



Board of Nursing

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

REGISTERED NURSE/LICENSED PRACTICAL NURSE BY EXAMINATION: 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 in Maryland who **DO NOT** have a social security number or individual tax identification number. Please read the instructions carefully and in full.

Step 1a – 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 \(c\)](#).
 - Educated In Maryland
 - Your name on the list of approved students from your nursing program
 - Educated Outside of Maryland
 - Complete official final transcripts with your degree and date awarded from all Nursing Schools/Programs will need to be emailed to the Maryland Board of Nursing Exam 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 mdbon.examtranscripts@maryland.gov through a secure link (Clearing House, Parchment, etc.) from the registrar's office.

(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

- 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 an 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)
- 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 Exam Unit at mdbon.nbexam@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 3a – REGISTERED NURSE/LICENSED PRACTICAL NURSE BY EXAMINATION APPLICATION (U.S. Educated Nurses Only)

Pearson VUE will send your ATT via email once The MD Board of Nursing has received the following to process your application. Your application will not be processed until you have actually graduated from your nursing program.

- Download and complete the [Exam Application and the Affidavit for Licensing Pursuant to § 10-119.3\(B\)\(3\)\(I\)\(2\) of the Family Law Article, Annotated Code of Maryland](#). You may also pick up an application and affidavit at the Maryland Board of Nursing office at 4140 Patterson Avenue Baltimore, MD 21215.
- You must submit the background receipt with your [MDBON paper exam application and affidavit for licensure/certification](#), and the exam Fee - \$100.00 (**please ensure that you are completing the correct application as fees are non-refundable and non-transferrable**)

- Your photo must be signed by your nursing program
- Your registration with Pearson VUE.

Puerto Rico Applicants will follow the educated in the US instructions. They must demonstrate their English Language Proficiency (ELP) through one of the English exams listed under the international instruction below.

Step 3b- REGISTERED NURSE/LICENSED PRACTICAL NURSE EXAM APPLICATION (Foreign Educated Nurses Only)

- Download and complete the [Exam Application](#) and the [Affidavit for Licensing Pursuant to § 10-119.3\(B\)\(3\)\(I\)\(2\) of the Family Law Article, Annotated Code of Maryland](#). You may also pick up an application and affidavit at the Maryland Board of Nursing office at 4140 Patterson Avenue Baltimore, MD 21215.
- You must submit the background receipt with your MDBON [paper exam application and affidavit for licensure/certification](#), and the exam Fee - \$100.00 (**please ensure that you are completing the correct application as fees are non-refundable and non-transferrable**)
- The exam Fee - \$100.00 (**please ensure that you are completing the correct application as fees are non-refundable and non-transferrable**)

Mail payment and the completed application with the affidavit to:

Maryland Board of Nursing
4140 Patterson Avenue
Baltimore, Maryland 21215
Attention: Education and Exams Unit

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