

# TO CHECK THE STATUS OF YOUR APPLICATION AND UPLOAD DOCUMENTS

The screenshot shows the 'ProfileHome.aspx' page. Under 'CBC Information', there is a yellow box for 'Background Check Pending' with a link to 'Click here for receipt/files'. Under 'Licenses & Certificates', there is a blue box for 'Under Review application found! Click here to view.' with a red arrow pointing to the text 'Click here'. Below this is a card for 'RN Endorsement Applicant' with license number 'AMIA-YUZ3IH'.

The screenshot shows the 'DisplayLicense.aspx?ID=355913' page. It features several sections: 'License Information' with fields for License # (AMIA-YUZ3IH), Issued, Expiration, and Status (Pending); 'Options' with a message 'No options are available at this time.'; 'License Files' with a table containing one entry: 'Application\_AMIA-YUZ3IH.pdf' dated '2/14/2022 12:38:28 PM'; and 'Payment History' with a table containing one entry: '2/14/2022 12:38:21 PM' for an amount of '\$104.24'. The 'Application History' section contains a table with one row: 'AMIA-YUZ3IH' under 'Confirmation #' and 'E' under 'Type'. A red arrow points to the 'Confirmation #' cell.

| Confirmation # | Type |
|----------------|------|
| AMIA-YUZ3IH    | E    |

Application Checklist    Application Viewer

🔔 If any documents are required from you, you may upload them using the **Upload** button on the appropriate checklist item below.  
**NOTE: Uploading of documents will not complete any checklist item. Checklist items will be marked complete by Board staff after submitted documents are reviewed.**

| Item                                | Status       | Action                   |
|-------------------------------------|--------------|--------------------------|
| Application Received                | ✓ Complete   |                          |
| Payment Received                    | ✓ Complete   |                          |
| Processed Criminal Background Check | ✗ Incomplete |                          |
| CBC Released                        | ✗ Incomplete |                          |
| Nursing School Transcript Received  | ✗ Incomplete |                          |
| Current License Verified            | ✗ Incomplete |                          |
| Original License Verified           | ✗ Incomplete |                          |
| NURSYS Checked                      | ✗ Incomplete |                          |
| Reorientation/Refresher Program     | ✗ Incomplete | <a href="#">+ Upload</a> |
| 20 CE hours in 2 Years              | ✗ Incomplete | <a href="#">+ Upload</a> |
| 3 Semester Hours in 2 Years         | ✗ Incomplete | <a href="#">+ Upload</a> |
| Proof of Residency/Employment       | ✗ Incomplete | <a href="#">+ Upload</a> |

- If court documents are required, that checklist item will be in red with an upload button.
- If continued education is required, you can upload your documents on the appropriate line. Only 1 of the 3 options is required, if any.
- Proof of residency is required for all MS residents. Proof of employment may only be used to apply for a permit if MS is not your primary resident, but you will be working in MS.
- All other items may only be uploaded by a board staff member and will be marked complete once requirements have been met.
- It may take 7-10 business days to mark items complete/upload documents once received by the board so if you have just submitted your application most items will still show incomplete for up to 10 business days.