

# Nebraska Application Information

## Application for a License to Practice as a Surgical First Assistant

**LICENSE FEE WAIVER:** Starting January 1, 2020, if you meet one of the following waiver options, your initial license and temporary license fee **is waived**, (**this does not waive** the fee for criminal background checks):

1. **Young Worker:** You are between the ages of 18 and 25 (under the age of 26).
2. **Low-Income Individual:** You are enrolled in a state or federal public assistance program **such as** the medical assistance program established pursuant to the Medical Assistance Act, the federal Supplemental Nutrition Assistance Program (SNAP), or the federal Temporary Assistance for Needy Families (TANF) program, **OR** your household adjusted gross income is below 130% of the federal income poverty guideline.
  - If you live in Nebraska and are enrolled in a state or federal public assistance program, no further documentation is required to be submitted.
  - If you live in a state other than Nebraska and are enrolled in a state or federal public assistance program, submit a copy of a document showing current enrollment.
  - If your household adjusted gross income is at 130% of the Federal Income Poverty Guideline or below, click this link to see the current income guidelines, <http://dhhs.ne.gov/licensure/documents/LowIncomeFeeWaiverTable.pdf>. To be eligible for this waiver, you must submit a copy of your most recent tax return.
3. **Military Family:** You are an active duty service member in the armed services of the United States, a military spouse, honorably discharged veteran of the armed services of the United States, spouse of such honorably discharged veteran, and un-remarried surviving spouses of deceased service members of the armed services of the United States. To be eligible for this waiver, you must submit a copy of your ID card, discharge paperwork, or similar document that shows you are a military family member as described above.

**MILITARY:** To view licensing services available to members of the military and their spouses, visit our website at <http://dhhs.ne.gov/licensure/Pages/Professions-and-Occupations.aspx>

### APPLICATION PROCESS - To apply for a License:

#### STEP 1: Get copies of the following documents:

**NON-ENGLISH DOCUMENTS.** Any documents written in a language other than English must translated into the English language. You must submit a copy of the original document and the translated document. The translation must be an original document and contain the notarized or equivalent signature of the translator. An individual may not translate his/her own documents.

- 1) **US Citizenship/Lawful Presence** (must be at **least 19** years old):

**U.S. Citizen, a PHOTOCOPY** of one of the following:

- Birth Certificate (Hospital issued keepsake birth certificates cannot be accepted).
- U.S. Passport (unexpired or expired).
- Certificate of Naturalization.
- Other documents that show U.S. Citizenship.

**A Driver's License is NOT acceptable.**

**NOT a U.S. Citizen, a PHOTOCOPY** of one of the following:

- Green Card, otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card;
- Form I-94 (Arrival-Departure Record) **AND** an unexpired foreign passport with a valid unexpired US visa; or
- Employment Authorization Card **AND**
  - An approved deferred action status (DACA);
  - A pending application for asylum in the United States;
  - A pending or approved application for temporary protected status in the United States; or
  - A pending application for adjustment of status to that of an alien lawfully admitted for permanent Residence in the United States or conditional permanent resident status in the United States.

**NOTE:** Documents (other than those for U.S. Citizenship) are verified by our office through the Department of Homeland Security. This process may take up to 30 days.

- 2) **Education and Transcript: Proof of High School Graduation or GED:** Submit a copy of your high school diploma or high school transcripts showing date of graduation. We will also accept college transcripts (if they show your date of high school graduation) or a college diploma. You must have your school or electronic transcript service submit a diploma or official college or university transcript **directly to our office**. If sending by e-mail, send to [dhhs.medicaloffice@nebraska.gov](mailto:dhhs.medicaloffice@nebraska.gov)

**Proof of Completion of Surgical First Assistant Program:** Submit an official transcript from an approved program showing the graduation date **sent directly to the department** by the originating program or institution.

**Information Relating to Military Education, Training, or Service:** If you have completed education, training, or service that you believe is substantially similar to the education or training required for this credential while you were a member of the armed forces of the United States, active or reserve, the National Guard of any state, the military reserves of any state, or the naval militia of any state, you may submit such evidence with your application for review.

- 3) **Examination: Proof of a Nationally Recognized Exam** - Submit proof of passing a nationally recognized surgical first assistant examination. **Have scores sent directly to the Department from the examination body.**
- 4) **If applying by reciprocity**, provide documentation that the applicant holds a credential or license to practice as a surgical first assistant issued by a state or territory of the United States or the District of Columbia which has standards substantially equivalent to those of the state of Nebraska.
- 5) **Other State License Information:** List ALL states where you have ever held an active or inactive license to provide health services, health related services, or environmental services. You will need to have each state where you have ever held a license send a certification of licensure to this office.
- 6) **Conviction Information:** If you have **EVER** received a ticket from law enforcement or animal control, check the court system to see if the ticket is on your record as a misdemeanor or felony conviction. Speeding tickets are not misdemeanors or felonies. You are required to list ALL convictions (regardless of when they occurred) on the application; you are NOT required to list infractions, diversions or dismissals. Misdemeanor and felony convictions can either be processed through traffic or criminal court, so when you check with the county court/district court, you should ask for both traffic and criminal court misdemeanor/felony convictions.

**If you have convictions, you must submit:**

- (i) A copy of the court record related to all misdemeanor and felony convictions, that includes the statement of charges and final disposition, if the conviction(s) occurred in a state other than Nebraska;
- (ii) An explanation of the events leading to the conviction (what, when, where, why) and a summary of actions that the applicant has taken to address the behaviors or actions related to the conviction; and
- (iii) A letter from the applicant's probation officer addressing the terms and current status of the probation, if the applicant is currently on probation.

**If you had an alcohol and drug evaluation and/or completed treatment**, to assist the Board and Department in review of any drug and/or alcohol conviction(s), we encourage you to request that the treatment provider submit all evaluations and discharge summaries directly to the Department.

<b>The following provides <u>SOME</u> examples of convictions; this is <u>NOT</u> a complete list</b>	
<ul style="list-style-type: none"> <li>• MIP/ Tobacco Use by Minor</li> <li>• DUI / DWI / Open Container</li> <li>• Controlled Substance</li> <li>• Shoplifting / Theft / Burglary</li> <li>• Unauthorized use of a Financial Transaction</li> <li>• Disturbing the Peace</li> <li>• Assault / Prostitution</li> <li>• Disorderly Conduct / Disorderly House</li> <li>• Fail to Appear in Court</li> </ul>	<ul style="list-style-type: none"> <li>• Driving under Suspension / Revocation</li> <li>• License Vehicle without Liability Insurance</li> <li>• False Information or Reporting</li> <li>• Reckless Driving / Leave the Scene of an Accident</li> <li>• Operator not Carrying License</li> <li>• Unlawful Display of Plates/Renewal tabs</li> <li>• Park Rule Violation / Curfew Violation</li> <li>• Dog at Large / Fail to Vaccinate Animal</li> <li>• Littering / Fireworks / Bad Check</li> </ul>

**NOTE:** If you have **any criminal charges or license disciplinary actions pending that result in a conviction** or license discipline, you are required to report such action to the Investigative Unit **within 30 days of the conviction or disciplinary action**. Reporting forms can be obtained at the following website: <http://dhhs.ne.gov/Pages/Investigations.aspx> or by phone 402-471-0175.

**STEP 2: Complete all pages and questions on the Application**

**Temporary License:** If you apply for a temporary license, you must submit the temporary application, the license application and pay both fees (unless you qualified for a fee waiver).

**STEP 3: Submit your application to the Licensure Unit**

- Completed Application
- Citizenship or Lawful Presence Document
- Education Documents
- Conviction Records (if you have convictions)

- License Certifications (if licensed in another state)
- The License Fee (unless you qualified for a fee waiver). See the license application for a listing of fees for Medicine. **Pay by check/money order; debit or credit card is not accepted.**

**Application Review:** All applications are reviewed in date order received.

- If your application **is missing information**, you will be contacted **by e-mail** within approximately 15-20 days; the e-mail will list the information that is required to complete your application. You have 90 days to complete your application; if not completed within this 90 days, your application will be closed and all documents destroyed. A new application will then be required.
- If your application **is complete**, you will receive a wall credential in the mail.

**Records Retention Schedule:** When your license is issued, your application and documents will be kept by the Department for 5 years; then all documents will be destroyed. We encourage you to keep a copy of your application for your records.

Contact Information: Licensure Unit, Phone: 402-471-2118 / FAX: 402-742-8355 / E-Mail: [dhhs.medicaloffice@nebraska.gov](mailto:dhhs.medicaloffice@nebraska.gov)

License to Practice  
**SURGICAL ASSISTANT**  
**Application**

**Mail this application to the address listed above.**

**You must complete all sections of this application**

**LICENSE FEES:**

**A. Fee Waiver:**

If you meet one of the following fee waivers, your initial license and temporary license fee **is waived**. **Check only ONE waiver:**

- Young Worker:** I am under 26 years old.
- Low-income Individual:**
  - I am enrolled in a state or federal public assistance program, including, but not limited to, the medical assistance program established pursuant to the Medical Assistance Act, the federal Supplemental Nutrition Assistance Program, or the federal Temporary Assistance for Needy Families program; OR
  - My household adjusted gross income is below 130% of the federal income poverty guideline.
- Military Family:** I am an active duty service member in the armed services of the United States, a military spouse, honorably discharged veteran of the armed services of the United States, spouse of such honorably discharged veteran, and un-remarried surviving spouses of deceased service members of the armed services of the United States.

**B. Fee Required if YOU DO NOT qualify for one of the above fee waivers:**

Review the following chart to determine the fee required based on the month and year in which your license **will be issued**:

**Surgical First Assistant:**

YEAR	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Even Number Year	\$150	\$150	\$37.50	\$37.50	\$37.50	\$37.50	\$37.50	\$37.50	\$150	\$150	\$150	\$150
Odd Numbered Year	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150

Surgical First Assistant licenses expire 10/01 of even-numbered years

**Pay by check or money order to: Licensure Unit**

Your cancelled check is your proof of payment. Payment is processed upon receipt. Debit or credit card is not accepted.

APPLYING BY:

Education and Examination

Reciprocity - Licensed as a Surgical First Assistant by another state or territory

**SECTION A: INFORMATION**

1	You must print your <b>Legal Name</b> below		
	First:	Middle:	Last Name:
	List any other names, you are or have ever been known as (AKA), including maiden name and your last name on your birth certificate		
2	Address:	Street/PO/Route:	
	City:	State or Country:	Zip:
3	Social Security Number (SSN):		
4	If you are not a U.S. Citizen, list your A# or I-94#:	Alien Registration Number ("A#"):	
		I-94 #	

**Neb. Rev. Stat. §§38-123 and 38-130** requires you to provide your social security number to DHHS. Although your number is not public information, DHHS may share your social security number for child support enforcement or other administrative purposes and provide it to the Department of Revenue or the Department of Labor.

5	Date of Birth (Month/Day/Year):	Place of Birth (City/State or COUNTRY):
6	Phone #: (optional)*	Additional Phone #: (optional)*
	E-Mail Address:	
* phone number and e-mail is optional, but providing this information will speed up communication with you		
7	Have you ever been denied the right to take a license examination in any State? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain:	
8	<input type="checkbox"/> Check here if you are the spouse of an active duty member of the U.S. Armed Forces stationed in Nebraska.	

**SECTION B: EDUCATION** Indicate the name and date of diploma/degree awarded for your high school or graduate equivalent degree; and graduation from a surgical first assisting program. Include the name of school, college, university that awarded the diploma/degree. Submit: Official documentation showing successful completion of education in Surgical First Assisting sent directly to the Department from the school.

<b><u>NAME OF HIGH SCHOOL OR EQUIVALENT EDUCATION</u></b>		
City/State/Country		
Attended	From (M/D/Y):	To (M/D/Y):
Degree Conferred	Date Conferred (M/D/Y):	
<b><u>NAME OF SURGICAL FIRST ASSIST PROGRAM</u></b>		
City/State/Country		
Attended	From (M/D/Y):	To (M/D/Y):
Degree Conferred	Date Conferred (M/D/Y):	

**Information Relating to Military Education, Training, or Service:**

If you have completed education, training, or service that you believe is substantially similar to the education or training required for this credential while you were a member of the armed forces of the United States, active or reserve, the National Guard of any state, the military reserves of any state, or the naval militia of any state, you may submit such evidence with your application for review.

**SECTION C: EXAMINATION** Indicate which surgical first assisting examination that you have taken. Submit: Official documentation of scores obtained on all certification examinations that you have completed sent directly to the Department from the score repository.

- NBSTSA Examination (National Board of Surgical Technology and Surgical Assisting)
- NSAA Examination (National Surgical Assistant Association)
- ABSA Examination (American Board of Surgical Assistants)

**SECTION D: CONVICTION AND LICENSURE INFORMATION**

Failure to list any conviction(s) or disciplinary action(s), regardless of when the action occurred, could result in disciplinary action. Answer the following questions either yes or no by placing a (✓) in the appropriate box. **All 'yes' responses MUST be explained in detail.** Additional documentation may be requested by the Board/Department after submission of initial information.

**CONVICTION INFORMATION:** You must list **ALL** misdemeanor or felony convictions (regardless of when they occurred).

1	Have you <b>EVER</b> been convicted of a misdemeanor or felony?	Name of Conviction	Date of Action	Name of Court Taking Action
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

The following provides <b>SOME</b> examples of convictions; this is <b>NOT</b> a complete list	
<ul style="list-style-type: none"> <li>• MIP/ Tobacco Use by Minor</li> <li>• DUI / DWI</li> <li>• Controlled Substance</li> <li>• Open Container</li> <li>• Shoplifting / Theft / Burglary</li> <li>• Unauthorized use of a Financial Transaction</li> <li>• Disturbing the Peace</li> <li>• Assault / Prostitution</li> <li>• Disorderly Conduct / Disorderly House</li> <li>• Reckless Driving</li> </ul>	<ul style="list-style-type: none"> <li>• Driving under Suspension / Revocation</li> <li>• License Vehicle without Liability Insurance</li> <li>• Fail to Appear in Court</li> <li>• False Information or Reporting</li> <li>• Leave the Scene of an Accident</li> <li>• Operator not Carrying License</li> <li>• Unlawful Display of Plates/Renewal tabs</li> <li>• Park Rule Violation / Curfew Violation</li> <li>• Dog at Large / Fail to Vaccinate Animal</li> <li>• Littering / Fireworks / Bad Check</li> </ul>

**LICENSE INFORMATION:** The following questions relate to a license that you currently hold or have held (such as a license to provide health services, health related services, or environmental services in **Nebraska** or in a state **other** than Nebraska. (Include educational training/permit licenses)

1	Do you hold or have you held a license in Nebraska or in any other state(s)?	If yes, what state(s)?	What type of license?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>			
	<b>If YES,</b> has your license ever been denied, refused renewal, limited, suspended, revoked or had other disciplinary measures taken against it?	Type of Action	Date of Action	Name of State Taking Action
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

**SECTION D CONTINUED: CONVICTION AND LICENSURE INFORMATION**  
 Failure to list any conviction(s) or disciplinary action(s), regardless of when the action occurred, could result in disciplinary action. Answer the following questions either yes or no by placing a (✓) in the appropriate box. **All 'yes' responses MUST be explained in detail.** Additional documentation may be requested by the Board/Department after submission of initial information.

LICENSURE AS A SURGICAL FIRST ASSISTANT IN OTHER STATE			
Do you hold a current license/credential which was issued in another state or territory of the United States or the District of Columbia which has standards substantially equivalent to those of this state to practice as a Surgical First Assistant:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
List all other states, jurisdictions, or territories of the U.S. where you have been or are currently licensed, including license number, issue date, and expiration date. (Include educational training/permit licenses). Attach list if needed. Submit license verification from each state you were licensed in directly to the Department from that state.			
State	License #	Issue Date	Expiration Date

SECTION I

1	Have you ever had any disciplinary or adverse action imposed against a professional license or permit in any state or jurisdiction?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	Have you ever voluntarily surrendered or voluntarily limited in any way a license or permit issued to you by a licensing or disciplinary authority?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Have you ever been requested to appear before any licensing agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	Have you ever been notified of any charges, complaints or other actions filed against you by any licensing or disciplinary authority?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	Are you aware of any pending disciplinary actions or of any on-going investigations of a complaint against your license or permit in any jurisdiction?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	Have you ever been asked to and/or permitted to withdraw an application for licensure or permit with any Board or jurisdiction?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7	Has any state or jurisdiction refused to issue, refused to renew or denied you a license or permit to practice?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION II

1	Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice in a competent, ethical and professional manner?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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SECTION III

1	Have you ever been restricted, suspended, terminated, requested to voluntarily resign, placed on probation, counseled, received a warning or been subject to any remedial or disciplinary action during your education?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	Have you ever had hospital or institutional privileges denied, reduced, restricted, suspended, revoked, terminated or placed on probation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Have you ever voluntarily resigned or suspended your hospital or institutional privileges while under investigation from a hospital, clinic, institution, or other medically related employment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	Have you ever been notified that any action against your hospital or institutional privileges is pending or proposed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	Have you ever been allowed to withdraw your staff privileges from a hospital or institution?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	Have you ever been subject to staff disciplinary action or non-renewal of an employment contract?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

<b>SECTION E: PRACTICE PRIOR TO LICENSE</b>	
If you practice prior to being issued a Nebraska license, you are subject to assessment of an Administrative Penalty of \$10 per day up to \$1,000, and you may be subject to other disciplinary action as provided in the statutes and regulations.	
1	Have you practiced Medicine and Surgery in Nebraska without a Nebraska license? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
If yes, what are the actual number of days you practiced in Nebraska without a Nebraska license and what is the business name, location and telephone number of the practice:	Number of days:
	Name of Business:
	City:
	Telephone #:

<b>SECTION F: ATTESTATION</b>
For the purpose of meeting Neb. Rev. Stat. §§4-108 through 4-114 and 38-129 ( <i>check <b>ONE</b> of the boxes below</i> ): <b>I attest that:</b>
<input type="checkbox"/> I am a citizen of the United States.
<input type="checkbox"/> I am <b>NOT</b> a citizen of the United States. I am a qualified alien under the Federal Immigration and Nationality Act or a non-immigrant lawfully present in the United States, with documentation such as a permanent resident card, I-94 document, asylum, etc.
<input type="checkbox"/> I am <b>NOT</b> a citizen of the United States. I have an unexpired Employment Authorization Document (EAD) and documentation listed under the Federal REAL ID act, such as DACA, pending asylum, pending refugee, etc.
<input type="checkbox"/> I am <b>NOT</b> a citizen of the United States, a nonimmigrant, nor a qualified alien under the Federal Immigration and Nationality Act
<b>I further attest that:</b>
1. I have read the application or have had the application read to me; and 2. I am of good character and all statements on this application are true and complete.
Print Name: _____
Signature: _____ Date: _____

**MILITARY:** To view licensing services available to members of the military and their spouses, visit our website at <http://dhhs.ne.gov/licensure/Pages/Professions-and-Occupations.aspx>