RN EXAMINATION APPLICATION INSTRUCTIONS – INTERNATIONAL, PUERTO RICO, OR CANADIAN EDUCATED

IMPORTANT INFORMATION ABOUT YOUR ABILITY TO PRACTICE NURSING

You may not work as a nurse in Missouri without a current Missouri nursing license. This includes orientation as well as any other employment in which you are being compensated as a nurse, regardless of whether or not the position includes hands on patient care.

NURSE LICENSURE COMPACT

Missouri is a member of the Nurse Licensure Compact (NLC) which allows a nurse who holds an active license to practice physically and/or electronically/telephonically in other NLC states without applying for and obtaining an additional license. Practice is defined as where the patient is located at the time nursing services are delivered. Go to www.ncsbn.org/nlc for a list of compact states. A nurse may only hold one multistate license issued by his/her primary state of residence. If your primary state of residence is a compact state other than Missouri and you do not plan to move to Missouri, you should not apply for a multistate license in Missouri. You should, instead, obtain/maintain a multistate license in your primary state of residence. If you do not meet the uniform licensure requirements for a multistate license (https://www.ncsbn.org/NLC_ULRs.pdf) in your primary state of residence, you may complete this application to apply for a single state license. If you declare a non-compact state as your primary state of residence and you meet all other licensure requirements, you may receive a single state license valid for practice only in Missouri. The board reserves the right to request evidence of your primary state of residence, when needed. Proof of residency may include a driver's license or valid state identification card, voter registration, or federal income tax return declaring a primary state of residence.

STEPS FOR APPLYING FOR LICENSURE BY EXAMINATION

1. Complete, sign and have the application notarized. There is no Board of Nursing application fee for an individual applying for the exam for the first time. **The application and any supporting documents must be mailed to our office. We do not accept them electronically. Our address is in the upper right-hand corner of the application.**
2. Refer to the enclosed Credentials List for other documents you must submit to this office. All credentials must be in English or English translation by an authorized person. Translations must be attached to a copy of the original document.
3. An education qualification, identification, professional health license, and residency check from TrueProfile. You must click this link – TrueProfile. Follow the steps to register, submit your documents, and pay the evaluation fee. When using this link, no voucher code or special code is required. **This is not required if you were educated in a U.S. Territory or Canada.**
4. Submit evidence of U.S. citizenship or lawful presence. A **copy** of any of the following is acceptable evidence – DO NOT SEND ORIGINALS:
   - U.S. Birth Certificate
   - U.S. Passport
   - Permanent Resident Card
   - Unexpired Visa
   - I-94
   - I-20
   - Other official documents showing your lawful presence in the United States
5. Submit criminal background checks. This requires payment of a separate fee to the fingerprint vendor (see next section of this instruction letter for specific directions).
6. Register for the NCLEX with the testing service (see instructions later in this instruction letter).

CRIMINAL BACKGROUND CHECKS (FINGERPRINTS)

Go to www.machs.mo.gov and register using the 4 digit registration number of **0001 (three zeroes followed by a one)**. ***The name, date of birth and social security number you use to register with MACHS must match the same information on your application to the board. If it does not, you may be required to complete this process again at your expense and this will delay processing your application.*** After you register, follow the instructions on their website to complete the fingerprint background check. For instructions on completing the fingerprinting process from outside the State of Missouri, go to https://pr.mo.gov/boards/nursing/Out-of-State-Fingerprint-Process.pdf.

REQUIRED INFORMATION IF YOU ANSWER "YES" TO ANY SCREENING QUESTION(S)

- A separate notarized statement must be submitted that provides a detailed narrative of the circumstances surrounding your criminal record or disciplinary action and a thorough description of the rehabilitative changes in your lifestyle since the time of the offense or disciplinary action that would enable you to avoid future occurrences. Include factors in your life that you feel may have contributed to your crime or disciplinary action, what you have learned about yourself since that time, and the changes you have made that support your rehabilitation.
- Supporting documents must also be submitted to our office. This information need not accompany the application, but must be provided before a decision can be made regarding eligibility to take the licensure examination. Supporting documents

include:

- Court Certified Court Documents that include three things:
  1) charges (indictment, information or complaint),
  2) disposition of charges (Judgment, Order of Probation, Sentence and/or Deferred Orders); and
  3) evidence that the conditions of the court have been met.

To obtain this documentation, for municipal offenses contact the municipal court, for state offenses, contact the circuit clerk in the county where the sentence and judgment was issued; for federal offenses, contact the district court clerk where the sentence and judgment was issued. If the record does not exist, you must obtain a statement from that court that the document has been destroyed or cannot be located.

- Drug and/or alcohol addiction and/or treatment record examples include:
  - Medical records from an inpatient treatment program;
  - A discharge summary;
  - A current evaluation from a counselor;
  - Records of attendance at AA, NA, or other aftercare program;
  - Letter from support group sponsor;
  - Character reference letters;
  - Reference letters from faculty or program director;
  - Additional documents that clarify the situation and support your request for a license.

- It is your responsibility to provide this information. If any supporting documents are missing and/or your application must be reviewed by the members of the Missouri State Board of Nursing, you will be contacted in writing.

REGISTER FOR NCLEX – *REQUIRED BEFORE YOU WILL RECEIVE AN AUTHORIZATION TO TEST (ATT)*

NCLEX registration can only be completed online at https://portal.ncsbn.org/. It is recommended that you do this 3 months to 4 weeks prior to your graduation date.

HOW YOU WILL BE NOTIFIED

Your eligibility to take the examination will be communicated to the testing service after we receive all required documents outlined above.

After the board has made you eligible to test, you will receive an *Authorization to Test* from the testing service by email. The candidate bulletin contains information on how you schedule your exam, acceptable forms of identification required to take the exam and candidate rules.

HOW TO REQUEST EXAM MODIFICATIONS

If you desire exam modifications due to a disability, please read the Requests for Exam Modifications paper located on our web site at http://pr.mo.gov/nursing. Select Licensure, General and then Requests for Exam Modifications or contact our office for more information.

WHEN YOU CAN EXPECT TO RECEIVE RESULTS

Your exam results will be communicated to you via email within three (3) business days of your test date. The email will be sent to the email address you provided on your exam application. In situations where results are delayed due to technical issues, you will be notified in writing.

ADDITIONAL INFORMATION

Applicants for licensure must meet the same minimum requirements as graduates of Missouri schools of nursing. The licensure process is time consuming and may take several months to complete. You may not work as a nurse in the State of Missouri until you have passed the examination and are licensed. The Missouri State Board of Nursing has no legal basis to issue a temporary permit.

NOTICE

Effective July 1, 2003, all persons and business entities renewing a license with the Division of Professional Registration are required to have paid all state income taxes, and also are required to have filed all necessary state income tax returns for the preceding three years. If you have failed to pay your taxes or have failed to file your tax returns your license will be subject to immediate revocation within 90 days of being notified by the Missouri Department of Revenue of any delinquency or failure to file. This requirement was enacted in House Bill 600 of the 92nd General Assembly (2003), and was signed into law by the Governor on July 1, 2003.

All persons and business entities renewing a license with the Division of Professional Registration are required to have paid all state income taxes, and also are required to have filed all necessary state income tax returns in the preceding three (3) years. If you have failed to pay your taxes or failed to file your tax returns, your license will be subject to immediate suspension within ninety (90) days of being notified by the Missouri Department of Revenue of any delinquency or failure to file pursuant to §324.010 RSMo.

You cannot be granted a license until you provide a United States social security number. Pursuant to 42 U.S.C. Section 666(1)(13), federal law requires each state to institute procedures to obtain the social security number of any applicant for a professional license or occupational license and requires that the social security number be recorded on the application.

Furthermore, section 324.024 RSMo, requires "every application for a license, certificate, registration, or permit or renewal of a license, certificate, registration, or permit issued in this state…contain the Social Security of the applicant. This provision shall not apply to an original application for a license, certificate, registration, or permit submitted by a citizen of a foreign country who has never been issued a Social Security number and who previously has not been licensed by any other state, United States territory, or federal agency. A citizen of a foreign country applying for licensure with the division of professional registration shall be required to submit his or her bias or passport identification number in lieu of the Social Security number."

Credentials List for Foreign-Educated Registered Nurse Applicants

1. Course-by-Course evaluation report received directly from a foreign credentials evaluation service approved by the Board. Refer to the reverse side of this Credentials List for a list of foreign credentials evaluation services approved by the Board. The evaluation must include verification of your license from your original country/territory of licensure
2. An education qualification, identification, professional health license, and residency check from TrueProfile. You must click this link – TrueProfile. Follow the steps to register, submit your documents, and pay the evaluation fee. When using this link, no voucher code or special code is required. **This is not required if you were educated in a U.S. Territory or Canada.**
3. Copy of birth certificate- if a copy of birth certificate is not available, copy of baptismal certificate, passport or notarized statement from an authorized agency will be accepted as verification of name, date and place of birth
4. Copy of Passport
5. Documentation of proof of legal status in the United States (if residing in the United States and a NON-US citizen)
6. Endorsement letter from the employer intending to hire the applicant (if NON-US citizen)
7. Copy of marriage license/certificate (if applicable)
8. Copy of any name change certificate (if applicable)
9. Evidence of English-language proficiency taken and passed within the last two (2) years. The following tests administered in a professional test center are accepted.
   a. Test of English as a Foreign Language IBT (TOEFL) www.toefl.org with a passing score of 540 on the paper examination or a passing score of 83 and Speaking Score of 26 for the internet-based examination. We do not accept ***MyBest*™ scores nor the TOEFL Essentials Test.**
   b. Test of English for International Communication (TOEIC) www.toeic.com with a passing score of 725 in the Listening and Reading modules.
   c. International English Language Testing System (IELTS) www.ielts.org with an overall passing score in the academic module of 6.5 and the Speaking score of 7. We do not accept IELTS Online.

   Under the authority of section 343 of IIRIRA, Public Law 104–208 (8 U.S.C. 1182(a)(5)(C)), as implemented by the Department of Homeland Security (DHS) at 8 CFR 212.15(g), standards for these English language requirements, as shown by an appropriate minimum score on one or more nationally recognized, commercially available, standardized assessments of the applicant's ability to speak and write, are set by the Secretary of HHS. The minimum score might be changed by the Secretary of HHS between the time you apply and your application is evaluated. Your application will be evaluated against the required minimum score at the time your application is ready to be approved.
10. Copy of original license issued by the licensing/certifying agency where original licensure/registration was secured by examination
11. Copy of original education certificate/diploma – For APAC region (India, Pakistan, Bangladesh etc., include a copy of the reverse side of the certificate)
12. Copy of Transcript / Marksheet
13. Copy of nursing education program transcripts and copy of certificate (if any)
14. Professional / Health License issued by the regulator of the country last worked in or home country professional / health license
15. Employment Certificate / Experience Certificate / Relieving Letter / Last appraisal letter (if this includes the employment start date) / First and last salary slip (Recommendation letters are not acceptable documents for employment verification)
16. Completed Application for License as a Registered Nurse by Examination – Foreign Educated

All documents are required to be in their original language

FOREIGN CREDENTIALS EVALUATION SERVICES
APPROVED BY THE MISSOURI STATE BOARD OF NURSING

All reports must come to the Board of Nursing office directly from the evaluation service and not be more than one (1) year old.

Commission on Graduates of Foreign Nursing Schools
(Credentials Evaluation Service)
3600 Market Street Suite 400
Philadelphia, PA 19104-2651
(215) 222-8454
Web: www.cgfns.org
***Credential Evaluation Service Professional (CES) Report**

Josef Silny & Associates, Inc.
International Education Consultants
7101 SW 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
Web: www.jsilny.org
***Foreign Credential Evaluation Application for Board of Nursing Applicants or Visa4Nurses**

****Name of the report required by the Missouri State Board of Nursing***

You will have to contact the credentials evaluation service to obtain an application. Fees will differ with each evaluation service. You may want to contact each one to determine the fees required for their evaluation.

MISSOURI STATEMENT OF CITIZENSHIP & ALIEN STATUS

All applicants must answer questions on the application regarding citizenship. A copy of a document that shows evidence of your citizenship or alien status MUST BE submitted with your application for licensure. See List A or List B.

LIST A

Evidence showing U.S. citizen or U.S. national status includes the following:
***If any of the following documents do not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.**

a. Primary Evidence:

(1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction); *

(2) A birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S.; *

(3) A signed United States passport; current or expired;

(4) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); A U.S. certificate of birth abroad *

(5) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State; *

(6) Form N-550 or N-570, Certificate of Naturalization (issued by the Service through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual's name has changed);

(7) Form N-561, Certificate of Citizenship;

(8) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);

(9) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);

(10) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United states who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or *

(11) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoo living near the U.S./Mexican border).

(12) A tribal certificate of Indian blood.*

(13) A tribal or bureau of Indian affairs affidavit of birth*

NOTE: SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE DOCUMENTATION.

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status;

(1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;

(2) Evidence of civil service employment by the U.S. government before June 1, 1976;

(3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s);

(4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;

(5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917, American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Marian Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;

(6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying passion prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. **U.S. Citizenship By Marriage**

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

g. **A U.S. certificate of birth abroad***

h. **A foreign passport with a U.S. Visa***

i. **An I-94 form with a photograph**

j. **A U.S. citizenship and immigration services employment authorization document or refugee travel document***

LIST B

Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.

a. **"Qualified Aliens"**

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully admitted for Permanent Residence

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asylee

- *Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a)(5)";
- *Form I-766 (Employment Authorization Document) annotated "A5", "A05", or A-5";
- Grant letter from the Asylum Office of the U.S. Citizenship and immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- *Form I-94 annotated with stamp showing admission under § 207 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- *Form I-766 (Employment Authorization Document) annotated "A3", "A03" or "A-3";

Alien Paroled Into the U.S. for at Least One Year

- *Form I-94 with stamp showing admission for at least one year under section 212(d) (5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.

Alien Whose Deportation or Removal was withheld

- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a)(10)";
- *Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under §241 (b) (3) of the INA.

Alien Granted Conditional Entry

- *Form I-94 with stamp showing admission under §203 (a) (7) of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- *Form I-766 (Employment Authorization Document) annotated "A3".

Cuban/Haitian Entrant

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green Card") with the code CU6, CU7, or CH6.
- Unexpired temporary I-551 stamp in foreign passport or on *Form I-94 with the Code CU6 or CU7; or
- *Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212 (d) (5) of the INA.

Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. **Nonimmigrant**

Evidence of "Nonimmigrant" status includes the following:

- *Form I-94 with stamp showing authorized admission as nonimmigrant

c. **Alien Paroled into U.S. for less than One year**

- *Form I-94 with stamp showing admission for less than one year under section 212 (d) (5) of the INA

d. **A foreign passport with a U.S. visa**

e. **An I-94 form with a photograph.**

f. **A U.S. citizenship and immigration services employment authorization document or refugee travel document.**