

## RN RE-ENTRY PROGRAM

### **Q: How many parts are there to the Re-entry Program and how long does each take?**

- A:** Board of Nursing application and meeting with AHEC coordinator (MUST BE AN RN) (6 wks - 2 months).  
Didactic (self-study, once temporary license is granted).  
Clinical (1 - 3 months; dependent on preceptor's schedule).  
The variance is usually controlled by the re-entry student who decides how quickly to complete each part.

### **Q: What will I need to do to enroll in your Re-entry Program?**

- A:** Download, complete, and return to Board, the Georgia Board of Nursing (BON) application. If your name has changed, include a copy of marriage certificate, divorce decree or court order. Contact Three Rivers AHEC upon notification from Georgia BON that your application has been reviewed for licensing, and it further instructs the applicant to complete a board approved RN Re-entry program.

### **Q: Who completes Form A, B, and C for the Board of Nursing?**

- A:** The AHEC, after you send in the application.

### **Q: Prior to meeting with the AHEC's nurse re-entry coordinator, what do I need to do?**

#### **A: Begin gathering the following documents:**

- A physical exam (within last 6 months) that states you are in good health. No specific form needs to be used.
- A negative PPD skin test or chest x-ray (if history of positive PPD skin test within past 12 months).
- A tetanus/diphtheria booster within past 12 months.
- Complete the hepatitis B immunization series.
- Proof of current immunizations for MMR (or Rubella titer), polio, DPT, and Varicella virus. Positive antibody titers are acceptable.
- Proof of current American Heart Association CPR certification. This must be valid for entire re-entry supervised practice time period.
- Proof of active malpractice liability insurance (\$1,000,000 each incident/\$3,000,000 aggregate)
- Proof of active accidental health insurance (medical coverage)
- May be other requirements based on the training institution's policies and procedures.

### **Q: How long will the entire re-entry program take?**

- A:** It takes anywhere between two to six months, depending on how much time you devote to completing the didactic (self-study) and clinical hours. Georgia BON keeps an application on file for 1 year.

**Q: How does the didactic portion work?**

**A:** You receive a 28-module self-study notebook from AHEC. You take a test after each module, submit all the test answer sheets when you are through with all modules, and you must pass with a minimum score of 80% on each module, in order to move into the clinical phase. The tests are open book. If you do not pass a module, you can restudy the module and retake the test. There is no penalty. We are trying to ensure that you have regained basic knowledge in each of the 28 areas.

**Q: What is the cost for the entire program?**

**A:** \$800 to be paid in two payments; \$400 when you enter the program and the remaining \$400 prior to starting clinicals.

**Q: Are there any other costs associated with the program?**

**A:** You will have to pay for your immunizations, physical exam, malpractice insurance, CPR training, background check, and the Board of Nursing application fee. \*Additional fees may be assessed based on the training institution's policies & procedures.

**Q: How often will I meet with AHEC Re-entry Coordinator?**

**A:** Once at the beginning, and will continue to communicate via phone or email throughout the process.

**Q: I have not practiced in the last four years, do I need a re-entry program?**

**A:** The Board states: "Applicants that cannot document three months or 500 hours of licensed practice as a registered nurse within the last four years immediately preceding the date of application must complete a Board approved re-entry program."

**Q: I haven't practiced for years, do you think I can do this?**

**A:** Yes, yes, yes. AHECs in Georgia have been doing this for several years and have had nurses who have been out of nursing for as many as 17 years and they have been successful in completing the program and obtaining a job.

**Q: What if I do not finish the Re-entry program within the six months in which my temporary license has been issued?**

**A:** You must reapply to the Board of Nursing and start the process over.

**Q: Who actually contacts the facility to obtain a preceptor?**

**A:** The AHEC's re-entry coordinator will work with one of the approved facilities to identify a preceptor. If there is not an approved facility in your area, AHEC will work with you to identify and establish a site if possible.

**Q: In what type of facility will I complete my clinicals?**

**A:** The Board of Nursing requires that the facility be 1) an acute care inpatient hospital; 2) a long term acute care facility; 3) an outpatient multisystem surgical center; or 4) a public health department offering multisystem care. Other sites may qualify, but they must be approved by Georgia BON.

**Q: May I have more than one clinical preceptor for my experience?**

**A:** No.



**Q: What role does the clinical site play?**

**A:** They allow you to attend their hospital orientation (this doesn't count towards your 160 clinical hours); they identify a qualified RN, who has practiced at least 12 months, to supervise you; and they allow you to spend 160 hours of supervised time in the facility in order to help you reenter the workforce. You will not get paid while doing the 160 hours of clinicals.

**Q: Will I have to have a criminal background check?**

**A:** The Board of Nursing requires a criminal background check. Follow their instructions on their website to obtain one. In addition, some institutions require their own background check. We will inform you of how to proceed once the institution has been identified.

**Q: Is an institution obligated to let me do the clinicals if something negative shows up in my background check?**

**A:** No.

**Q: Who arranges the actual hours I will work during my clinicals?**

**A:** The AHEC, re-entry candidate, and the preceptor work together to make those arrangements, be sure to document the actual days and hours worked and submit that information to AHEC at the end of your clinicals.

**Q: Will the facility require that I work for them once I finish the re-entry program?**

**A:** A number of re-entry nurses have been offered jobs upon completion of the program at the facility following their clinical experience. The clinical practice part of the program is an excellent time to learn about employment opportunities at the facility. Some training sites require a work commitment; however, there is no guarantee or obligation by either party.

**Q: Are there certain competencies I must demonstrate during the clinical experience?**

**A:** Yes, you and your preceptor will be given a copy of them.

**Q: Do I have to work 12-hour shifts?**

**A:** Shift hours vary by facility and the department you are assigned to for clinical training. It is usually an 8- or 12-hour shift; the re-entry candidate is required to work the same schedule as the assigned preceptor.

**Q: Can I choose which shift and which department I would like to do my clinicals?**

**A:** No, The clinical hours and departments are assigned based on the availability at the facility. You may state your preference for department/shifts, but that is not a guarantee that you will be placed on that shift or in that department. It would be helpful if you have a resume stating your area of expertise.

**Q: Can I do this program if I have a current nursing license?**

**A:** Yes, the program may be done if you have a current license and want a refresher to brush up on your skills and to make you more marketable as a prospective employee.

**Q: Can I participate in this program if I am licensed in another state?**

**A:** Yes, first you have to submit an application to Georgia BON for licensure by endorsement. Once your application has been processed/reviewed, Georgia BON will notify you if a Re-entry program is necessary. To avoid processing delays please be sure to include all required documentation with your application packet.



**Q: What do I wear to work?**

**A:** Ask your preceptor what is appropriate for that facility and her/his floor.

**Q: Do I need malpractice liability insurance?**

**A:** Yes, but you will not be eligible to obtain it until you obtain your temporary license from the Board of Nursing. You must have this proof prior to beginning clinicals.

**Q: Do I need accidental health insurance (medical coverage) during my supervised practice period?**

**A:** Yes.

**Q: Does the program have a scheduled start date for sessions?**

**A:** No, there is no scheduled start times for our program or deadlines for enrollment. The only deadlines are those set by Georgia BON due to the expiration date on your application (1 yr.) and the expiration of your temporary license (6 mos.). Applications are valid for one year from the date of submission.

**For more information, contact Three Rivers AHEC @ 706-507-0894 Ext. 4**

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[www.threeriversahec.org](http://www.threeriversahec.org)

