



# Mississippi Board of Nursing

713 S. Pear Orchard Rd., Plaza II, Suite 300, Ridgeland, MS 39157

## **TO: RESTORATION APPLICATION**

An application for restoration may be accepted in the Board office no sooner than one year from the date of service of the Board's Final Order revoking the license/privilege, accepting the surrender of the license/privilege, denying an application for restoration or reinstatement of the license/privilege, suspending the license/privilege or denying an application for license/privilege.

The loss of one's license/privilege to practice nursing is a very serious matter. The Board of Nursing will restore a license/privilege only if the APPLICANT submits a complete application, supporting documentation, and presents compelling evidence, including acts of rehabilitation WHICH THE applicant has undertaken to address the violation of the Nurse Practice Act and Administrative Code that resulted in the loss of the license/privilege to practice.

The APPLICANT carries the burden of proving to the Board that they are worthy of having the license/privilege to practice restored.

If the APPLICANT requires copies of the Board of Nursing's previous order, the APPLICANT may complete the Request for Public Information form and pay the fee required for this information. Once the request and payment have been received, the information will be provided via e-mail within 5-7 business days.

### **Examples of proof include:**

- Completion Certificates for continuing education courses approved by the Board. (Continuing education requests must be submitted in writing to the Board for approval prior to beginning the continuing education class).
- Evidence of efforts made regarding rehabilitation specific to the conduct that resulted in the loss of licensure/privilege to practice.
- Community action is demonstrated by volunteering, involvement in Boards or committees, church work, mission trips, involvement with habitat for humanity, etc.

## **DIRECTIONS FOR COMPLETION AND ADMISSION OF RESTORATION PACKETS**

### **APPLICATION:**

Fill out and complete pages (1) – (5), APPLICANT must have the form notarized and include a passport-style photo of the APPLICANT on page (5). If APPLICANT needs extra space, put additional pages behind pages (1) –(5).

### **AUTHORIZATION TO RELEASE TREATMENT RECORDS:**

The actual treatment records for substance disorder treatment or psychiatric treatment, or any other treatment as recommended by the Board, must be included with the release form.

- These must include initial diagnosis, as well as discharge diagnosis, current diagnosis, any recommendations for continued care/rehabilitation, and completion certificate, if applicable.
- If APPLICANT attends therapy or sees a psychiatrist, have APPLICANT’S Psychiatrist/Therapist attach a letter of APPLICANT’S therapeutic goals, progress, and initial diagnosis.
- If APPLICANT has a physical condition that limits APPLICANT’S practice, diagnosis and treatment protocol from the physician or NP must be included.
- If APPLICANT is on disability, documentation pertaining to that must be included.

### **VERIFICATION OF LICENSURE IN ANOTHER STATE:**

Please contact that state’s Board of Nursing for instructions and fees required for verification and completion of the form included in the Restoration Packet. If you are not licensed in another state, please disregard this form.

### **SUPPORTING AFFIDAVITS:**

- APPLICANT must submit five (5) affidavits from individuals who have the knowledge and are able to articulate the reason for the loss/denial of APPLICANT’S license/privilege to practice.
- These individuals should be able to verify APPLICANT’S ability to practice nursing, APPLICANT’S character, APPLICANT’S behavior, and APPLICANT’S conduct after APPLICANT’S license/privilege was revoked, surrendered, suspended, or denied.
- **PLEASE NOTE: Three (3) of the five (5) affidavits must be completed by nurses with a license or privilege to practice in good standing.**

- All supporting affidavits must be on the form contained in the packet and notarized. APPLICANT will have to make copies of the form.
- If APPLICANT is an APRN seeking restoration of APRN practices, it is recommended that the (3) nurse affidavits be filled out by APRN nurses.

### **CONTINUING EDUCATION:**

- It is suggested, NOT recommended, that the APPLICANT complete three (3) to four (4) online classes for certificates.
- The Board approved course listing is available on the MSBN website. For continuing education not listed by the MSBN, a request for approval must be submitted in writing with a description of the continuing education offering and the name of the accredited entity presenting the continuing education.
- Examples for classes would include, classes that pertain to APPLICANT’S focus in nurse practice, classes related to violation of law that led to the loss of APPLICANT’S license/privilege to practice such as documentation, pharmacology, nurse addiction/recovery, etc.

### **SUBSTANCE MISUSE-RELATED OFFENSES:**

If APPLICANT’S license or privilege to practice was revoked, suspended, surrendered, or denied due to substance use disorder-related offenses such as diversion of controlled substances, forgery of prescriptions, work impairment due to substances, taking a mood-altering or controlled medication not prescribed for APPLICANT and/or criminal convictions related to substance misuse, THEN APPLICANT must do the following:

- Submit documentation of one (1) full year of sobriety following the execution of the APPLICANT’S Final Board Order.
- **DRUG TESTING:**

Enroll in testing with the Board-approved drug testing system, Affinity (Spectrum Compliance) online solutions. **APPLICANT must provide twelve (12) months of normal negative drug screen results in the year prior to making an application for restoration.**

- **AA/NA TWELVE-STEP CALENDARS:**

APPLICANT must attend a minimum of twelve (12) months of AA/NA/Other Board-approved self-help meetings documented on the Board Approved Calendar Form for the twelve months preceding submission of APPLICANT’S application. APPLICANT is responsible for maintaining the twelve (12) months of calendars and for submitting them as part of the Restoration Application.

- **PROOF OF COMPLETION OF CRIMINAL PROBATION:**

If APPLICANT has been on criminal probation, including Drug Court or Pre-trial Diversion program, APPLICANT must provide certified legal documentation of proof of completion of probation/Drug Court/diversion program, including payment of all fines, volunteer hours, and fees.

**HOW TO GET SET FOR A RESTORATION HEARING:**

Submit one (1) electronic copy in PDF form of the complete restoration application for review by staff. The legal staff will review the application and may request further documentation to be added to the application or return the application to the applicant to complete any missing documents or requirements. The final complete application in PDF form should include the following in clearly identifiable sections:

- CHECKLIST
- APPLICATION
- FINAL BOARD ORDER
- AFFIDAVITS
- VERIFICATION OF LICENSURE IN OTHER STATES, if applicable,
- EDUCATION
- COMMUNITY SERVICE

If applicable:

- TREATMENT DOCUMENTATION
- DRUG SCREEN RESULTS
- TWELVE (12) STEP CALENDARS
- CERTIFIED COPY OF ANY COURT'S FINAL DISPOSITION DOCUMENTATION
- COMPLETION OF PROBATION DOCUMENTATION

Please be advised that the application for restoration shall be submitted to the Board Office no sooner than one full year from execution of the Board's Final Order and addressed to the MSBON, in care of RESTORATION. The Board is not responsible for applications for restoration received less than one (1) year from the date of the Board's Final Order. Should the Board, in the restoration hearing, deny the APPLICANT's request for restoration of APPLICANT's license or privilege to practice, APPLICANT has thirty (30) days from the date APPLICANT receives the Board's Final Order to appeal that decision to the full membership of the Board. Should APPLICANT waive the right to appeal, APPLICANT must wait a full twelve (12) months from the date APPLICANT receives the Board's Final Order regarding restoration denial before submitting a **NEW** application for restoration.

APPLICANT may download a copy of the Nursing Practice Law and Administrative Code from the MSBON website.