



**NURSING LICENSING GUIDE**

**LICENSURE REQUIREMENTS CHECKLIST**

(Listed below are the minimum requirements needed to obtain a registered and/or practical nurse license and specialty certifications.)

**APPLICATION AND FEES**

- Online Application For A Registered or Practical Nurse License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).
- Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
  - RN or LPN by Examination \$208.80 (Valid for 2 years from date issued)
  - RN or LPN by Endorsement \$208.80 (Valid for 2 years from date issued)
  - RN Specialty Certification: \$40.55 or \$55.45 (Valid for up to 1 to 2 year(s) from date issued)
  - RN or LPN Relicensure: \$228.80 (Valid for 2 years from date issued)

**THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)**

- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years.)
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- Human Trafficking – Beginning January 6, 2022, completion of training to identify victims of human trafficking is required for initial licensure.
- Social Security Number – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – If you hold a current license or ever held a license as a nurse, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing, PO BOX 30670, Lansing, MI 48909
- Professional Education – Name of School Attended and Name of Educational Program Completed

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### **ADDITIONAL REQUIREMENTS FOR RN LICENSURE BY EXAM FOR THOSE WHO ARE GRADUATES OF APPROVED NURSING SCHOOLS LOCATED IN THE UNITED STATES**

- Final, Official Transcripts or the Michigan Nursing School Certification Form, if applicable– This must be submitted directly to our office from the nursing school attended and meet the standards set forth by the Board.
- Passing NCLEX-RN Examination Scores – Score reports will be received directly from the National Council of State Boards of Nursing (NCSBN)

### **ADDITIONAL REQUIREMENTS FOR RN LICENSURE BY EXAM FOR THOSE WHO ARE GRADUATES OF FOREIGN NURSING SCHOOLS**

- Verification of obtaining certification from the Commission on Graduates of Foreign Nursing Schools (CGFNS) Certification Program - This must be submitted directly to our office from CGFNS and meet the standards set forth by the Board.
- An applicant shall be exempt from completing the CGFNS Certification Program if an applicant is a graduate of a Canadian Registered Nurse program that is approved by a province of Canada, the program was taught in English, the applicant has a current active license to practice nursing in Canada, and has not been sanctioned by the applicable Canadian nursing authority. – If these requirements are met, verification of licensure will be required to be submitted directly to this office by the Canadian licensing agency in which you hold or ever held a license. Final Official Transcripts from the approved, Canadian School will also be required to be submitted directly to this office from the nursing school attended. Verification of Licensure and transcripts can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing, PO BOX 30670, Lansing, MI 48909.
- Passing NCLEX-RN Examination Scores – Score reports will be received directly from the National Council of State Boards of Nursing (NCSBN)

### **ADDITIONAL REQUIREMENTS FOR RN LICENSURE BY ENDORSEMENT FOR THOSE LICENSED AS A REGISTERED NURSE IN ANOTHER STATE**

- Must possess an active, unencumbered license in another state and have been initially licensed by NCLEX-examination in another state. - Verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license.
- If you did not complete an approved, Registered Nurse program located in the United States or Canada, you would additionally be required to obtain certification through the Certification Program of the CGFNS. - This must be submitted directly to our office from CGFNS and meet the standards set forth by the Board.
- If an applicant is a graduate of a Registered Nurse education program that is located outside of the United States, has passed the NCLEX-RN examination, and has maintained an active license with no disciplinary sanctions in the United States for at least 5 years immediately preceding the application for a Michigan license, then the applicant shall be exempt from completing the nursing education review and the certification process through the Certification Program of the CGFNS.

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### **ADDITIONAL REQUIREMENTS THOSE WHO HOLD CURRENT SPECIALTY CERTIFICATION FOR A NURSE ANESTHETIST, NURSE MIDWIFE, NURSE PRACTITIONER, OR CLINICAL NURSE SPECIALIST**

- Holds a current and valid Registered Nurse license in Michigan.
- Possesses national certification from a certification organization that meets the standards set forth by the Board. – Verification of current certification as a nurse anesthetist, nurse midwife, nurse practitioner, or clinical nurse specialist will be required to be submitted directly to this office from the certifying agency.

### **ADDITIONAL REQUIREMENTS FOR LPN LICENSURE BY EXAM FOR THOSE WHO ARE GRADUATES OF APPROVED NURSING SCHOOLS LOCATED IN THE UNITED STATES**

- Final, Official Transcripts or the Michigan Nursing School Certification Form, if applicable– This must be submitted directly to our office from the nursing school attended and meet the standards set forth by the Board.
- Passing NCLEX-LPN Examination Scores – Score reports will be received directly from the National Council of State Boards of Nursing (NCSBN)

### **ADDITIONAL REQUIREMENTS FOR LPN LICENSURE BY EXAM FOR THOSE WHO ARE GRADUATES OF FOREIGN NURSING SCHOOLS**

- Verification of obtaining a professional report evaluation of your education completed by the Credentials Evaluation Service (CES) of CGFNS, or have a full course-by-course credential evaluation of your education certified by a National Association of Credential Evaluation Services (NACES) member organization. - This must be submitted directly to our office from CGFNS or NACES agency and meet the standards set forth by the Board.
- An applicant shall be exempt from completing the CGFNS or NACES certification process if an applicant is a graduate of a Canadian Registered Nurse program that is approved by a province of Canada, the program was taught in English, the applicant has a current active license to practice nursing in Canada, and has not been sanctioned by the applicable Canadian nursing authority. – If these requirements are met, verification of licensure will be required to be submitted directly to this office by the Canadian licensing agency in which you hold or ever held a license. Final Official Transcripts from the approved, Canadian School will also be required to be submitted directly to this office from the nursing school attended. Verification of Licensure and transcripts can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing, PO BOX 30670, Lansing, MI 48909.
- Passing NCLEX-LPN Examination Scores – Score reports will be received directly from the National Council of State Boards of Nursing (NCSBN)

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### ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED AS A LICENSED PRACTICAL NURSE IN ANOTHER STATE.

- Must possess an active, unencumbered license in another state and have been initially licensed by NCLEX-examination in another state. - Verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license.
- If you did not complete an approved, educational program located in the United States or Canada, you would additionally be required to obtain a professional report evaluation of your education completed by the Credentials Evaluation Service (CES) of CGFNS, or have a full course-by-course credential evaluation of your education certified by a National Association of Credential Evaluation Services (NACES) member organization. - This must be submitted directly to our office from CGFNS or NACES agency and meet the standards set forth by the Board.
- If an applicant is a graduate of a Licensed Practical Nurse education program that is located outside of the United States, has passed the NCLEX-LPN examination, and has maintained an active license with no disciplinary sanctions in the United States for at least 5 years immediately preceding the application for a Michigan license, then the applicant shall be exempt from completing the nursing educational review and certification process through either CGFNS or NACES.

### ADDITIONAL REQUIREMENTS FOR RN/LPN RELICENSURE APPLICANTS

- Continuing Education – Submit proof of having completed 25 hours of continuing education in courses and programs approved by the board, including at least 2 hours in pain and symptom management, all of which were earned within the 2 year-period immediately preceding the application for relicensure. If your Michigan license has been lapsed for less than 3 years and you hold a current and valid license in another state, you do not need to submit proof of Continuing Education.
- Certification of Skill Competency – Submit proof of written certification of skill competency that meets the standards set forth by the Board. If your Michigan license has been lapsed for less than 3 years and/or you hold a current and valid license in another state, you do not need to submit proof of skills competency.
- Passing NCLEX Examination Scores – If your Michigan license has been lapsed for 7 years or more and you do not hold a current and valid license in another state, you will be required to retake and pass the NCLEX Examination.

## RENEWAL REQUIREMENTS CHECKLIST

- Online Application For Registered and/or Practical Nurse Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Renewal Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):  
Registered Nurse or Licensed Practical Nurse - \$128.50  
Registered Nurse with Specialty - \$158.30
- Renewal Cycle: 2 years

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- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Human Trafficking – Beginning in 2019, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.10105 prior to renewing their license. The training must only be completed one time.
- If a prescriber or dispenser is delegating or ordering the prescribing, dispensing, or administering of a controlled substance to a nurse, the nurse must have completed prior to renewal a 1-time training in opioids and controlled substance awareness that meets the standards established in Administrative Rule 338.3135.
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all of the following continuing education requirements during the 2-year period immediately preceding the application for renewal:
  - 25 hours of continuing education in courses or programs approved by the board of which includes a minimum of 2 hours in pain and pain and symptom management.
- Additional information regarding continuing education can be found by accessing the Administrative Rules for Nursing at: [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense) and click on the nursing link.

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense) and clicking on the nursing link you can access the following helpful resources and forms:

### Resources:

- Public Health Code
- Administrative Rules for Nursing

### Forms:

- NCLEX Score Transfer
- Social Security Number Affidavit
- Michigan Nursing School Certification