



# The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

Bureau of Health Professions Licensure

Board of Registration in Nursing

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

## **INSTRUCTIONS AND INFORMATION TO COMPLETE 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<sup>1</sup>**

Carefully read the following information and instructions prior to completing the enclosed forms.

**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. Nursing practice as a “Graduate Nurse” is illegal in Massachusetts. Massachusetts is not a member of the Nurse Licensure Compact

### **Nurse Licensure Requirements**

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

1. Good moral character, as established by the Board.
2. **Registered Nurse (RN):** graduation from an RN education program approved by the Massachusetts Board of Registration in Nursing (Board). **Practical Nurse (PN):** graduation from a Board-approved RN or PN program. Graduates of a nursing education program whose language of instruction, classroom instruction, clinical practice or textbooks was not English must demonstrate English proficiency; see section II below.
3. Achievement of a pass score on the National Council Licensure Examination (NCLEX®) for Registered Nurses or Practical Nurses based on type of licensure applied for.
4. Payment of all required fees.

Federal law requires non-US educated health care professionals to successfully complete a screening program before receiving an occupational visa. This screening requires nurses to have earned either an *International Commission on Health Professionals VisaScreen™ Certificate* (applicable to RN licensure only) or have passed the NCLEX. Canadian RNs, previously licensed in Massachusetts by reciprocity of their Canadian RN, are not eligible to apply to the Board to write the NCLEX-RN.

### **Education and English Proficiency Requirements**

1. To meet the Board’s educational requirements for certification, you must be a graduate of:
  - a senior secondary school (high school) that is separate from nursing education; and
  - a government-approved, general nursing program that provided theory and clinical education which, in the opinion of the Board, maintains standards substantially the same as those required for approval of a registered nursing education program in Massachusetts *and* which program is approved by the nursing board or corresponding body in the jurisdiction where the program is located.
  - **Registered Nurse (RN):** You must be educated and hold licensure in good standing as a “first-level, general” nurse (International Council of Nurses).
  - **Practical Nurse (PN):** You must be educated and hold licensure in good standing as a “second-level, general” nurse (International Council of Nurses).
2. Graduates of a nursing education program whose language of nursing instruction (classroom instruction and clinical practice) or textbooks or both was not English must demonstrate English proficiency before writing the NCLEX.

<sup>1</sup> Graduates of programs located in the U.S. Territory of Puerto Rico must use this form to certify their nursing education.

## **Requirements for Licensure by Examination (NCLEX)**

### **Step 1: Obtain certification of your graduation from a Board-approved nursing education program.**

1. Complete the attached *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* (page 1 & 2) and enclose the \$50 non-refundable, non-transferable administrative processing fee to the Board's credentials review service, Professional Credentialing Services (PCS).
2. Provide supporting documentation: 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.
3. If applicable, demonstrate English proficiency:  
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. 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).

### **Step 2: Apply for licensure by examination (NCLEX).**

1. On receipt of your completed *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* (including supporting documentation), PCS will certify qualified applicants on behalf of the Board. Qualified applicants will be notified by PCS in writing and will be provided an *Application for Initial Licensure as a Nurse by Examination* information and instruction packet.
  - Ineligible applicants will be notified in writing of criteria for reconsideration.
2. Complete the *Application for Initial Licensure as a Nurse by Examination* in accordance with the instructions.

You may submit the required documents outlined in Step 1, above, to PCS with your Application for Initial Licensure as a Nurse by Examination available at [www.pcshq.com](http://www.pcshq.com) or by calling PCS at 615-880-4275 or toll-free at 877-887-9727.

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<sup>2</sup> CGFNS is comprised of the Commission on Graduates of Foreign Nursing Schools, the International Commission on Healthcare Professions and the International Consultants of Delaware

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### **Important Information Regarding United States Social Security Numbers (SSN)**

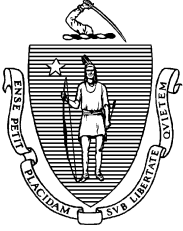
A United States Social Security Number (SSN) is required. Pursuant to M.G.L. c. 30A, s. 13A, the Massachusetts Board of Registration in Nursing is required to obtain your SSN on behalf of the Massachusetts Department of Revenue (DOR). The DOR will use your SSN to ascertain whether you are in compliance 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. If you are not eligible for a SSN, you must complete the Board's **AFFIDAVIT IN SUPPORT OF APPLICATION FOR MASSACHUSETTS NURSE LICENCURE BY EXAMINATION** (page 5) and attach the completed affidavit to the *Certification of Graduation from a Board Approved Nursing Education Program Located in Outside of the United States and Its Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands.*

For complete SSN information, contact the U.S. Social Security Administration at 800-772-1213, or [www.ssa.gov](http://www.ssa.gov).

### **To Avoid Delays in the Processing of your Nursing License Application. Carefully Read the Following:**

- Certification of Graduation from a Board Approved Nursing Education Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* deemed incomplete will receive a discrepancy letter via mail or e-mail.
- The name and addresses used on the *Certification of Graduation from a Board Approved Nursing Education Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* and the *Application for Initial Licensure as a Nurse by Examination* must match exactly.
- Notify PCS in writing of any change in address prior to being notified of your certification. Include name, address, Social Security Number, licensure type (RN or PN) and the new address. Telephone calls are not accepted for address changes.
- Submission of completed *Certification of Graduation from a Board Approved Nursing Education Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* and fee acknowledges that the applicant understands and agrees to all provisions herein.
- Make and keep copies of all information and your completed *Certification of Graduation from a Board Approved Nursing Education Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* for future reference.



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**TYPE OR PRINT USING BLACK INK**

Licensure Type: (check only one)  REGISTERED NURSE  PRACTICAL NURSE

U.S. SOCIAL SECURITY NUMBER (SSN) (MANDATORY): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mandatory pursuant to G.L. c. 30A, s. 13A; see instructions.

NAME: \_\_\_\_\_  
 (First) (Middle) (Last) (Maiden /Previous)

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ CITY/STATE/COUNTRY of BIRTH: \_\_\_\_\_

ADDRESS OF RECORD:  
 (Mailing address) \_\_\_\_\_  
 (No.) (Street) (Apt/Suite/Floor)  
 \_\_\_\_\_  
 (City) (State or Country) (Zip/Postal Code)

MOST RECENT PREVIOUS ADDRESS: \_\_\_\_\_  
 (No.) (Street) (Apt/Suite/Floor)  
 \_\_\_\_\_  
 (City) (State or Country) (Zip/Postal Code)

E-MAIL ADDRESS: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 (Email will be the primary method of communication during application review)

EDUCATION INFORMATION:  
 Name and location of high school from which you graduated. Year graduated: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name and location of basic nursing education program from which you graduated: Year graduated \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Language of Nursing Instruction: Classroom Instruction \_\_\_\_\_ Course Textbooks \_\_\_\_\_ Clinical Practice \_\_\_\_\_  
 (List the language spoken, written for each category of nursing instruction listed above)

**TYPE OF EDUCATION CERTIFICATION COMPLETED** (check one):

- CGFNS Qualifying Examination**
- International Commission on Health Professionals *VisaScreen*<sup>™</sup>**
- CGFNS Credentials Evaluation Services (CES) Report, including both the Nursing and Science Course-by-Course Report and License/Registration validation option**

**CGFNS Identification Number:** \_\_\_\_\_

<sup>1</sup> Graduates of programs located in the U.S. Territory of Puerto Rico must use this form to certify their nursing education

**ATTESTATION:** By signing this *Certification of Graduation from a Board Approved Nursing Education Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* (Certification), I certify, under the pains and penalties of perjury, that:

- I understand that by submitting my CGFNS Identification number to the Board, I am allowing access to my evaluation report of certification materials in support of my application for determination of eligibility to write the NCLEX examination to obtain licensure as a nurse in Massachusetts;
- The information that I have provided in connection with this Certification is truthful and accurate;
- I understand that the failure to provide truthful and accurate information may be grounds for the Massachusetts Board of Registration in Nursing (Board) to deny me nurse licensure in accordance with Massachusetts law and may effect my ability to obtain licensure and/or practice nursing in this or any other jurisdiction in which I am currently licensed or may seek licensure in the future; and
- I understand that this Certification will expire if any requirements are not met within one (1) year from the date of receipt of the Certification by PCS on behalf of the Board. I also understand that fees are non- refundable and non-transferable.

\_\_\_\_\_  
Signature of Person Seeking Certification

\_\_\_\_\_  
Date

**SUBMIT APPLICATION AND PAYMENT To :**

**Professional Credential Services**

**ATTN: MA Nursing**

**P. O. Box 198788**

**Nashville, TN 37219**

For confirmation of receipt by PCS, please use certified mail.

STAPLE A  
RECENT  
(within one year)  
2X2  
PASSPORT TYPE  
SIGNED COLOR  
PHOTO HERE.

SIGN FRONT BOTTOM  
EDGE OF PHOTO.

P.O. Box 198788  
Nashville, TN 37219

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AMERICAN SAMOA, GUAM, NORTHERN MARIANA ISLANDS, AND U.S.VIRGIN ISLANDS**

**Payment Form**

Two payment options are available: Money Order or Credit Card.

**Applicant Name:** \_\_\_\_\_  
**Social Security Number (Mandatory):** \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**Fees are non-refundable and non-transferable.**

**Certification of Graduation Fee: \$50.00**

*Please check form of payment below:*

- Money Order (*Please ensure the applicant's name is on the payment*)

If paying by Money Order, please make it payable to "PCS."

**Or**

- Credit Card

Authorized payment amount: \$ \_\_\_\_\_ Please check one:  Visa  MasterCard

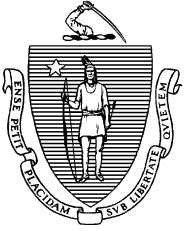
Card Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Exp: \_\_\_\_\_/ \_\_\_\_\_

Print name as it appears on account: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Return this payment form with Application Form. DO NOT staple your payment to this form.**

Note: *This document will be shredded after it has been processed.*



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AFFIDAVIT IN SUPPORT OF APPLICATION FOR MASSACHUSETTS NURSE LICENCURE BY EXAMINATION

REGISTERED NURSE  PRACTICAL NURSE (Please check one)

Full name: \_\_\_\_\_ (Last) (First) (Middle) (Maiden/Previous)

Address: \_\_\_\_\_ (No.) (Street) (City) (State/Country) (Zip/Postal Code)

Date of Birth: \_\_\_\_\_

- 1. In accordance with regulations of the Massachusetts Board of Registration in Nursing (Board), I will inform the Board within thirty (30) days of any change in my address.
2. The Board is required by law (MGL c. 30A, s. 13A) to report to the Massachusetts Department of Revenue the Social Security Number of every applicant for a nursing license. In conformance with the Department of Revenue's interpretation of this legal requirement, by signing below I certify that I have not been issued a Social Security Number and that I am ineligible to receive a Social Security Number at this time.
3. As soon as I become eligible, I will apply for a Social Security Number. Immediately upon my receipt of a Social Security Number, I will provide to the Board a copy of my Social Security card, or any other document issued by the Social Security Administration and a notarized Affidavit to Verify Social Security Number (available by calling the Board at: 617-973-0900 or 800-414-0168, or faxing a request to: 617-973-0984).
4. I understand that my failure to provide my valid Social Security Number to the Board within ten (10) days of receipt and/or the submission of false information to the Board in connection with this Affidavit shall constitute sufficient grounds for the Board to take disciplinary action against my nursing license.
5. I understand that if I fail to supply my valid Social Security Number to the Board before my Massachusetts nursing license expires, the Board shall not renew my license until I provide my valid Social Security Number and, under such circumstances, I hereby WAIVE my right to renew my license until such time as I have provided my valid Social Security Number to the Board.

ATTESTATION: By signing this Affidavit, I certify, under the pains and penalties of perjury, that the information provided herein is truthful and accurate.

Signature of Applicant Date Name of Applicant (Print)