

**MONTANA BOARD OF NURSING**  
**PO Box 200513 (301 S Park, 4th Floor)**  
**Helena, MT 59620-0513**  
**LICENSING PHONE: (406) 444-5711**  
**EMAIL: [nurse@mt.gov](mailto:nurse@mt.gov) WEBSITE: [www.nurse.mt.gov](http://www.nurse.mt.gov)**

**INSTRUCTIONS FOR AN APRN LICENSE:**

(This application is for APRN practice. A separate application is needed for Prescriptive Authority.)

**FEES:**

- Application fee is \$75.00 per APRN certification type.
- Fees are payable to the Montana Board of Nursing by check, money order, or cashier's check.
- Please enclose your payment with your application.
- All application fees are NON-REFUNDABLE and must be received with your application to insure proper processing.

**INITIAL LICENSURE REQUIREMENTS:** (See rule [24.159.1412](#))

- Possess a current Montana RN license, or a current RN license from another Nurse Licensure Compact state, or must submit an RN application with your APRN application.
- It is the applicant's responsibility to ensure that official transcript, showing degree awarded and date degree was conferred, is sent from the advanced nursing educational program directly to the Montana Board of Nursing.
- It is the applicant's responsibility to ensure evidence of preceptorship, if not reflected on the transcript, is sent from the educational institution directly to the Montana Board of Nursing.
- Provide proof of current national certification in the APRN role and population focus, congruent with education preparation.

**LICENSURE BY CREDENTIALING REQUIREMENTS (If you have an APRN license in another state. Also referred to as ENDORSEMENT in the Board of Nursing rules.):**

- Possess a current Montana RN license, or a current RN license from another Nurse Licensure Compact state, or must submit an RN application with your APRN application.
- It is the applicant's responsibility to ensure that official transcript, showing degree awarded and date degree was conferred, is sent from the advanced nursing educational program directly to the Montana Board of Nursing.
- The applicant is responsible for requesting official verification of RN/APRN licensure status from all jurisdictions for the preceding 2 years. (Use the License Verification form).
- Provide verification of current national certification in APRN role and population focus.

**VERIFICATION OF LICENSURE (Proof of licensure from other states, if applicable):**

- The applicant is responsible for requesting official verification from their current state of nursing licensure and ALL professional licenses held, regardless of status.
- Photocopies of licenses do not qualify as official verification and should not be included with your application.

**FINGERPRINT/BACKGROUND CHECK PROCESS:**

- Read and attest to reading the Noncriminal Justice Applicant's Rights form (included in the application).
- Fingerprint cards are available from most local law enforcement agencies and the Montana Department of Justice (DOJ). Complete the information requested at the top of the fingerprint card prior to having your prints taken and include the following information:

**EMPLOYER AND ADDRESS:** Board of Nursing, PO Box 200513, Helena, MT 59620-0513  
**REASON FINGERPRINTED:** Licensure & 37-8-434, MCA  
**ORI:** MT920089Z

**FINGERPRINT/BACKGROUND CHECK PROCESS CONTINUED:**

- Most local law enforcement agencies will take your fingerprints for a nominal fee. After paying this fee and having your fingerprints taken, **send the completed fingerprint card along with a check or money order for \$27.25 made payable to the “Montana Department of Justice” and mail it to Montana Criminal Records, 2225 11<sup>th</sup> Avenue, PO Box 201403, Helena MT 59620-1403.** Please check with your local post office and add accurate postage prior to mailing.
- If DOJ rejects your first fingerprint card as “unreadable,” the Board office will notify you and you will need to re-submit your fingerprints. You are not required to repay the processing fee to the Montana Department of Justice under these circumstances.
- **Criminal History Record Information (CHRI) from the fingerprints is only released to the Board of Nursing. Your application will not be considered complete until the CHRI is received from the DOJ.**

<b>APPLICANT</b> <small>See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
FD-258 (REV.3-1-10) 1110-0046		SIGNATURE OF PERSON FINGERPRINTED		LAST NAME NAM		FIRST NAME		MIDDLE NAME			
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA		D R I		MT920089Z		DATE OF BIRTH DOB		Month Day Year	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP CTZ		SEX		RACE		HGT. WGT. EYES HAIR PLACE OF BIRTH POB	
EMPLOYER AND ADDRESS		YOUR NO. OCA		FBI NO. FBI		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU	
REASON FINGERPRINTED		Licensure & 37-8-434, MCA		CLASS		REF		LEAVE BLANK			
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE			
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY			

**SAMPLE**

**RENEWAL:**

- All licenses expire on December 31<sup>st</sup> of even numbered years.
- Renewal notices are mailed 45 days prior to the expiration date to your address of record. Change of address form is available at [www.nurse.mt.gov](http://www.nurse.mt.gov), under the Forms tab.
- Must complete 24 contact hours of continuing education during each 2 year license renewal period. (See rule [24.159.1469](#)).

- ☐ **NON-ROUTINE APPLICATIONS:** (see [ARM 24.159.403](#))
  - If the completed application is non-routine, there may be a delay in processing.
  - The Board may request that you provide additional information, and you may be requested to be available in person or by phone for the Board during a regularly scheduled board meeting.
  - A complete application must be received by the board 15 business days prior to a scheduled board meeting. Please refer to our website for Board meeting dates.
  
- ☐ **IMPORTANT INFORMATION FOR ALL APPLICANTS:**
  - The applicant will be notified of any deficiencies in their application.
  - Licensure status can be accessed via the "Licensee Lookup" system on the board website, [www.nurse.mt.gov](http://www.nurse.mt.gov).
  - It is the responsibility of the applicant to keep the board office informed of any name changes, address changes, changes in licensure status, complaints or proposed disciplinary action against you in this or any other state. The change of address form is available at [www.nurse.mt.gov](http://www.nurse.mt.gov), under the Forms tab.

**ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.** Application Fees must be paid before your application can be reviewed. *When the Board has all necessary documentation, your application will be processed.* Incomplete applications expire 12 months from the date received by the Board of Nursing.

**APRNs ARE NOT PERMITTED TO PRACTICE IN MONTANA IN ANY MANNER WITHOUT AN ACTIVE MONTANA APRN LICENSE and if APPLICABLE, A PRESCRIPTIVE AUTHORITY ENDORSEMENT**

**APPLICATION FOLLOWS**





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|---|-----|----|
| 16. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source.   | Yes | No |
| 17. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source.  | Yes | No |
| 18. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source.  | Yes | No |
| 19. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source.   | Yes | No |
| 20. Is there a pending complaint against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source.   | Yes | No |
| 21. Have any civil legal proceedings been filed against you by a (patient/client), (former patient/client) or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition.   | Yes | No |
| 22. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes a conviction under appeal, guilty plea, no contest plea, and/or forfeiture of bond. "A pending criminal charge" for the purposes of this question includes a deferred imposition of sentence and/or deferred prosecution. If you answer yes, you must submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for: (1) misdemeanor traffic violations older than 10 years and that resulted in fine of less than \$200; and (2) convictions prior to your 18 <sup>th</sup> birthday unless you were tried as an adult. | Yes | No |
| 23. Have you ever been diagnosed with substance use disorder or another addiction, or have you participated in an addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source.   | Yes | No |
| 24. Have you been diagnosed within the past 5 years with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation.   | Yes | No |
| 25. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation from the source.   | Yes | No |
| 26. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source.  | Yes | No |

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| 27. Have you ever withdrawn or been suspended, placed on probation, expelled or requested to resign from any postsecondary educational program? If yes, please attach a detailed explanation and provide supporting documentation from the source.   | Yes | No |
| 28. Have you ever requested temporary or permanent leave of absence, been placed on probation, restricted, suspended, revoked, allowed to resign, or otherwise acted against by any professional or occupational education program (i.e., residency, internship, apprenticeship, etc.)? If yes, please attach a detailed explanation and provide supporting documentation from the source.                     | Yes | No |
| 29. Have you ever been the subject of any sanction or action, denial, suspension, revocation, restriction or termination regarding hospital, facility or staff privileges; health maintenance organization participation, third party provider or Medicare/Medicaid participation; or any other privileges? If yes, please attach a detailed explanation and provide supporting documentation from the source. | Yes | No |
| 30. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your profession or occupation? If yes, please attach a detailed explanation and provide documentation from the source.   | Yes | No |
| 31. Have you ever been the subject of any sanction or action, denial, suspension, revocation, restriction or termination regarding your ability to prescribe, dispense or administer drugs including controlled substances? If yes, please attach a detailed explanation and provide documentation from the source.  | Yes | No |
| 32. Do you have any initiated or completed action against you by any state, federal, tribal, or foreign licensing jurisdiction? (For example: Drug Enforcement Agency; Alcohol, Tobacco and Firearms; Homeland Security; Indian Health Service, etc.) If yes, please attach a detailed explanation and provide documentation from the source.  | Yes | No |

**DECLARATION**

I authorize the release of information concerning my education, training record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Nursing. I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds.

I have read and will abide by the current licensure statutes and rules of the State of Montana governing the profession. I will abide by the current laws and rules that govern my practice.

Legal Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>8</sup> by the Montana Board of Nursing that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>9</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>10</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at [dojitsdpublicrecords@mt.gov](mailto:dojitsdpublicrecords@mt.gov) or 406-444-3625.

*Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.*

Signed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

<sup>8</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>9</sup> See 28 CFR 50.12(b).

<sup>10</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form.

Form number: APPR&R 20120611

## REQUEST FOR OFFICIAL VERIFICATION OF LICENSURE

**APPLICANT:** Do **NOT** send this form in with your application. This is to be used as necessary to request official license verification from states or licensing entities in which you currently hold or ever have held a license. Complete the form and mail it to any state board in which you are requesting official license verification be sent to the Montana Board of Nursing. You may make as many copies of this form as you wish. Be advised that some boards require a fee for this service. It is recommended you contact the board(s) prior to mailing in this form to see if you need to include payment.

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### LICENSEE INFORMATION

To Whom It May Concern:

I am applying for a license to practice Nursing in the State of Montana and the Nursing Board requires official license verification. This is your authority to release any information in your files, favorable or otherwise, **DIRECTLY** to:

**Montana Board of Nursing**  
**PO Box 200513**  
**Helena, MT 59620-0513**  
Or  
**Email to: [unitb@mt.gov](mailto:unitb@mt.gov)**

Your prompt response is appreciated.

Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_  
Street or PO Box #

\_\_\_\_\_  
City State Zip

My License Number from your State is: \_\_\_\_\_ License Type: \_\_\_\_\_