



## Montana Board of Nursing

PO Box 200513  
301 S Park, 4<sup>th</sup> Floor  
Helena, MT 59620-0513  
Phone: (406) 444-5711  
Email: [unitb@mt.gov](mailto:unitb@mt.gov) Website: [www.nurse.mt.gov](http://www.nurse.mt.gov)

## Licensing Requirements and Application Checklist APRN

### License Requirements for APRN

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. An official transcript sent to the board directly from the education institution, verifying date of graduation and graduate-level degree conferred – [ARM [24.159.1412](#), ARM [24.159.1418](#)]
2. Must hold an active MT RN license or RN license with a multistate designation from a compact state – [ARM [24.159.1412](#), ARM [24.159.1418](#)]
3. Submit current and valid APRN Certification – [ARM [24.159.1412](#), ARM [24.159.1418](#)]
4. Submit verification of APRN licensure status from all jurisdictions for preceding two years – [ARM [24.159.1412](#), ARM [24.159.1418](#)]
5. Submit fingerprints for the purpose of a fingerprint and background check – [MCA [37-8-434](#)]

### Checklist of Required Documents to Submit for Application for APRN

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official Transcript
- Proof of active RN license
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type. (If the state is part of NURSUS, verification must be through Nursys. IF state is NOT part of Nursys, MUST come from the source)
- APRN certification(s)
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).
- Fingerprint Background Check
- Non-Criminal Notice of Applicants Rights form

### Application Fee(s) for APRN

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$75 for each specialty certification



Montana Department of  
**LABOR & INDUSTRY**

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.