

LPN Application Instructions

Review the following paths to determine which path to apply under. Applications are submitted through the [Online Services System](#). Official documentation or application questions can be sent by postal mail or by email to SOS.OPRLicensing1@vermont.gov. Application updates will be sent to the email address on file. Please allow 3-5 business days for processing.

There are three types of LPN applications:

- by examination for applicants without LPN licensure,
- by endorsement for applicants who have been licensed for fewer than three years in another jurisdiction, and
- by Fast Track Endorsement for applicants who have held LPN licensure in another jurisdiction for more than 3 years.

License By Examination

- ▶ 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).
 - Official transcripts are not required if the nursing program was completed in the State of Vermont
- ▶ For **Domestic nursing education programs outside of Vermont**:
 - Request your school send of official transcripts directly to the Vermont Board of Nursing by email or by US post mail to 89 Main Street, 3rd floor, Montpelier, VT 05620-3402;
 - 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.
- ▶ For **International nursing education programs**, a credentials evaluation service report is required.
- ▶ Contact one of our recommended vendors:
 - CGFNS – Commission on Graduates of Foreign Nursing Schools

- Josef Silny & Associates, Inc.
- SpanTran
- ▶ The vendor will send the completed CES report directly to our office.
- ▶ Applicants who are **a service member or veteran** you are eligible to sit for the NCLEX PN examination if you meet the following requirements:
 - 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
 - Have completed 40 theory hours in behavioral and social sciences. Please have your official transcripts sent by email or US postal mail directly to our office.
- ▶ Once you have received your Authorization to Test letter, register with PearsonVue and pay the exam fee to take the NCLEX.
- ▶ 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 for fewer than three years

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.

- ▶ Complete online application and pay the application fee (Non-Refundable Processing Fee)
- ▶ 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 directly to the office by email or US Post. Online verifications are acceptable and must be uploaded by the applicant.

- ▶ 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

Applicants who have been licensed for three years or more

- ▶ 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.
- ▶ Complete the online application and pay the Non-Refundable application Fee.
- ▶ Submit Verification of Licensure. Provide verification from the state that you have been actively licensed and practicing 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 those states do not participate in electronic verification through NURSYS, contact your Board of Nursing and request the verification be sent directly to the office by email or US Post. Online verifications are acceptable and must be uploaded by the applicant.
- ▶ 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.

Criminal Background Check

- ▶ A criminal Background check is required of all first-time 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.
- ▶ To have fingerprints taken in Vermont:
 - Visit the [Vermont Identification Center](#) webpage 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.
 - 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.
 - Prints must be “ink prints” completed on the FD-258 fingerprint card.
 - The Fingerprint Authorization form **must** be mailed with your prints to VCIC. Some centers do this for you, and some will require you to mail these.
- ▶ Be sure to get a receipt as you will be required to upload it into your online account.
- ▶ 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.

Provisional Licensure

- ▶ 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.
 - If you are mailing your fingerprints and FAC form to VCIC from out of state, upload a receipt of mailing those documents. Your non-renewable provisional license application will remain pending until this documentation is received.
- ▶ To upload your fingerprint receipt or mail receipt, log into your online account, click “Update” and upload.