

Clinical Nurse Specialist (C.N.S.) Quick Reference Checklist

This checklist is not meant to replace the checklist in the application, but is offered as a quick resource for applicants to ensure they are aware of all the necessary documents prior to submission of their application. **You can find a complete, detailed checklist in the application on our website at www.doh.state.fl.us/mqa/nursing**

In order to become licensed as a C.N.S. you must already hold an active Florida license as Registered Nurse (RN).

I. Application Documents

- _____ 1. A complete **application**
- _____ 2. \$75.00 **fee**
- _____ 3. **Education Materials:**
 - a. **Official transcript** sent directly from your school confirming that you completed a master's degree program in a clinical nurse specialty (degree and date earned).
 - b. **Verification of Successful Completion** (Form is found in the application).
- _____ 4. One of the following items:
 - a. **National Certification-** Verification sent directly from the national certifying body or a copy of current certification (or recertification) card notarized as a "true and correct copy". Test results are not considered proof of national certification.

OR

- b. Proof that he or she holds a master's degree in a specialty area **for which there is no certification** within the clinical nurse specialist role and specialty and proof of having completed 1,000 hours of clinical experience in the clinical specialty for which he or she is academically prepared, with a minimum of 500 hours of clinical practice after graduation. The applicant for certification as a clinical nurse specialist must submit **an affidavit** to the Board of Nursing affirming the required hours of clinical experience. Falsification of the affidavit constitutes grounds for discipline in accordance with s. [464.018\(1\)\(f\)](#). **(Form is found on website at www.doh.state.fl.us/mqa/nursing)**

II. Applicants who have answered “**Yes**” to a question in any of the following sections need to supply additional documentation:

- _____ a. **Criminal History**
 - i. Letter of self explanation
 - ii. Disposition(s) from Clerk of the Court
 - iii. Letters of recommendation
 - iv. Proof of completion of probation

- _____ b. **Discipline History**
 - i. Letter of self explanation
 - ii. Administrative Complaint
 - iii. Final Order

- _____ c. **Health History** (*documentation must be current within the last year*)
 - i. Letter of self explanation
 - ii. Letter(s) from medical practitioner summarizing diagnosis, treatment and prognosis; or any other official documentation