



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
BOARD OF NURSING  
158 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0158

KIM ESQUIBEL, PHD, M.S.N., R.N.  
EXECUTIVE DIRECTOR

**Please ensure that all documentation submitted to the Maine Board of Nursing is complete and accurate in order to avoid processing delays.**

### APPLICATION REMINDERS

- ❖ Applications are processed in the order they are received.
- ❖ **View your checklist regularly for updated information about required action on application items.**
- ❖ Do not call the Board of Nursing with application status questions, as checklists are updated as items are approved. Applicants continue to receive status updates until *all prerequisites are met*.
- ❖ Uploaded documents must be reviewed and approved during office hours.
- ❖ Maintain current and accurate contact information with the Board of Nursing.
- ❖ Application fee is non-refundable.
- ❖ Full disclosure of any criminal history or disciplinary action is required during the application process.
- ❖ Criminal background checks must be completed through IdentoGo. Do not send fingerprint cards to the Board of Nursing.
- ❖ Fingerprinting results are valid for **90 days only**.
- ❖ Transcripts must be mailed from the school to the Board of Nursing or sent electronically via Parchment services.
- ❖ Maine BON does not enforce a time frame between graduation and test date.

Apply for Licensure by Examination through Nursing Regulatory Body website ([www.maine.gov/boardofnursing](http://www.maine.gov/boardofnursing))

Register for NCLEX through Pearson VUE and pay fee.

Register with IdentoGo to complete criminal background check.

Complete Uniform Licensure Requirements outlined in individualized checklist sent by Maine Board of Nursing

### NURSING PROGRAM TIPS

- Documents sent via FedEx or UPS to **161 Capitol St, Augusta, ME 04333-0158** are delivered directly to our office, whereas USPS and other parcels that are sent to the State mail sorting facility at 158 State House Station, Augusta, ME 04333-0158, may cause delays in application processing.
- The letterhead and footer must be legible on all School Certification forms. Black and white prints will be accepted if color printing is unavailable.
- Date of nursing program completion cannot be future dated from program director's signature on School Certification form.
- Applicants educated by a nursing program **outside of Maine** are not required to submit a School Certification Form.
- The School Certification **must** be mailed from the school. Electronic versions will not be accepted.

#### Contact Maine Board of Nursing

Email: [Exams.PFRNursing@maine.gov](mailto:Exams.PFRNursing@maine.gov)

Fax Number: 207-287-1149

Phone Number: 207-287-1133

Hours of Operation: Monday – Friday  
8:00AM – 4:30PM Eastern Standard Time

We are closed all state holidays.

RN & PN Licensure Requirements (PDF files) and detailed application instructions can be found on our website within the License by Examination section.

<https://www.maine.gov/boardofnursing>

#### Contact Pearson VUE Candidate Services

Toll Free: 1-866-496-2539

Hours of Operation: Monday - Friday  
7:00AM – 7:00PM Central Standard Time

[www.nclex.com](http://www.nclex.com)

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

[www.nursecompact.com](http://www.nursecompact.com)



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### PEARSON VUE REMINDERS

- ❖ Authorization to Test is valid for **90 days only** and will not be extended for any reason.
- ❖ If rescheduling or unscheduling an exam appointment, **ensure you receive a confirmation email indicating that the exam date has changed.**
- ❖ Read all communications from Pearson VUE *carefully*.
- ❖ Pearson VUE offers unofficial exam results two days post-exam (fee included).
- ❖ Do not call the Board of Nursing for examination results. They will be provided to the applicant within 6 weeks post-exam.
- ❖ Examination can be taken at any of the approved Pearson VUE test centers.

### NCLEX TESTING ACCOMMODATIONS

- ❖ Accommodation requests must be indicated during the application process.
- ❖ An applicant must have been diagnosed with a learning disability and granted accommodations within the nursing program to be eligible for NCLEX accommodations.
- ❖ An applicant is not eligible to receive ATT until accommodation forms have been reviewed and approved.
- ❖ To revoke an accommodation, email request to [Exams.PFRNursing@maine.gov](mailto:Exams.PFRNursing@maine.gov).

### BOARD REVIEW

- ❖ If it is determined that an application requires a Board review, the applicant will be notified of the determination and given a meeting date.
- ❖ Board members meet quarterly. Meeting dates, agendas and minutes are on our website within "Board Information" section.
- ❖ Applicant attendance at the meeting is not required, as they cannot address the Board.
- ❖ Public Zoom link access is available on the Maine Board of Nursing website.

### NURSE LICENSURE COMPACT (NLC)

- Nurses are required to be licensed in their legal state of residence. For compact purposes, the primary state of residence (PSOR) is not related to property ownership in a state, or schooling location, but rather where the person holds legal documents.
- There can only be one PSOR.
- If your PSOR is a compact state *other* than Maine, regardless of whether you go to school or work in Maine, you must apply for licensure in your legal state.
- If your PSOR is a non-compact state, you may be eligible for Maine-only licensure.
- There is not a separate application for compact licensure- the application submitted for a Maine nursing license is automatically reviewed for multi-state eligibility.

Visit [www.nursecompact.com](http://www.nursecompact.com) for more information about the NLC.

### FOREIGN -EDUCATED APPLICANTS

- ❖ Transcript review through CGFNS (CES report) is required for foreign-educated applicants. Results must be sent to Maine Board of Nursing.
- ❖ Canadian-educated applicants *do not* need a CGFNS review. However, they must have official transcripts sent to Maine Board of Nursing.
- ❖ Obtaining a CES report from CGFNS can be a lengthy process, so it is advised to begin the task as soon as possible.
- ❖ If the nursing program was taught in any language other than English, the applicant must also complete a Test of English as a Foreign Language assessment through CGFNS and have results sent to Maine Board of Nursing.
- ❖ United States Social Security Numbers are required for licensure.

### ISSUANCE OF LICENSURE

Upon completion of uniform licensure requirements, licensees will receive their official Nursing license via email. The Board of Nursing does not issue paper licenses.