-master’s certificate or doctoral degree sent **directly** from the school to NCBON AND
- **National certification** sent **directly** from the national credentialing body to NCBON.

Transcripts and/or certification sent from the CNS applicant will not be accepted.