



**Secretary of State
Office of Professional Regulation**

NURSING

Application Instructions for Licensed Practical Nurse & Registered Nurse

NURSE LICENSURE COMPACT (NLC)

Vermont is now a compact state. If you hold an active multistate license in another state, no action is needed to practice in Vermont. For information on the NLC, please visit Vermont's [NLC webpage](#) for eligibility at:

<https://sos.vermont.gov/nursing/statutes-rules-resources/nurse-licensure-compact/>

CURRENTLY LICENSED LPN/RN's APPLYING FOR A MULTISTATE LICENSE

1. Documentation you will need before completing the "Add Specialty" (multistate/compact license)
 - a. Completed FBI Release Form
 - b. Proof of Vermont Residency

If Vermont is not your primary state of residence you are not eligible for a multistate Vermont license.

2. Below are the instructions to apply for a multistate/single state LPN/RN license.
 1. Ensure Vermont residency is established.
 2. Log in to your [online account](#), and click "Add Specialty"
 3. Print the [Release Form](#). Complete mandatory fields.
 - a. Within the specialty application:
 - b. indicate that you are applying for a multistate or single state license by selecting the appropriate specialty.
 - c. Upload proof of Vermont residency. – only required for multistate
 - d. Upload the completed Release Form where indicated **and submit the specialty application.**
 4. Once OPR receives your application with the attached completed Release Form, you will receive a Fingerprint Authorization Form at the email address associated with your online account. Please allow up to 5 business days for processing.
 5. **After you receive the signed Fingerprint Authorization Form, you will make an appointment to have your fingerprints taken.**
 6. Print the Fingerprint Authorization Form and bring it with you to your fingerprint appointment. The Fingerprint Authorization form must be sent with your prints to the Vermont Crime Information Center (VCIC) . Some law enforcement agencies do this for you, and some will require you to send. Please visit <https://sos.vermont.gov/opr/online-services/background-checks/> for more information.
 7. **Make sure to receive a fingerprint receipt, you will need to upload your receipt to your online account. Log into your account, Update and upload your fingerprint receipt.**

To have fingerprints taken in Vermont: [Click here](#) for a list of Vermont Identification Centers or contact your local law enforcement agency to inquire if they provide fingerprinting services.

To have fingerprints taken outside of Vermont: Contact a local law enforcement agency. If prints are done outside of Vermont they must be “ink prints” completed on the FD-258 fingerprint card.

Once VCIC receives your information, it can take 12 weeks for OPR to receive results. We will make every effort to process the results quickly. Due to the high volume, we expect increased processing time.

For more information on background checks, please visit OPR's [Background Check Webpage](#).

****Multistate privileges WILL NOT be issued until satisfactory completion of the criminal background check (CBC). A single state provisional may be requested while OPR waits for the CBC results. The provisional license authorizes practice in Vermont only**

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