



Department of Health
Three Capitol Hill – Room 103
Providence, RI 02908-5097
Phone: 401-222-5700
Email: michele.monroe@health.ri.gov
Website: www.health.ri.gov/nursing

NURSING ONLINE INITIAL APPLICATION REQUIREMENTS

1. Apply online at <https://healthri.mylicense.com>. Here you will complete an online application and pay the application fee (\$135.00 for RN and \$45.00 for LPN). Click Register a Person and follow the instructions to apply for a Registered or Practical Nurse license.
2. Please review the method in which you are applying and either submit or request the required documents. Documents provided by the applicant can either be emailed to michele.monroe@health.ri.gov or mailed to the address listed above.
3. RIDOH will be providing license cards only on issuance. If you would like to receive a license certificate suitable for framing you must submit a written request and a check made payable to RI General Treasurer in the amount of \$30.00 to the Department address listed above.

OBTAINED BY ENDORSEMENT

These are the requirements if you have already taken the NCLEX Exam, and are licensed in another state.

Proof of Rhode Island Residency – **Proof is ONLY required if your primary residency is going to be in the State of Rhode Island.** Copy of driver's license, tax return or lease and **MUST** include Rhode Island address.

Background Check With Fingerprints - You must apply to the Department of Attorney General for a national background check supported by fingerprints. For information on this process please visit <http://www.riag.state.ri.us/homeboxes/BackgroundChecks.php> and **CLICK on the National Background Checks Tab** or call 401-274-4400. **Do NOT send the Fingerprint Card to the Rhode Island Board of Nursing.**

Official transcripts are **NOT** required for those applying by endorsement.

License Verification- You must request verification from all other state boards in which a license was issued. Verifications are done online at www.NURSYS.com. If you have held a license in one of the following states (**AL, CA and PA**) you must request a verification be sent directly to us from that state. **Please note** verifications from these states may take several weeks to be sent to us. You may obtain an Interstate Verification form on our website at www.health.ri.gov/forms/NurseVerificationForm.pdf. Mailing addresses for all U.S. licensing authorities may be obtained at www.ncsbn.org.

OBTAINED BY EXAMINATION

These are the requirements if you need to take the NCLEX Exam, want Rhode Island as your primary state of licensure and have never been licensed in another

Proof of Rhode Island Residency – **Proof is ONLY required if your primary residency is going to be in the State of Rhode Island.** Copy of driver's license, tax return or lease and **MUST** include Rhode Island address.

Official Transcripts - Sent directly from the School of Nursing and must include graduation date and degree conferred. E-transcripts are **NOT** acceptable.

Background Check With Fingerprints - You must apply to the Department of Attorney General for a national background check supported by fingerprints. For information on this process please visit <http://www.riag.state.ri.us/homeboxes/BackgroundChecks.php> and **CLICK on the National Background Checks Tab** or call 401-274-4400. **Do NOT send the Fingerprint Card to the Rhode Island Board of Nursing.**

Apply to NCSBN for the NCLEX Examination - You must apply to the NCSBN to sit for the NCLEX examination by visiting their website at <https://www.ncsbn.org/index.htm> or by calling Toll-Free (866) 293-9600. Once you apply to the NCSBN Rhode Island must then make you eligible to take the test. You will not be made eligible until we receive your transcript from the school listing your graduation date and degree conferred.



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OBTAINED BY EXAMINATION – FOREIGN TRAINED GRADUATE

These are the requirements if you have graduated from a nursing school outside of the United States and are **NOT** licensed in any other state.

Please note a Social Security Number is required for all foreign trained graduates.

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Background Check With Fingerprints - You must apply to the Department of Attorney General for a national background check supported by fingerprints. For information on this process please visit <http://www.riag.state.ri.us/homeboxes/BackgroundChecks.php> and **CLICK on the National Background Checks Tab** or call 401-274-4400. **Do NOT send the Fingerprint Card to the Rhode Island Board of Nursing.**

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CGFNS- Foreign Trained Graduate – Completion of the requirements of the Commission of Graduates of Foreign Nursing Schools. For information on this process please visit <http://www.cgfns.org/services>.

OBTAINED BY ENDORSEMENT - MILITARY

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Background Check With Fingerprints - You must apply to the Department of Attorney General for a national background check supported by fingerprints. For information on this process please visit <http://www.riag.state.ri.us/homeboxes/BackgroundChecks.php> and **CLICK on the National Background Checks Tab** or call 401-274-4400. **Do NOT send the Fingerprint Card to the Rhode Island Board of Nursing.**

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Expedited Military Status - If you are active military duty, a military veteran with honorable discharge or the spouse of someone in active military duty or the spouse of a reservist you can submit a copy of one of the following: Leave Earning Statement (LES), Letter from Command, Copy of Orders or DD-214 showing honorable discharge.



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OBTAINED BY EXAMINATION - MILITARY

These are the requirements if you need to take the NCLEX Exam, want Rhode Island as your primary state of licensure and have never been licensed in another state and you are active military duty, a military veteran with honorable discharge or the spouse of someone in active military or spouse of a reservist.

Proof of Rhode Island Residency – **Proof is ONLY required if your primary residency is going to be in the State of Rhode Island.** Copy of driver's license, tax return or lease and **MUST** include Rhode Island address.

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