



Montana Department of
LABOR & INDUSTRY

Montana Board of Nursing

PO Box 200513

301 S Park, 4th Floor

Helena, MT 59620-0513

Phone: (406) 841-2300

Email: dlibsdlhelp@mt.gov Website: nurse.mt.gov/

**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. Application submitted at aca-prod.accela.com/pol for an LPN license
2. Completion of an approved practical nursing education program that is authorized to prepare persons for licensure as practical nurses – ARM [24.159.422](#)
3. Passage of the NCLEX-PN – ARM [24.159.422](#)
4. Submission of fingerprints to the Montana Department of Justice for the purpose of a fingerprint-based background check – [37-8-434](#), MCA

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 submitted at aca-prod.accela.com/pol. 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.

- ☐ An official transcript sent directly from the education institution demonstrating degree and date conferred
- ☐ Registration with Pearson Vue for the NCLEX-PN at nclex.com/
- ☐ Fingerprint-Based Background Check Report from Montana Department of Justice
- ☐ Non-Criminal Notice of Applicants Rights form (this is automatically completed when you submit your application online)
- ☐ For internationally-educated applicants, credential review report (Trumerit (formerly CGFNS) CES, JSA Nursing Evaluation or IEE Nursing Evaluation) 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.

- ☐ \$100 application fee

You can apply for a license online at aca-prod.accela.com/pol.

You must include a valid email address with your application. Email 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 & Industry Professional Licensing Bureau using the contact information at the top of this checklist.