

**Registered Professional Nurse Endorsement Application Information for
Foreign Educated Applicants,
Excluding Education Received in Canada OR Licensed in Other US Jurisdiction**

State of Maine Licensure Requirements

Who Should Apply by Endorsement

- Applicants who DO hold an active license in a foreign country (even if the NCLEX has not yet been completed) or in another state.
- Endorsement requires an active license from some jurisdiction but is not required to be the applicant's original foreign licensure.
- Applicants who DO NOT hold an active license in foreign country or in another state will submit an application for **Licensure by Exam**.

Application and Fee

- Apply online through the [Maine State Board of Nursing website](#). Select *I want to “apply for a license.”*
- The application fee is \$75 and is **non-refundable**.
- You must supply a PERSONAL email address, not a staffing agency email address. Board staff must be able to communicate directly with the applicant.
- The Board of Nursing has a “Sole Contact” policy in place (available here: [SECTION IV \(maine.gov\)](#)). Board staff will communicate ONLY with the applicant regarding his/her application, even if a release is on file with the staffing agency. Specific questions regarding an individual's application must come from the APPLICANT to the general email address: Endorsement.PFRNursing@maine.gov. Responses will be sent only to the APPLICANT.
- Please complete and submit the application and await correspondence from Board staff (review of the application can take up to 10 days).
- An electronic checklist is emailed to the email address supplied in the application. The checklist is updated and re-sent as additional documents are received.
- You can check the status of your any time by going to [Maine State Board of Nursing website](#) and choosing “*check my application status.*” Enter the RN number assigned to the application and the password. When requested to enter the social security number, if one has not yet been issued, applicant can hit “*continue*” to bypass this field.
- Licenses are not issued until ALL required documents have been received.
- A staffing agency can provide the payment for the application. The APPLICANT must submit the application as he/she is attesting that the information being submitted is accurate.

SUPPORT DOCUMENTATION

Support documentation can be uploaded to the application
or emailed to Endorsment.PFRNursing@maine.gov

- Upload a recent color **photograph** that displays a clear, recognizable, full-face view. Do NOT use filters or additions. Do NOT edit. Do NOT have other people in the photo. Passport photos are NOT accepted. Copies of a driver's license, ID/badge, passport, or passport-style photos are NOT accepted. Photos with hats or glare from glasses are NOT accepted.
- Upload a signed and dated **application signature page**. Go to the Maine State Board of Nursing website – the form is located in the [Licensing section](#). If you have not yet been issued a social security number, leave that blank.

- Upload a completed, signed, and dated **Declaration of Primary State of Residence**. Go to the Maine State Board of Nursing website – the form is located in the [Licensing Section](#). This should be submitted AFTER you have relocated to Maine. We do NOT accept future-dated forms. Please be sure ALL questions on the form are answered (including the one regarding employment with the military or federal government).
- If you have NOT worked as a nurse in the past 5 years, a letter of explanation must be submitted noting why you have not worked as a nurse and indicating whether any refresher courses have been taken.

REQUIRED OFFICIAL DOCUMENTATION

Official documentation can be emailed to Endorsment.PFRNursing@maine.gov
or mailed to Maine BON, 158 SHS, Augusta, ME 04333-0158.

Education Verification/Transcripts

- Education verification/transcripts MUST be verified through the [Commission of Graduates of Foreign Nursing Programs \(CGFNS\) website](#) (CES Report, which includes review of education and licensure) IF:
 - education is outside of US or Canada AND you are NOT licensed in another US jurisdiction. Documents must be received directly and only from CGFNS. We cannot accept verification/review through other entities (e.g., JSILNY).
 - you have NOT taken the NCLEX (this will be required as part of the application for licensure by Endorsement).
- CGFNS CES Reports/transcripts will NOT be accepted from the applicant but can be accepted from other Boards of Nursing.
- Obtaining a CES Report from CGFNS can take several weeks, and it is recommended that this be done at the start of or even before the application is submitted to the Maine Board of Nursing. Be sure to request the full CES Report, if required.
- If you completed your education in Canada, please have official transcripts sent directly from the school. A CGFNS CES Report is NOT required.
- If you hold a US license in another state, a CGFNS eDAS or CES Report, received directly from CGFNS, OR official transcripts received directly from the school, are acceptable. These can also be accepted from other Boards of Nursing.
- The education verification portion of a CGFNS CES Report and official transcripts do not expire.

Language Verification

- A Test of English as a Foreign Language (TOEFL) report with a passing score (total of 84 with a minimum speaking score of 26) must be submitted, or a CGFNS CES Report must verify that the TOEFL exam was passed IF:
 - Education occurred in a language other than English; OR,
 - NCLEX exam has not been taken; OR,
 - NCLEX exam was taken in a language other than English
- Maine ONLY accepts the TOEFL exam results.

NCLEX Requirements

- The NCLEX exam is required for licensure
 - If you have NOT yet completed the NCLEX, it will be required as part of the endorsement process.

- You will need to register with [Pearson Vue](#) and pay the **non-refundable** \$200 registration fee.
- If the NCLEX was taken in another state but no license was issued, verification of having passed the NCLEX must be sent directly from the other state's Board of Nursing,

Verification of Foreign or other US Licenses

- Licenses can be verified through a CGFNS CES Report or directly from the governing body of the country of licensure.
- License verification is required for **ALL** countries where an applicant holds OR has held a license, even if the license has expired, UNLESS:
 - You have an active license from another US Jurisdiction and have NOT been practicing in the home country; OR,
 - You held a foreign license that has not been active for 10 years or more.
- License verifications are valid for ONE YEAR from the date of verification, NOT the date of the verifying document (e.g., CES Report).
 - If the license verification date is more than one year old when the applicant has submitted all documentation for licensure AND he/she has returned to the foreign jurisdiction AND has practiced using the license, current verification from the governing body is required.
- If a foreign license was originally verified through a CGFNS CES Report and the verification becomes more than one year old, a new verification of license can be received directly from the country's governing body; it does NOT need to come from CGFNS.
- If the applicant has been issued a license in another state, he/she must register with [Nursys](#) and pay the \$30 fee so that the Board can obtain the license verification report.

Social Security Number

- You MUST have a US Social Security Number (SSN) in order to be issued a Maine RN License.
 - If you do not have an SSN upon initial application, you must submit your SSN to be added to the application once it has been issued.
 - If you submit a copy of your SSN card, and your name has been abbreviated or changed, or the entire name is not listed on the card (i.e., middle name omitted), you will need to submit a copy of your **birth certificate**.
- Any documents requesting an SSN submitted after issuance of the SSN must include the SSN (e.g., Declaration of Primary State of Residence).
- You can check the status of your application even if an SSN has not yet been issued. Go to [Maine State Board of Nursing website](#) and choose "*check my application status.*" Enter the RN number assigned to the application and the password. When requested to enter the SSN, hit "*continue*" to bypass this field.

Name Change Documentation

- If your name on documentation received from CGFNS, a school, or a governing body differs from the application, documentation of the name change (e.g., **marriage certificate**) must be submitted.
- If your name changes while the application remains pending, documentation of the name change must be submitted.

Criminal Background Check a/k/a Fingerprinting

- All applicants for Maine licensure must undergo a criminal background check (CBC) through [Identogo](#).

- CBC results are valid ONLY for 90 days. If CBC results expire, new CBC results must be received prior to issuing a license.
- You can register with Identogo without having been issued an SSN.
- It is recommended that the CBC is done once you arrive in Maine as results are received within 2-3 days.
 - Please register with [Identogo](#) as someone residing in Maine, schedule an appointment, and pay the \$52 fee.
 - The results are sent directly to the Board of Nursing.
- If you are currently residing out of state or out of the country, fingerprint cards must be submitted directly to Identogo.
 - Please register with [Identogo](#) as someone outside of Maine and pay the \$52 fee.
 - Fingerprint cards will be sent to the Identogo address in Tennessee provided after registration. **DO NOT SEND FINGERPRINT CARDS TO THE BOARD OF NURSING.**
 - CBC results can take 2-3 weeks or longer when sent to Identogo from out of state or another country.
- To avoid the need to undergo multiple background checks, the Board recommends ensuring that all information has been submitted before completing your background check.

Nurse Licensure Compact (NLC) Information

- Only Maine residents are eligible to receive a multistate license. (A multistate license allows you to work in all of the NLC states using your Maine privileges.)
- To confirm residency, please submit a **Declaration of Primary State of Residence** – the form is located in the [Licensing Section](#).
- You will also need to submit a copy of your Maine State driver's license, non-driver identification card, or other proof of Maine residency (e.g., tax documents or validation of residence).
 - If you have not yet obtained a Maine State driver's license, you may be issued a single state license pending submission of a Maine State driver's license.

90-Day Authorization Letter

- 90-Day Authorization Letters can be issued with evidence of current, unencumbered licensure in another state and will allow an applicant to begin working pending receipt of his/her SSN.
 - This letter will NOT be issued unless the ONLY remaining information needed to complete an application is the SSN.
- Verification of the education program from CGFNS OR transcripts from the nursing school must be received by the Board.
 - Other Boards of Nursing may provide official transcripts or a CGFNS eDAS or CES Report.
- ALL licenses (foreign and US) must be verified as outlined above.
- The US license held must be valid for at least 90 days or the authorization letter will be shortened to correspond with the other state's license expiration date.
- 90-Day Authorization letters are issued no more than 72 hours ahead of the start date (i.e., issued on Friday for a Monday start date).
- The following information is needed to issue a 90-Day Authorization Letter:
 - Name, address, phone and fax numbers of the facility where applicant will be working.
 - Contact name and email address of the person who will be the applicant's NURSE supervisor at the facility.
 - Start date.
 - Name, address, phone and fax number, and contact name of the employer (agency).