



Secretary of State
Office of Professional Regulation

NURSING
Application Instructions for Licensed Practical Nurse

Application information applicable to all applicants regardless of basis of licensure type being applied for:

Complete the Criminal Background Check- Required for all applicants:

- Print the [Release Form](#) and upload with your application. Make sure to complete mandatory fields. (You can use the above link to print the form in advance.)
- Once OPR receives your completed Release Form, you will receive a Fingerprint Authorization Certificate at the email address associated with your online account. 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 <https://sos.vermont.gov/opr/online-services/background-checks/> for more information.
- **Be sure to get a receipt for your fingerprints as you will be required to upload 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. 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](#).

Provisional Licensure - (NON-RENEWABLE)

3 V.S.A. §130 allows for a 90-day provisional license to expedite entry into the workforce for applicants who have otherwise met licensure requirements and are either awaiting verification of licensure or the results of a criminal background check. A provisional license may be issued based on a voluntary agreement between the applicant and the Office. An applicant is not required to request one.

In order to be issued a non-renewable provisional license, you **MUST** upload documentation that you have had your fingerprints taken and sent your FAC and fingerprints to VCIC. Your non-renewable provisional license application will remain pending until this documentation is received. To upload your fingerprint receipt log into your online account, click "Update" and upload.

LICENSE BY EXAMINATION – First-Time Applicants Only

1. If you have graduated from a Vermont nursing program please complete the on-line LPN Application by Examination and pay the application fee (non-refundable processing fee).
2. If you have graduated from a school of nursing outside of Vermont, you will need to request your school provide official transcripts to the Board.
 - A. For **Domestic** nursing education programs
 - a. Request your school send of official transcripts directly to the Vermont Board of Nursing by email (sos.oprlicensing1@vermont.gov), or US post mail (89 Main street, 3rd floor, Montpelier, VT 05620-3402); OR
 - b. If you completed ANY of the subject areas listed through a school/program other than your primary nursing program, you are responsible for requesting a transcript from the additional school to be sent directly to the Board. ***NOTE: Official transcripts are not required if the nursing program was completed in the State of VT.
 - B. For **International** nursing education programs – A CES report is required.
 - a. Contact one of our recommended vendors –
 - CGFNS – Commission on Graduates of Foreign Nursing Schools
 - Josef Silny & Associates, Inc.
 - SpanTran
 - b. The vendor will will send the completed CES report directly to our office.
 - c. Any questions please contact the Board of Nursing staff at SOS.OPRLicensing1@vermont.gov
 - C. For LPN's who are a service member or veteran you are eligible to sit for the NCLEX PN examination if you meet the following requirements:
 - a. Have successfully completed one of the following programs:
 - Basic Medical Technician Corpsman Program (BMTCP) 4N0X1
 - Aerospace Medical Service Apprentice (AMSA) 4N031
 - Basic Medical Technician Corpsman Program (BMTCP) 4N051
 - b. Have completed 40 theory hours in behavioral and social sciences. Please have your official transcripts sent to SOS.OPRLicensing1@Vermont.gov
 - D. Register with PearsonVue and pay the exam fee to take the NCLEX
 - E. Indicate within the application whether you intend to be a single state (SSL) or multistate (MSL) licensed nurse.

LICENSE BY ENDORSEMENT- Applicants Licensed in Another State

To qualify, an applicant must be licensed or certified in good standing in another state or jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

- A. Complete online application and pay the application fee (Non-Refundable Processing Fee)
- B. Submit Verification of Licensure. Provide verification of your *original* nursing license as well as the nursing license from *your most recent state of nursing employment*. If those states are members of NURSYS, go to www.nursys.com and obtain license verification(s) for Vermont. (Note: The Quick Confirm Report does not suffice.) If those states do not participate in electronic verification through NURSYS, contact your Board of Nursing and request the verification be sent to sos.oprlicensing1@vermont.gov
- C. Within the application, indicate whether you intend to be a single state (SSL) nurse or apply for compact privileges with a [multistate license](#) (MSL). **You must be a VT resident to apply for MSL.**

FAST TRACK ENDORSEMENT:

To qualify to be licensed, an applicant must be actively licensed or certified in good standing in another jurisdiction for three or more years preceding this application.

- 1. Complete the online application and pay the application Fee (Non-Refundable Processing fee);
- 2. Submit Verification of Licensure. Provide verification from the state that you have been actively licensed and practicing in for a minimum of three years immediately preceding the date you submit your Vermont application. If that state is a member of NURSYS, go to www.nursys.com and obtain license verification for Vermont. (Note: The Quick Confirm Report does not suffice.) If that state does not participate in electronic verification through NURSYS, contact your Board of Nursing and request the verification be sent to sos.oprlicensing1@vermont.gov.
- 3. Within the application, indicate whether you intend to be a single state (SSL) nurse or apply for compact privileges with a [multistate license](#) (MSL). You must be a Vermont resident to apply for MSL.

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