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 NURSYS, 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
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.