



The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

Bureau of Health Professions Licensure

Board of Registration in Nursing

www.mass.gov/dph/boards/rn

INSTRUCTIONS AND INFORMATION TO COMPLETE

CERTIFICATION OF GRADUATION FROM A BOARD-APPROVED NURSING EDUCATION PROGRAM LOCATED OUTSIDE OF THE UNITED STATES AND THE TERRITORIES of AMERICAN SAMOA, GUAM, NORTHERN MARIANA ISLANDS, and U.S. VIRGIN ISLANDS¹

Carefully read the following information and instructions prior to completing the enclosed forms.

Important Note: To practice nursing in Massachusetts, you must hold a valid, current license issued by the Massachusetts Board of Registration in Nursing (Board). Temporary licenses are not issued. Nursing practice as a “Graduate Nurse” is illegal in Massachusetts. Massachusetts is not a member of the Nurse Licensure Compact

Nurse Licensure Requirements

[M.G.L. c. 112, s. 74 & 74A, and Board regulations at 244 CMR 8.00]

1. Good moral character, as established by the Board.
2. **Registered Nurse (RN):** graduation from an RN education program approved by the Massachusetts Board of Registration in Nursing (Board). **Practical Nurse (PN):** graduation from a Board-approved RN or PN program. Graduates of a nursing education program whose language of instruction, classroom instruction, clinical practice or textbooks was not English must demonstrate English proficiency; see section II below.
3. Achievement of a pass score on the National Council Licensure Examination (NCLEX®) for Registered Nurses or Practical Nurses based on type of licensure applied for.
4. Payment of all required fees.

Federal law requires non-US educated health care professionals to successfully complete a screening program before receiving an occupational visa. This screening requires nurses to have earned either an *International Commission on Health Professionals VisaScreen™ Certificate* (applicable to RN licensure only) or have passed the NCLEX. Canadian RNs, previously licensed in Massachusetts by reciprocity of their Canadian RN, are not eligible to apply to the Board to write the NCLEX-RN.

Education and English Proficiency Requirements

1. To meet the Board’s educational requirements for certification, you must be a graduate of:
 - a senior secondary school (high school) that is separate from nursing education; and
 - a government-approved, general nursing program that provided theory and clinical education which, in the opinion of the Board, maintains standards substantially the same as those required for approval of a registered nursing education program in Massachusetts *and* which program is approved by the nursing board or corresponding body in the jurisdiction where the program is located.
 - **Registered Nurse (RN):** You must be educated and hold licensure in good standing as a “first-level, general” nurse (International Council of Nurses).
 - **Practical Nurse (PN):** You must be educated and hold licensure in good standing as a “second-level, general” nurse (International Council of Nurses).
2. Graduates of a nursing education program whose language of nursing instruction (classroom instruction and clinical practice) or textbooks or both was not English must demonstrate English proficiency before writing the NCLEX.

¹ Graduates of programs located in the U.S. Territory of Puerto Rico must use this form to certify their nursing education.

Requirements for Licensure by Examination (NCLEX)

Step 1: Obtain certification of your graduation from a Board-approved nursing education program.

1. Complete the *Certification of Graduation from a Board Approved Nursing Education Program Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* and pay the \$50 non-refundable, non-transferable administrative processing fee to the Board's credentials review service, Professional Credentialing Services (PCS).
2. Provide supporting documentation: Complete **one** of the following:
 - CGFNS² Qualifying Examination Certificate with CGFNS emboss (RN licensure only); **or**
 - VisaScreen Certificate with International Commission on Health Professions emboss (RN licensure only); **or**
 - CGFNS Credentials Evaluation Services (CES) Report, including both the Nursing and Science Course-by-Course Report and License/Registration validation option, with CGFNS emboss (RN and PN licensure) or a Credential Evaluation Service (CES) Report posted at the CGFNS website for PCS access.
3. If applicable, demonstrate English proficiency:
Graduates of a nursing program whose language of instruction (classroom instruction and clinical practice) or textbooks or both was not in English must demonstrate English proficiency as established by the Board. Refer to the Board's English Language Proficiency Policy at <http://www.mass.gov/eohhs/docs/dph/quality/boards/english-proficiency.pdf> for detailed information. Arrange for the exam service to submit the exam results directly to PCS (copies will **not** be accepted).

Step 2: Apply for licensure by examination (NCLEX).

1. On receipt of your completed *Certification of Graduation from a Board Approved Nursing Education Program Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* (including supporting documentation), PCS will certify qualified applicants on behalf of the Board. Qualified applicants will be notified by PCS in writing and will be provided an *Application for Initial Licensure as a Nurse by Examination* information and instruction packet.
 - Ineligible applicants will be notified in writing of criteria for reconsideration.
2. Complete the *Application for Initial Licensure as a Nurse by Examination* in accordance with the instructions.

You may submit the required documents outlined in Step 1, above, to PCS *with your Application for Initial Licensure as a Nurse by Examination* available at www.pcshq.com or by calling PCS at 615-880-4275 or toll-free at 877-887-9727.

² CGFNS is comprised of the Commission on Graduates of Foreign Nursing Schools, the International Commission on Healthcare Professions and the International Consultants of Delaware

Important Information Regarding United States Social Security Numbers (SSN)

A United States Social Security Number (SSN) is required. Pursuant to M.G.L. c. 30A, s. 13A, the Massachusetts Board of Registration in Nursing is required to obtain your SSN on behalf of the Massachusetts Department of Revenue (DOR). The DOR will use your SSN to ascertain whether you are in compliance with Massachusetts laws relating to taxes and child support.

If you do not have a SSN *and are eligible for one*, you must obtain one and provide it to the Board. If you are not eligible for a SSN, you must complete the Board's **AFFIDAVIT IN SUPPORT OF APPLICATION FOR MASSACHUSETTS NURSE LICENSURE BY EXAMINATION** (page 5) and attach the completed affidavit to the *Certification of Graduation from a Board Approved Nursing Education Program Located in Outside of the United States and Its Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands*.

For complete SSN information, contact the U.S. Social Security Administration at 800-772-1213, or www.ssa.gov.

To Avoid Delays in the Processing of your Nursing License Application, Carefully Read the Following:

- ☐ *Certification of Graduation from a Board Approved Nursing Education Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* deemed incomplete will receive a discrepancy letter via mail or e-mail.
- ☐ The name and addresses used on the *Certification of Graduation from a Board Approved Nursing Education Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* and the *Application for Initial Licensure as a Nurse by Examination* must match exactly.
- ☐ Notify PCS in writing of any change in address prior to being notified of your certification. Include name, address, Social Security Number, licensure type (RN or PN) and the new address. Telephone calls are not accepted for address changes.
- ☐ Submission of completed *Certification of Graduation from a Board Approved Nursing Education Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* and fee acknowledges that the applicant understands and agrees to all provisions herein.
- ☐ Make and keep copies of all information and your completed *Certification of Graduation from a Board Approved Nursing Education Located Outside of the United States and the Territories of American Samoa, Guam, Northern Mariana Islands, and U.S. Virgin Islands* for future reference.