

# The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

Division of Health Professions Licensure

Board of Registration in Nursing

[www.mass.gov/dph/boards/rn](http://www.mass.gov/dph/boards/rn)

## **INFORMATION AND INSTRUCTIONS FOR APPLICATION FOR LICENSURE AS A LICENSED PRACTICAL NURSE BY RECIPROCITY**

Nurse Licensed in the United States or its Territories

**Important Note:** To practice nursing in Massachusetts, you must hold a valid, current license issued by the Massachusetts Board of Registration in Nursing (Board). Temporary licenses are not issued. Massachusetts is not a member of the Nurse Licensure Compact.

### **Nurse Licensure Requirements**

**[M.G.L. c. 112, s. 74, 76 and 76B, and Board regulations at 244 CMR 8.00]**

1. Good moral character, as established by the Board.
2. Graduation from a Registered Nurse (RN) or Practical Nurse (PN) or Vocational Nurse (VN) education program approved by the Board of Nursing. Graduates of a nursing program whose language of instruction (classroom instruction and clinical practice) or textbooks or both was not in English must demonstrate English proficiency as established by the Board.
3. Former students in good standing at an approved professional nursing program who, at the time of withdrawal, had completed a program of study, theory, and clinical practice equivalent to that required for graduation from a Massachusetts approved practical nursing program, must have such program completion certified by the Board.
4. Achievement of a pass score on the National Council Licensure Examination (NCLEX-PN®) or the State Board Test Pool Examination (SBTPE) for Practical Nurses. Only PNs licensed in Puerto Rico by NCLEX-PN are eligible in Massachusetts for PN licensure by reciprocity.
5. Licensure as a Practical Nurse by examination in the United States (U.S.), District of Columbia (DC), or U.S. Territory (American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands only).
6. Payment of all required fees.

**Carefully read the following information and application instructions prior to completing the online application and submitting required fees.**

### **Practical/Vocational Nurses Licensed in Puerto Rico or Canada who are not eligible for Reciprocity**

You must apply for the PN licensure by examination. First, complete and submit the *Certification of Graduation from a Board Approved Nursing Education Program Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* or *Certification of Graduation from a Board-Approved Nursing Education Program Located in Canada* as applicable to determine if you meet the education requirements for PM licensure. This certification application and the separate *Application for Initial Nursing Licensure by Examination Information and Instructions* are available online at [www.pcshq.com](http://www.pcshq.com). Do not use the online application for reciprocity.

**All other Non-US Educated Licensed Practical Nurses and Registered Nurses licensed in the US, DC, or US Territories except Puerto Rico** must complete one of the following:

- CGFNS<sup>2</sup> Qualifying Examination Certificate with CGFNS emboss (RN licensure only); **or**
- VisaScreen Certificate with International Commission on Health Professions emboss (RN licensure only); **or**
- CGFNS Credentials Evaluation Services (CES) Report, including both the Nursing and Science Course-by-Course Report and License/Registration validation option, with CGFNS emboss (RN and PN licensure) or a Credential Evaluation Service (CES) Report posted at the CGFNS website for PCS access.

If you have written the SBTPE-PN or NCLEX-PN to obtain licensure for another state, U.S territory (other than Puerto Rico), or District of Columbia, you may use this application.

### **Instructions for Completing the PN Application Process for PNs/VNs Licensed in the U.S., D.C., or U.S. Territory (Except Puerto Rico)**

**Each application for initial licensure must be received by PCS, fully completed, with required documentation, before it will be reviewed.**

1. Complete the Massachusetts nurse licensure for Practical Nurse (PN) licensure by reciprocity online application as directed. Applicants pursuing both an RN and PN license must submit a separate application for each. **ONLY THE APPLICANT CAN COMPLETE THE APPLICATION.**
2. If you answer “yes” to any questions related to the good moral character licensure requirement in the online application, you must consult the Board’s [Licensure Policy 00-01: Determination of Good Moral Character Compliance](#) and the [Determination of Good Moral Character Compliance Information Sheet](#) at [www.mass.gov/dph/boards/rn](http://www.mass.gov/dph/boards/rn) **before** submitting the application and fees. PCS will forward the application directly to the Board for further review of GMC compliance. The Board must determine your compliance with this requirement before your application can be processed.
3. Have a recent 2” x 2” passport type color photo signed and ready to upload to your PCS account upon submitting your online application.
4. Official final transcripts must be submitted directly to PCS from the nursing education program you graduated in a sealed envelope to: **ATTN: MA Board of Registration in Nursing, C/O MA Nurse Coordinator, Professional Credential Services, P.O. Box 198788, Nashville, TN 37219.**
5. The CGFNS evaluation report of foreign nursing education credentials must be available to PCS.
6. If the applicant is currently or has ever been licensed as a nurse (LPN and/or RN and/or APRN) in any state or jurisdiction, verification of licensure status must be completed. PCS will verify your Massachusetts nurse license; for all others you must complete the steps below.
  - a. For all states which participate in the Nursys License Verification System:
    - Go to [www.nursys.com](http://www.nursys.com) and follow the instructions including paying the necessary fee. Nursys will post your verification online and it will remain available for 90 days.
  - b. For all states which do not participate in the NURSYS License Verification System:
    - Complete the authorization portion at the top of page 5 of the attached *Verification of Nurse Licensure (RN/LPN)* form verification and/or page 6 of the attached *Verification of Advanced Practice Registered Nurse Authorization (APRN)* form;
    - Enclose the appropriate verification fee (*contact the Board of Nursing in that state for fee and instructions*); and
    - Submit the form directly to the Board of Nursing in that state (*that board will complete the form and must mail directly to PCS on your behalf*).
  - c. For nurses who practiced outside of the United States following licensure in any jurisdiction (U.S., D.C., or Territory) verification of licensure in the country in which you practiced is required.
7. If applicable, demonstrate English proficiency. Graduates of a nursing program whose language of instruction (classroom instruction and clinical practice) or textbooks was not in English must demonstrate English proficiency as established by the Board. Refer to the Board’s English Language Proficiency Policy at <http://www.mass.gov/eohhs/docs/dph/quality/boards/english-proficiency.pdf> for detailed information. Arrange for the exam service to submit the exam results directly to PCS (copies will **not** be accepted).
8. A licensure application will remain current for one (1) year from the date of receipt by Professional Credential Services (PCS) pending completion of all nurse licensure requirements
9. An application will expire if any requirements for nurse licensure are not met within one (1) year from the date of the receipt of the application by PCS on behalf of the Board. Fees are non-refundable and non-transferable.
10. Notify PCS in writing of any change in address occurring between the time of application submission and receipt of examination results. Include name, address, licensure type (RN/PN) and examination date with the new address. Telephone calls are *not* accepted for address changes. PCS cannot guarantee that an address change can be made before issuing examination results.

11. Former students in an approved RN program must be determined by the Board as meeting PN education requirements before applying for PN licensure. PN education requirements and the *Determination of Eligibility for Practical Nurse Reciprocity or to Write the NCLEX-PN by Former RN Student Withdrawn in Good Standing* are available at [www.mass.gov/dph/boards/rn](http://www.mass.gov/dph/boards/rn) [click on “Licensing”, then “Applications and Other Forms”]. Eligible applicants must attach a Board-issued NCLEX-PN Eligibility certificate to their application for PN licensure by reciprocity.
12. For information regarding licensing and other nursing questions, consult the Board’s frequently asked questions page at <http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/faq/>

### **VALOR Act**

Active military members and spouses of members of the armed forces of the United States may be eligible for certain provisions of the VALOR Act. For additional information, please go to: <http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/attention-active-military-military-spouses-and-veteran.html>.

### **Social Security Number**

A United States Social Security Number (SSN) is required. Pursuant to M.G.L. c. 30A, s. 13A, the Board is required to obtain your SSN on behalf of the Massachusetts Department of Revenue (DOR). The DOR will use your SSN to ascertain whether you are in compliance with Massachusetts laws relating to taxes and child support. If you do not have a SSN *and are eligible for one*, you must obtain one and provide it to the Board. In the absence of an SSN, this application will not be processed and the fees will not be refunded nor transferred. For complete SSN information, contact the U.S. Social Security Administration at: 800-772-1213, or [www.ssa.gov](http://www.ssa.gov).

### **Application Submission**

**The Board has contracted with PCS in Nashville, TN, for the processing of applications, forms, and fees.**

Inquiries should be directed to: [nursebyreciprocity@pcshq.com](mailto:nursebyreciprocity@pcshq.com)  
or toll free at 877-887-9727  
or visit <http://www.pcshq.com>

Applications are reviewed only after **all** required documents and fees are received. Licensure is granted based on the applicant's compliance with the above eligibility requirements. A license to practice nursing in the Commonwealth will be mailed to you approximately 21 business days after the application has been approved by Professional Credential Services (PCS) on behalf of the Board.

### **Important licensure renewal information:**

**LPN Applicants:** Pursuant to MGL, c. 112, s 74A, applicants who are licensed within the 3 month period preceding their birthday on odd numbered years will be assigned an expiration date as their birthday on the odd numbered year following their next birthday. Those whose birthday falls 3 months or more during an odd numbered year in which they are licensed will be required to renew their license during the same year on or before their birthday.

**If you have ever held Massachusetts nurse license, DO NOT submit an application to PCS. Contact the Board at: [renew.bymail@state.ma.us](mailto:renew.bymail@state.ma.us) to obtain information on renewing your Massachusetts nurse license.**

You will be asked to complete an online version of the checklist below during the application process. Your electronic signature on the online application will attest that you have read and will complete all application requirements.

Check if Complete	Application Checklist	Additional Information
<input type="checkbox"/>	Complete application with no missing information	Use "N/A" if a question does not apply.
<input type="checkbox"/>	If you answer "yes" to any questions related to the good moral character licensure requirements 	Consult the Board's <a href="#">Licensure Policy 00-01: Determination of Good Moral Character Compliance</a> and follow directions contained in <a href="#">Determination of Good Moral Character Compliance Information Sheet</a> at <a href="http://www.mass.gov/dph/boards/rn">www.mass.gov/dph/boards/rn</a> <b>before</b> submitting application. The Board must determine your compliance with this requirement before licensing PN practice.
<input type="checkbox"/>	Upload a recent 2" x 2" passport type color photo signed across the bottom to your PCS account page	Must be a recent photo within previous two years. A new photo must be uploaded with each application.
<input type="checkbox"/>	Official final transcripts from PN education program has been requested	Official final transcripts submitted directly from the nursing education program the applicant graduated from in a sealed envelope to PCS at <b>ATTN: MA Board of Registration in Nursing, C/O MA Nurse Coordinator, Professional Credential Services, P.O. Box 198788, Nashville, TN 37219.</b>
<input type="checkbox"/>	Nursys contacted for LPN and if applicable RN verification(s)	Fee must be included
<input type="checkbox"/>	Non-Nursys participating states contacted for LPN and if applicable RN verification(s)	Contact each Board for instructions and fees
<input type="checkbox"/>	Non US educated nurses licensed in another jurisdiction must complete the CGFNS process	The CGFNS evaluation report of foreign nursing education credentials must be available to PCS

# The Commonwealth of Massachusetts

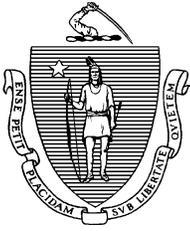
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## **VERIFICATION OF NURSE LICENSURE**

\*This verification will expire 6 months from the date of receipt by PCS.\*

### **APPLICANT: COMPLETE THIS SECTION ONLY**

I, \_\_\_\_\_,  RN  LPN/LVN License Number \_\_\_\_\_,  
am applying to the Massachusetts Board of Nursing for licensure by reciprocity. I hereby authorize you to  
furnish to the Massachusetts Board of Nursing the information requested below.

**This is the original state of issue?** Yes  No

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Maiden Name)

**APPLICANT: DO NOT WRITE BELOW THIS LINE**

**Applicant Name as Appearing on Original License** \_\_\_\_\_

**Applicant Name as Appearing on Current License** \_\_\_\_\_

### **NURSING EDUCATION**

**PROGRAM NAME AND LOCATION:** \_\_\_\_\_

**Board Approved:** Yes  No

**Language of Nursing Instruction:** \_\_\_\_\_  
**Classroom Instruction** \_\_\_\_\_ **Course Textbooks** \_\_\_\_\_ **Clinical Practice** \_\_\_\_\_

**Program:**  Practical Nurse/Vocational Nurse  Registered Nurse  Withdrawn from RN program

**Type:**  Certificate  Diploma **Degree:**  Associate  Baccalaureate  Entry Level Masters

**Month/Year Graduated (or withdrawn, if applicable)** \_\_\_\_\_ **Length of Program** \_\_\_\_\_

**Applicant Registration Number** \_\_\_\_\_ **Date of Original Issue** \_\_\_\_\_

**Current Licensure Status:** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Method of Licensure (Check One):** Examination  Waiver  Reciprocity

**Type of Exam:** NCLEX  SBTPE  **Exam Date** \_\_\_\_\_

**Has License Ever Been Disciplined?** Yes  No  (If "Yes", Provide A Certified Copy of All Related Documents.)

**Is Applicant Currently Under Investigation?** Yes  No  (If "Yes" Please Explain.)

*I certify the above to be a true report for the above-named Nurse according to the records in this office.*

**Authorized Person Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Jurisdiction:** \_\_\_\_\_

**Affix Board Seal**

*Mail to:*

**Professional Credential Services  
ATTN: MA Reciprocity Nursing  
P.O. Box 198788  
Nashville, TN 37219**