INSTRUCTION FOR LICENSURE AS A LICENSED PRACTICAL NURSE

LICENSE BY EXAMINATION
“If you have graduated from a nursing education program outside of the United States and have passed the NCLEX-LPN please complete the International LPN NCLEX Pass Endorsement Application.”

1. Complete On-Line Application and Pay the Application Fee of $60.00 (Non-Refundable Processing Fee)
2. 2x2 Photo (Photo of head and shoulders taken within the last 6 months other than your driver’s license or passport)
3. Copy of Driver’s License, Government Issued ID or Passport
4. Verification of Education Form - This verification of education form must be completed and placed in a sealed envelope by the school. The school can either:
   A. Send the completed verification form, signed, dated, and affixed with the school stamp/seal along with a copy of official transcripts directly to the Vermont Board of Nursing; OR
   B. Give the completed verification form, signed, dated, and affixed with the school stamp/seal along with a copy of official transcripts to you so you may attach it unopened to your application.
   C. If you completed ANY of the subject areas listed through a school/program other than your primary nursing program you are responsible for requesting a verification of education form and a transcript from the additional school.

   ***NOTE: Official transcripts are not required if the nursing program was completed in the State of Vermont.

5. Register with Pearson VUE and pay the exam fee to take the NCLEX.

LICENSE BY ENDORSEMENT
To qualify to be licensed, an applicant must be licensed or certified in good standing in another jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont’s, and must have worked a minimum of 50 days (400 hours) in the last two years, or 120 days (960 hours) in the last 5 years under that license.

1. Complete On-Line Application and Pay the Application Fee of $150.00 (Non-Refundable Processing Fee)
2. 2x2 Photo (Photo of head and shoulders taken within the last 6 months other than your driver’s license or passport)
3. Copy of Driver’s License, Government Issued ID or Passport
4. Submit Verification of Licensure.
   Provide verification of your original nursing license as well as the nursing license from your most recent state of nursing employment. If those states are members of NURSYS, go to www.nursys.com and obtain license verification(s) for Vermont. (Note: The Quick Confirm Report does not suffice.) If those states do not participate in electronic verification through NURSYS, contact your Board of Nursing