



Board of Nursing

Wes Moore, Governor · Aruna Miller, Lt. Governor · Laura Herrera Scott, M.D., M.P.H., Secretary

DEPARTMENT OF HEALTH

ENDORSEMENT APPLICATION INSTRUCTIONS FOR APPLICANTS WHO DO NOT HAVE A SOCIAL SECURITY NUMBER OR AN INDIVIDUAL TAX ID NUMBER

Pursuant to the Annotated Code of Maryland, Family Law Article [§ 10-119.3\(b\)\(3\)\(i\)\(2\)](#), the following instructions are intended to assist individuals applying for a registered nurse or licensed practical nurse license **by endorsement** in Maryland who **DO NOT** have a social security number or individual tax identification number. Please read the instructions carefully and in full.

Step 1 - NURSING EDUCATION

(a) Nursing Education Program (U.S. Educated Nurses Only)

- Verify that your out-of-state nursing education program is approved by the Maryland Board of Nursing
- Click to view the [Approved Schools/Programs](#)
- If your nursing education program is not on the Board of Nursing approved list, please forward the [assessment tool](#) to your program Dean or Director to be completed. Please note that this is an assessment of the nursing program from which you graduated. This is NOT an assessment of the applicant. The form must be completed by a nursing program administrator (referenced above) not the applicant.

(b) Official Transcript (U.S. Educated Nurses Only)

- The Maryland Board of Nursing requires written, verified evidence of completion of the appropriate education requirements in accordance with Md. Code Ann., Health Occupations Article, [§8-302 \(b\) and \(c\)](#).
- Complete transcripts from all Nursing Schools/Programs will need to be emailed to the Maryland Board of Nursing Endorsement Unit. **The Board will only accept transcripts emailed/mailed directly from the Nursing School/Program.** This includes all transfer credits used to obtain your nursing degree. Transcripts will not be accepted from the applicant. Please have all transcripts emailed to mbon.netstranscripts@maryland.gov

(c) Credentials Evaluation and English Language Proficiency (Foreign Educated Nurses Only)

- This section applies only to nurses whose basic nursing education was completed outside of the United States. Nurses who have an advanced degree from a U.S. college or university, are **exempt** from this requirement upon proof of degree, i.e., copy of diploma.
- An evaluation of foreign education is required to complete an endorsement application. *See* COMAR 10.27.01.09A(4). Transcripts must be evaluated by the Commission on Foreign Nursing Schools (CGFNS).
- Please contact CGFNS at www.cgfns.org to request a Credentials Evaluation Service (CES) Professional Report.
- You will need to complete an English Language Proficiency (ELP) Exam. Please see below for the ELP exams accepted by the Maryland Board of Nursing with required minimum passing scores.

- (1) Test of English as a Foreign Language Internet Based Test (TOEFL iBT) with minimum passing scores of:
- (a) Listening — 21;
 - (b) Reading — 19;
 - (c) Speaking — 26;
 - (d) Writing — 19; and
 - (e) Overall score of at least 84;
- (2) International English Language Testing System (IELTS) with minimum passing scores of:
- (a) Listening — 6
 - (b) Reading — 6
 - (c) Speaking — 6;
 - (d) Writing — 6
 - (e) Overall score of at least 6.5;
- (3) Michigan English Test (MET) with minimum passing scores of:
- (a) Listening — 53;
 - (b) Reading — 53;
 - (c) Speaking — 53; and
 - (d) Writing — 53;
- (4) Pearson Test of English (PTE) Academic with minimum passing scores of:
- (a) Listening — 50;
 - (b) Reading — 50;
 - (c) Speaking — 50;
 - (d) Writing — 50; and
 - (e) Overall score of at least 55; or
- (5) Occupational English Test (OET) with minimum passing scores of:
- (a) Listening — 300;
 - (b) Reading — 300;
 - (c) Speaking — 300; and
 - (d) Writing — 300.

Step 2 – BACKGROUND CHECK/FINGERPRINTING

- (a) In Maryland (applicants physically present in Maryland at the time of application)
- Download the [Live Scan Background/fingerprinting](#) form. Note that neither a social security number nor individual tax ID number is required for fingerprinting. You may leave that field blank.
 - Enter the **Agency Authorization# 9300000850** and **ORI# (if required): MD920480Z** in the appropriate field on the form.
 - Take the completed form to any fingerprinting facility in Maryland that reports to the Criminal Justice Information System (CJIS)
- (b) Outside of Maryland (applicants who are not in Maryland at the time of application)
- Request an “Out-of-State” fingerprinting card from the Board of Nursing Endorsement Unit at mdbon.nets@maryland.gov. A card will be mailed to you at the address provided.

- Include **Agency Authorization# 9300000850** and **ORI# (if required): MD920480Z** on the fingerprint card. Take the card to a fingerprinting facility where your fingerprints will be obtained.
- Mail completed fingerprint card to CJIS at:
6776 Reisterstown Road, Baltimore, Maryland 21215
- For specific fingerprinting questions, contact CJIS by phone at (410) 764-4501 or 1 (888) 795-0011 Hours 9:00 am to 5:00 pm EST.
- Or access the website at: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Step 3 – LICENSE VERIFICATION

- Your original state of licensure must be verified by using Nursys.com.
- Once registration is completed in nursys.com, you may submit a verification request immediately and pay the appropriate fee. **All states participate in license verification through nursys.com except Michigan and Pennsylvania.**
- If your original state does not participate in nursys.com, you will need to contact that state’s Board of Nursing and request verification to be sent to the Maryland Board of Nursing.

Step 4 – REGISTERED NURSE/LICENSED PRACTICAL NURSE ENDORSEMENT APPLICATION

- The Maryland Board of Nursing requires applicants for temporary licenses to use a permanent mailing address when completing the application for licensure. A **PO Box** will not be accepted.
- To file your application, you will need to:
 - Download and complete the appropriate form, [endorsement application](#) or [temporary application](#), **and the [Affidavit for Licensing](#)**. You may also pick up an application and affidavit at the Maryland Board of Nursing office at 4140 Patterson Avenue Baltimore, MD 21215.
 - Provide a digital passport style photograph in PNG or JPG file format.
 - Out of state applicants must provide on the application the 12-digit tracking number located under the barcode on the fingerprint card. In state applicants must provide on the application the 12-digit tracking number from the receipt provided at the fingerprinting facility.
 - **Sign both the application and affidavit**
 - Submit your application **within 48 hours** of being fingerprinted.
 - Have an active and unencumbered license from another state.
 - Pay the Endorsement Fee (**please ensure that you are completing the correct application as fees are non-refundable and non-transferrable**)
 - **Permanent license fee - \$100.00**
 - **Temporary 90-day license fee - \$40.00**
 - **Payment may be made by check, money order, credit card (Visa, Mastercard, Discover) or debit card; Cash not accepted.**
 - Mail payment and the completed application with the affidavit to:

Maryland Board of Nursing
4140 Patterson Avenue
Baltimore, Maryland 21215
Attention: Endorsement Unit

Please email the endorsement unit at mbon.nets@maryland.gov with any questions about the application process