

MAINE STATE BOARD OF NURSING LICENSURE REQUIREMENTS
REGISTERED PROFESSIONAL NURSE AND PRACTICAL NURSE ENDORSEMENT APPLICATION
INFORMATION FOR FOREIGN-EDUCATED APPLICANTS,
EXCLUDING EDUCATION RECEIVED IN CANADA OR LICENSED IN OTHER US JURISDICTION

The following information is the general information needed for licensure and does not reflect additional information that may be requested based on review of an application.

WHO SHOULD APPLY FOR ENDORSEMENT/RECIPROCITY

- Applicants who DO hold an active license in a foreign country or in another state, even if the NCLEX has not yet been completed.
- 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 a foreign country or in other states will **apply for Licensure by Exam.**

NURSE LICENSURE COMPACT

The State of Maine is a member of the Nurse Licensure Compact (NLC) which allows a registered nurse or practical nurse who holds an active multistate license to practice physically and/or virtually in other NLC states without applying for and obtaining an additional license. Visit www.nursecompact.com for a list of compact states. A nurse who does not meet the uniform licensure requirements is not eligible for a multistate license. To be eligible for a multistate license in Maine, Maine must be declared as your primary state of residence (PSOR) and evidence of such must be provided. If your PSOR is a compact state *other than Maine*, you are not eligible for Maine licensure. If your PSOR is a non-compact state, you may be eligible for single-state (Maine only) licensure. For compact purposes, the PSOR does not pertain to property ownership, schooling location, or work location; it is the state in which a person holds legal documents and is permanently domiciled.

APPLICATION AND FEE

- Go to the Maine State Board of Nursing website. Select *I want to "apply for a license"* and follow the instructions. The non-refundable application fee is \$75.00 for Registered Nurse and \$50.00 for Practical Nurse. Applications must be completed by the applicant themselves; nobody is permitted to complete the application on behalf of the applicant.
- You must supply a PERSONAL email address, not a staffing agency email address. The Board staff must be able to communicate directly with the applicant.
- The Board of Nursing as a ["Sole Contact" policy](#) in place. Board staff will communicate ONLY with the applicant regarding their 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 business 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 application anytime by going to Maine State Board of Nursing website and choosing *"check my application status"*. Enter the RN or PN number assigned to the application and your password. When requested to enter the social security number, if one has not yet been issued, you can hit "continue" to bypass this field.
- Licenses are not issued until ALL required documents have been received and approved.

- A staffing agency can provide payment for the application. The APPLICANT must submit the application as he/she is attesting that the information being submitted is accurate.

SUPPORTING DOCUMENTATION

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

- Upload a recent, colored, unedited photograph that displays a clear, recognizable, full-face view (headshot). Must be forward-facing, have clear resolution and proper lighting. Do not use any filters or additions. No full-body shots, visibly inappropriate clothing, glasses glare or hats. No other people or objects in the background. Copies of passports, 2X2 passport-style photos, or copies of ID/badge photos will be rejected.
- Upload a completed, signed, and dated Declaration of Primary State of Residence. Go to [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.
- Full disclosure of **any** criminal history or professional disciplinary action is required during the application process **whether or not you were convicted**.
- Go to the [Maine State Board of Nursing website](#), select “I Want to Obtain a Criminal Background Check” and follow the instructions listed. There is a \$52 fee for this process and results are only valid for 90 days, so coordinate appropriate timing with your examination.
- 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.

INFORMATION FOR “YES” ANSWERS TO DISCIPLINARY QUESTIONS

- In response to any “yes” answers to questions regarding discipline, you are expected to disclose and explain your entire criminal offense history **whether or not you were convicted**.
- A signed and dated detailed letter of explanation is required, narrating the circumstances surrounding the criminal record or disciplinary action, rehabilitative changes since the time of the disciplinary action, and how you ensure that a similar situation will not be repeated. Once the application is processed, a checklist will be delivered indicating what supplemental documentation you are required to provide.
- **Supporting court documents are required for any incidents that occurred less than 10 years ago**

CRIMINAL BACKGROUND CHECK

Maine State law authorizes the State Board of Nursing to require an applicant to complete the fingerprinting process for a criminal background check upon initial licensure. [IdentoGo](#) is the exclusive vendor that is responsible for processing your fingerprints. There is a fee associated with this process. Go to the [Maine State Board of Nursing website](#). Select *I want to “obtain a criminal background check”* and follow the instructions.

Please pay careful attention to IdentoGo instructions.

- Criminal background check results are only valid for **90 days**.
- The Maine Board of Nursing cannot accept fingerprint cards or criminal background check results mailed by you, or results that were completed for another facility, even if the previous check was completed through the Department of Public Safety and the Federal Bureau of Investigation.
- There is no crime listed in Maine State law that automatically disqualifies an applicant from becoming a Nurse, however the Board may consider whether the applicant has been sufficiently rehabilitated to warrant the public trust. Some factors that would be considered are the nature of the conviction, when it occurred, facts and circumstances surrounding the event, etc.

VERIFICATION OF LICENSE

- Verification of licensure is required through [NURSYS](#) if your original license was issued in a NURSYS participating state. There is a \$30 fee that must be paid via Visa or Master Card.
- If your license was issued by a state that does not participate in NURYS, contact the appropriate Board directly and request verification of licensure be provided to Maine State Board of Nursing.

EDUCATION VERIFICATION/TRANSCRIPTS

- Education/transcripts MUST be verified through TruMerit (formerly CGFNS) in the form of a CES Report if education is outside of United States or Canada AND applicant is not licensed in another US jurisdiction. We cannot accept verification/review through other entities (e.g., JSILNY).
- Verification of the education program cannot be received from the applicant.
- CES report is required for applicants with no other U.S. license or who have not completed the NCLEX examination.
- Obtaining a CES report from TruMerit 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 TruMerit CES report is NOT required.
- If you hold a US license in another state, a TruMerit eDAS or CES report, received directly from TruMerit, OR official transcripts received directly from the school, are acceptable. These can also be accepted from others Board of Nursing.
- The education verification portion of a TruMerit CES Report and official transcripts do not expire.
- Effective May 22, 2023, applicants who have been educated in a foreign educational facility (in a country other than the United States and Canada), and who are seeking licensure in Maine from the Maine State Board of Nursing, must report ALL foreign (outside of the United States) licenses to be verified/validated through TruMerit and reported in the CES report.

LANGUAGE VERIFICATION

- If an applicant's education was taught in a language other than English, they must submit a TOEFL report or have TruMerit verify that the TOEFL exam was passed.
- We cannot accept other English proficiency test results.
- The TOEFL must have a total passing score of 84 with a minimum speaking score of 26.
- If the NCLEX exam was successfully passed in English, then the applicant is not required to take the TOEFL exam.

NCLEX EXAMINATION

- The NCLEX examination is required for all foreign applicants that have not taken the exam in another jurisdiction
- The NCLEX is required for all Canadian applicants endorsing from Canada to Maine that have not already taken the NCLEX examination.
- The NCLEX may be required for Canadian applicants endorsing into Maine from other states that have never taken the NCLEX, depending on the Maine existing laws at the time the Canadian applicant endorsed into the United States.
- 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 to Maine State Board of Nursing.
- You will need to register with [Pearson VUE](#) and pay the non-refundable \$200 registration fee.

VERIFICATION OF FOREIGN OR OTHER U.S. LICENSES

- Licenses can be verified through a TruMerit 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 license 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 TruMerit 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 they 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.

U.S. SOCIAL SECURITY NUMBER

- You **MUST** have U.S. Social Security Number (SSN) in order to be issued a Maine RN or PN license.
 - If you do not have a 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 in any way, 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 a SSN submitted after issuance of the SSN must include the SSN (e.g., Declaration of Primary State of Residence form).
- You can check the status of your application even if a SSN has not yet been issued. Go to [Maine State Board of Nursing website](#) and choose “*check my application status*.” Enter the RN or PN 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 TruMerit, 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.