



## Instructions for new graduates of Minnesota approved nursing programs who are licensed in MN and Applying for PHN Registration

### **Before you can apply for registration as a public health nurse (PHN), you must:**

- be licensed and currently registered to practice professional nursing in Minnesota;
- have a baccalaureate or higher degree with a major in nursing; and
- have completed course work which included the required theoretical content and clinical practice in public health nursing (See [Minnesota Rule 6316.0100](#) subparts 1 – 4).

### **Apply for your PHN Registration Certificate online**

#### **Steps for an online application**

1. Go to the nursing board website at <https://mn.gov/boards/nursing/>.
2. Select the *Online Services* link under "Applicants" on the homepage.
3. If you do not have an existing user account, you must register as a new user by selecting *Register to Access Site*. Follow the steps to create your Licensee account.
4. Click on the Online Services tab and select "Submit an Application for Licensure."
5. Choose Public Health Nurse from the drop down list; check the acknowledgments and click *Next*.
6. Proceed through the next screens, entering or updating information as instructed.
7. On the "Education Detail" page, select your school of nursing from the drop down list and click *Next*.
  - **If you recently graduated from a Minnesota approved nursing program and became licensed by exam in Minnesota**, the application may be automatically approved based on the data in your record.
  - **If you are licensed by exam in another state, but recently graduated from a Minnesota approved nursing program and became licensed by endorsement in Minnesota**, you will be directed to submit an affidavit of graduation in public health nursing education to the Board or you may contact the Minnesota approved nursing school where you completed your public health nursing course work and have your school verify your public health nursing education online. [NOTE: *BSU does all verifications online. Do not mail anything to the school.*]
8. Complete the information on the "Fee" page.
9. On the "Review" page, verify your information. If your information is correct, you may proceed to the payment pages by selecting *Next*. If any information is incorrect, you may edit the information by selecting the *Previous* button on the bottom of the page. Do not click the "back" button to return to previous pages.

**Steps for a paper application - NOTE: *BSU DOES NOT ACCEPT PAPER AFFIDAVITS!* Follow the steps for online application only!**