



## Montana Board of Nursing

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## Licensing Requirements and Application Checklist RN by Endorsement

### License Requirements for RN by Endorsement

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

1. Submit license verification and, if not in English, a certified translation, from the state, territory, or country in which the applicant currently holds an active license in good standing – [ARM [24.159.1028](#)]
2. Submit documentation, including jurisdiction and date, of any previous professional license denial or withdrawal of application – [ARM [24.159.1028](#)]
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 RN by Endorsement

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 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)
- Fingerprint Background Check
- Non-Criminal Notice of Applicants Rights form
- 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.).
- For internationally-educated applicants, credential review (ie:CGFNS) from source

### Application Fee(s) for RN by Endorsement

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.

- \$200 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.**