

# Advanced Practice Registered Nurse Application Instructions

Applications are submitted through the [Online Services System](#). Official documentation can be sent by postal mail or by email to [SOS.OPRLicensing1@vermont.gov](mailto:SOS.OPRLicensing1@vermont.gov). Application updates will be sent to the email address on file. Please allow 3-5 business days for processing.

You must have an active Vermont RN License or a valid multistate RN license from another Compact State to apply for an APRN license. If you do not have a valid multistate license, you will be required to complete a criminal background check to obtain your Vermont single state RN license.

## Complete the Criminal Background Check- Required for all applicants:

- ▶ You will receive a Fingerprint Authorization Certificate at the email address associated with your online account after you attest to the FBI Release questions within your application. Please allow 3-5 business days for processing.
- ▶ After you receive the signed Fingerprint Authorization Certificate, you will make an appointment to have your fingerprints taken.
- ▶ Print the Fingerprint Authorization Certificate and bring it with you to your fingerprint appointment. The Fingerprint Authorization form must be sent with your prints to VCIC. Some centers do this for you, and some will require you to send. Please visit the [Criminal Background Checks for Licensure](#) webpage for more information.
- ▶ Be sure to keep your receipt. You may be asked to provide it.

To have fingerprints taken in Vermont: for a list of Vermont Identification Centers please visit the [Vermont Identification Centers](#) webpage 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.

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.

## Initial License for Primary Specialty:

- ▶ Complete your Vermont online application and submit the non-refundable application fee.
- ▶ Official transcripts, emailed to our office, verifying your APRN education must be submitted directly by your graduate program. The transcript must indicate successful completion of the following courses: Advanced Pathophysiology, Advanced Assessment, and Pharmacotherapeutics
- ▶ Upload a scanned copy of your current national advanced nursing practice specialty certification.
- ▶ Transition to Practice:
  - If completed, enter your start and end dates of practice period.
  - If you are in your Transition to Practice period, upload a scanned copy of your Collaborative Agreement, signed by you and your collaborator before you start employment as an APRN in Vermont.
- ▶ If applicable, enter your DEA number.
- ▶ If applicable, when you are licensed as an APRN in other jurisdiction(s):
  - Enter all states where you have been or are currently licensed.
  - Verification of your licensure submitted directly from your original state of licensure and from your most current state of licensure, if different, is required.

Please contact the Office for information regarding APRN Pro Bono Endorsement

Please allow up to 5 business days for processing applications and any post application documents. Any change of address or other contract information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.

