



## Montana Board of Nursing

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## Licensing Requirements and Application Checklist LPN by Examination

### License Requirements for LPN by Examination

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 educational institution, verifying date of graduation and degree or credential conferred – [ARM [24.159.1024](#)]
2. Passage of NCLEX – [ARM [24.159.1024](#)]
3. Submit fingerprints for the purpose of a fingerprint and background check – [MCA [37-8-434](#)]

### Checklist of Required Documents to Submit for Application for LPN by Examination

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 sent to the board directly from the education institution, verifying date of graduation and degree or credential conferred
- Register for NCLEX-PN exam with Pearson Vue, found through [ncsbn.org/nclex](http://ncsbn.org/nclex)
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- 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
- For internationally-educated applicants, credential review (CGFNS or Josef Silny & Associates) from source

### Application Fee(s) for LPN by Examination

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.

- \$100 application fee

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.**