

Why are registered nurses being required to be fingerprinted?

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The mission of the Board is to protect the health and safety of consumers by promoting quality registered nursing care in the State of California. The Board fingerprints licensees as one way of ensuring that registered nurses are safe and competent practitioners.

Q: When did the Board start fingerprinting licensees?

The Board began to fingerprint all applicants for licensure around August 1, 1990. For a licensee for whom the Board does not have fingerprints, the Board will require fingerprints for a license that expires on or after March 1, 2009.

Q: Am I required to be fingerprinted?

Effective March 1, 2009, if you have never been fingerprinted for the Board or the Board no longer has the fingerprint record.

You are required to be fingerprinted when you:

- Renew a license that expires on or after March 30, 2009 in the active status;
- Activate an inactive license; Seek reinstatement, in the active status, of a lapsed license.
- You do not have to be fingerprinted if you:
- Have previously been fingerprinted for the Board (e.g., for initial licensure, reinstatement of license, or condition of probation, etc.) and the Board has your fingerprint record;
- Are renewing your license in

the "inactive status"; or

- Are actively serving in the military outside the country.

Q: Should I contact the Board to determine if my fingerprint records are on file?

No, the fingerprinting records, particularly for licensees fingerprinted prior to 1990, are not readily available.

Q: What should I do if I'm not sure if I've been fingerprinted for the Board?

When you renew your license, if you reasonably believe that you have been fingerprinted for the Board, check "YES" on the license renewal application to indicate that you have complied with the fingerprint requirement. The Board will reconcile your renewal application with fingerprinting records and notify you if it does not have your fingerprint records on file.

Q: Do I need to wait until my renewal is due to be fingerprinted?

No, you may submit your fingerprints at any time prior to the expiration of your license.

Q: How do I go about completing the fingerprint requirement?

There are two methods available for completing the fingerprint requirement.

1) Live Scan - recommended for RNs who are in California as this method will shorten the processing time. The Request for Live Scan service form and instructions for completing and submitting the form can be found on the website at <http://www.rn.ca.gov/licensees/ren-fp.shtml#livescan>.

2) Fingerprint card (hard card) - for RNs without access to Live Scan. The instructions for obtaining and completing the hard card are also found on this website at <http://www.rn.ca.gov/licensees/ren-fp.shtml#manual>.

Q: How do I obtain the Live Scan form? You may obtain a Request for Live Scan Service form from this website at <http://www.rn.ca.gov/pdfs/licensees/ren-livescan.pdf>. You may also submit a request in writing to the Board of Registered Nursing, 1625 N. Market Blvd., Suite N-217, Sacramento, CA 95834.

Q: How do I obtain fingerprint cards (hard cards)?

There are two methods to obtain fingerprint cards:

1) Submit a request in writing for the 8" x 8" fingerprint card (FD-258) to the Board of Registered Nursing, 1625 N. Market Blvd., Suite N-217, Sacramento, CA 95834

2) Submit a request online from the Board's Fingerprint Request page at <https://app.dca.ca.gov/rn/requests.asp>.

Q: I live outside of California -- can I submit Live Scan fingerprints?

You may submit live scan fingerprints as long as the fingerprints were completed through a California Live Scan site. A listing of California Live Scan sites may be found at <http://ag.ca.gov/fingerprints/publications/contact.htm>.

RNPA - CE CLASS

**DIABETES IN
THE 21ST
CENTURY**

FEBRUARY 9, 2009

8:30 AM - 4:00 PM

RNPA
Community
Involvement-One
Warm Coat

We are happy to report that RNPA's community involvement partnership with One Warm Coat was a success. On January 7, 2009, RNPA Board of Directors, Liz LaRosa, Jane Valdez, and Daisy Brown delivered 25 large garbage bags filled with blankets, diapers, new socks, coats, toothpaste and toothbrushes to Sacred Heart Community Services.

Thank you to all who participated.

Over Code Work

Due to budgetary constraints, over code work has not been as prevalent as it once was in the hospital.

As a result in some areas, over code work has not been properly designated on the schedule. Remember if you are pre-scheduled over code, a > should indicate this on the schedule. Nurses in

part-time codes should be scheduled prior to Per Diem and Extra-Help nurses. Section 8.20 Additional Shift Work of the Memorandum of Understanding between the County of Santa Clara and Registered Nurses Professional Association states, "Draft schedules shall be posted in advance of the final schedule. Nurses shall indicate availability for additional shift work in writing. Prior to posting of the final

work schedule, nurses in part-time codes will be given preference over Per Diem and Extra-Help nurses for available, additional shifts in their work unit. Additional shift work within the unit shall be distributed as equally as practicable."

If there are any questions regarding scheduling on your unit, please contact the RNPA office, 292-6061.

Paycheck Errors

Some members and units have been consistently experiencing errors in their paychecks. If you have experienced an error there are certain steps you can utilize, to try and resolve the error.

First contact your time keeper. Second, follow-up with an email outlining your conversation as well as corrective action and anticipated date it is to occur.

Copy correspondence to RNPA, at scrnpa.net. If you do not receive resolution by the agreed upon date, contact your timekeeper, follow-up with an email and contact RNPA immediately.

BRN Fingerprinting-continued

Q: What is the cost for fingerprinting?

The current processing fee for DOJ and FBI is \$51.00. In addition, a print "rolling" fee of \$5.00 to \$45.00 will be required at the fingerprint site.¹³ Where can I go to have Live Scan fingerprints completed? A listing of California Live Scan sites can be found at <http://ag.ca.gov/fingerprints/publications/contact.htm>.

Q: I was fingerprinted by my employer, school, or other state agency. Do I need to be fingerprinted for the California Board?

Yes, by law, fingerprint records are specific only to the requestor and results cannot be shared with others. Therefore, you must submit fingerprints to the Board. Although it may be inconvenient to submit fingerprints to multiple agencies, it protects your interest by ensuring that you know and authorize your records being sent to the requesting entity.

Q: Will my license renewal be placed on

hold until a fingerprint clearance is received by the Board?

No, once you have submitted your renewal, appropriate fee, fingerprints (if required), answered the fingerprint compliance question and provided any other information required for renewal, your license will be renewed.

Q: What is considered proof of submission?

Live Scan - For fingerprints completed using Live Scan method, mail or fax one of the two copies of the Request for Live Scan Service form received back from the live scan site to the Board.

Hard Card - For fingerprints submitted via hard card, the submission of the hard card and fee to the Board is considered proof.

Q: What will happen if I do not submit fingerprints to the Board?

Failure to provide the required fingerprint information will render your renewal ap-

plication incomplete and ineligible for renewal. In addition, failure to submit a full set of fingerprints to the Department of Justice on or before the date required for renewal of your license is grounds for discipline by the Board.

Q: What is my fingerprint information going to be used for?

The mission of the Board is to protect the health and safety of California healthcare consumers. Any information received from the California Department of Justice (DOJ) or the Federal Bureau of Investigation (FBI) will be reviewed on a case-by-case basis to determine if there is any cause to pursue administrative action against the license.

Q: Who will have access to my fingerprint information?

The Board of Registered Nursing.

Budget Constraints

The current budget crisis has significantly effected Santa Clara County and it's residents. The County has seen a decrease in key revenue sources such as property taxes, sales taxes, as well as experiencing additional cuts as a result of the state and federal budgets. Therefore, Santa Clara Valley Health and Hospital System is and continues to feel the impact of the budget cuts. Currently, some areas in the hospital are experiencing decreases in census. RNPA has been monitoring these changes and will be meeting with Nursing Administration and Labor Relations to discuss them further on Monday, February 2, 2009. RNPA will keep you appraised of all changes.