



Montana Department of
LABOR & INDUSTRY

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. Application submitted at <https://ebiz.mt.gov/> for RN license
2. Submission of license verification from the state, territory, or country in which the applicant currently holds an active license which should include proof of education, proof of passage of NCLEX-RN, and demonstration of active license in good standing -- [24.159.422](https://www.mt.gov/24159422)
3. Submission of fingerprints to the Montana Department of Justice for the purpose of a fingerprint-based background check -- [37-8-434](https://www.mt.gov/378434), MCA

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 submitted at <https://ebiz.mt.gov/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.

- ☐ Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type. (Verification must be through Nursys – green license verification option at <https://www.nursys.com>. IF state is NOT part of Nursys (Pennsylvania and California VN) or international license, must request verification directly from source to be sent to address above
- ☐ 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)

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.

- ☐ \$200 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/>.

You must 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.