

MAINE STATE BOARD OF NURSING LICENSURE REQUIREMENTS

PRACTICAL NURSE - LICENSURE BY EXAMINATION

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.

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.

APPLY FOR LICENSURE BY EXAMINATION

- 1) 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. Applicants must be completed by the applicant themselves; nobody is permitted to complete the application on behalf of the applicant.
- 2) 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.
- 3) Upload the Application Signature page. To find this form, go to the “Licensing” section of Maine State Board of Nursing website, then choose the “License by Examination” section. Select the Application Signature Page document. Please complete the form with accurate information, sign, date, and submit.
- 4) Upload a Declaration of Primary State of Residence form. To find this form, go to the “Licensing” section of Maine State Board of Nursing website, then choose the “Declaration of Primary Residency” section. Select the Declaration of Primary State of Residence document. This form must be completed with current and accurate information; future-dated forms indicating intentions to relocate will not be accepted.
- 5) Full disclosure of **any** criminal history or professional disciplinary action is required during the application process.
- 6) Register to take the NCLEX examination with Pearson VUE at www.pearsonvue.com.
- 7) 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.

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.

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.
- The criminal background check does not need to be completed before you receive your Authorization to Test or take the NCLEX-PN examination. However, it must be completed and results reviewed before licensure can be issued.
- 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.

SCHOOL CERTIFICATION FORM

School certification forms are required for applicants graduating from a Maine Nursing program. This form is located on the [Maine State Board of Nursing website](#) within the [License by Examination section](#).

- School certification forms **must** be completed by the nursing program administration, not the registrar nor the applicant.
- It must be completely thoroughly and accurately, stamped with the school’s official seal, and sent by the school. Inaccurate and/or future-dated forms will not be accepted.
- We cannot accept electronic versions of this form. It must be mailed to the Maine State Board of Nursing, 158 SHS, Augusta, ME 04333.

PEARSON VUE

Pearson VUE is the exclusive testing vendor that provides the computer-based NCLEX-PN examination, which is offered in both domestic and international authorized test centers and offered in French and English.

- Go to www.nclex.com to register. There is a non-refundable registration fee that must be paid before registration is complete.
- All exam registrations will remain open for a 365-day time period, during which the Board of Nursing may determine the applicant’s eligibility to receive their Authorization to Test.
- Once the Board of Nursing makes the applicant eligible to receive an Authorization to Test, they can schedule a date and time for the NCLEX examination to be administered at any authorized test center.
- Authorization to Test is only valid for **90 days** and cannot be extended for any reason.
- Pearson VUE communications will be sent electronically to the email address provided during registration

TRANSCRIPTS

Applicants graduating from out-of-state Nursing programs must have their school send an official final transcript with degree type and conferral date to Maine State Board of Nursing, 158 SHS, Augusta, ME 04333 or email electronically via Parchment services to Exams.PFRNursing@maine.gov.

FOREIGN-EDUCATION APPLICANTS (outside of United States)

- CGFNS is the only credential evaluation organization that the Maine Board of Nursing will accept.
- Foreign-educated applicants are required to have education verification/transcript review through the [Commission of Graduates of Foreign Nursing Programs \(CGFNS\) website](#). The information must be submitted to the Maine Board of Nursing by CGFNS or posted for review on the CGFNS website.
- Obtaining a CES (credentials evaluation service) report from CGFNS can take several weeks. It is recommended that this process be completed before the application for licensure is submitted to the Maine Board of Nursing. Be sure to request the full CES report, if required.
- Education verification portion of a CGFNS CES report does not expire.
- Test of English as a Foreign Language (TOEFL) must be completed if education was taught in a language other than English. Applicants must receive a passing score (total of 84 with a minimum speaking score of 26) and have results sent directly to the Maine State Board of Nursing. Maine only accepts TOEFL exam results.
- If education was completed in Canada, please have official transcripts with conferral date sent directly from the school to Maine State Board of Nursing. A CES report from CGFNS is not required.

UNITED STATES SOCIAL SECURITY NUMBER

You must have a United States Social Security Number (SSN) in order to be issued a Maine PN license.

- If you do not have a US 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 Social Security card, and your name has been abbreviated or changed, you will need to submit a copy of your birth certificate.

NURSING SERVICE – MEDICAL CORPS OF ANY U.S. ARMED FORCES BRANCH

The Maine Nurse Practice Act, [32 M.R.S. § 2251-A\(3\)](#), specifies that an applicant who qualifies on the basis of United States Military service must have:

- Served on active duty in the medical corps of any branch of the Armed Forces of the United States, and spend an aggregate of at least 12 months rendering bedside patient care
- Completed the basic course of instruction in nursing required by the branch of the Armed Forces of the United States in which the applicant served
- Was honorably discharged from active duty.

The following documentation must be uploaded as part of the application process:

- Official transcripts showing completion of basic course of instruction in nursing required by the branch of the armed forces
- Official DD214 or other military document showing that service in the armed forces has been under honorable conditions, or whose general discharge has been under honorable conditions; and
- Military performance evaluations while assigned to military hospital verifying 12 months of inpatient bedside patient care (including hospital assigned, specific dates to and from, wards assigned, and duties performed).