



**Secretary of State
Office of Professional Regulation**

**NURSING
Application Instructions for Advanced Practicing Registered Nurse**

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.

CERTIFICATION INITIAL LICENSE for PRIMARY SPECIALTY:

1. Complete your Vermont online application and submit the non-refundable application fee.
2. Complete the Criminal Background Check:
 - a) Print the [Release Form](#) and upload with your application. Make sure to complete mandatory fields, and have this form notarized. (You can use the above link to print the form in advance.)
 - b) Once OPR receives your completed Release Form, you will receive a Fingerprint Authorization Certificate (FAC) at the email address associated with your online account. Please allow 3-5 business days for processing.
 - c) **After you receive the signed Fingerprint Authorization Certificate, you will make an appointment to have your fingerprints taken.**
 - d) 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 <https://sos.vermont.gov/opr/online-services/background-checks/> for more information.
 - e) **Be sure to keep your receipt. You may be asked to provide it.**

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. Once VCIC receives your information, it can take 4-6 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](#).

3. Official transcripts 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.
 - Please have your transcripts emailed to us at: sos.oprlicensing1@vermont.gov
4. Upload a scanned copy of your current national advanced nursing practice specialty certification.
5. 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.

6. If applicable, enter your DEA number
7. 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.

You must complete the fingerprint submission process in a timely manner to ensure completion of a criminal background check. If you do not hold an active Vermont RN license you must complete the FBI background check process for your Vermont APRN license.

Please contact the Office for information regarding APRN Pro Bono Endorsement

NOTE: 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.