

Michigan Nursing Licensure Frequently Asked Questions and Answers

INTERNATIONAL NURSES

U.S. Nursing Licensure Requirements

Licensing requirements for foreign nurses who wish to practice in the U.S. are now available on the American Nurses Foundation's International Nursing web page - www.nursingworld.org/inc/license.htm

Q: I am a nurse in Canada. How do I become licensed in Michigan?

A. Any Registered or Practical Nurse who received their nursing education in Canada must 1) apply for licensure in Michigan; 2) have verification of licensure in Canada submitted to the Michigan Board of Nursing; and 3) take the national nursing examination (NCLEX-PN or NCLEX-RN) offered by the National Council of State Boards of Nursing. Nurses educated in Canada DO NOT have to go through the Commission on Graduates of Foreign Nursing Schools (CGFNS) process for purposes of licensure. However, Canadian nurses do have to get a VisaScreen for purposes of TN status.

To apply for licensure in Michigan:

Go to www.michigan.gov/healthlicense and select the Nursing category on the left side of the screen; go to the box labeled Nurse Licensing Forms and Applications and download the correct application. If you are not sure which application you need, check the definition for each type of application packet. You can also call the State of Michigan Bureau of Health Professions at **517-335-0918** to request an application. At the recorded prompt, press "1". At the main list of choices, press "1" again. The applicant should answer the prompts for name, address, telephone number and ask for the nurse licensure packet. **You should receive the packet within a week.** Complete the application and return it to the address listed in the packet.

The Bureau of Health Professions will review your completed licensure application and the requested supporting documents, and then will notify NCS Pearson, the NCLEX testing agency. NCS Pearson will send you an **authorization to test (ATT)** that is valid for 90 days. They will also send you a list of participating Pearson testing sites. Updated information about the NCLEX testing process is available at www.ncsbn.org.

To apply to take the NCLEX test, you must register at the www.vue.com/nclex Web address or by calling US 1-866-49NCLEX (1-866-496-2539) Monday through Friday 7 am to 7 pm U.S. Central Standard Time.

Additional Questions and their Answers about immigration may be found at www.mhc.org. Scroll to the bottom of the Home Page and Click on "**Workforce Resources.**" On the new page, scroll down to "**Workforce Immigration.**"



Q: I am a nurse licensed in a country other than the United States and Canada. How do I become licensed in Michigan?

A: Registered Nurses and Licensed Practical Nurses educated and licensed in a country other than the United States or Canada must complete a two-step process to obtain a U.S. and Michigan nursing license. This licensure process is separate from the process necessary for obtaining a work visa. For visa information contact the Department of State at http://travel.state.gov/visa/visa_1750.html and the U.S Citizenship and Immigration Services at <http://www.uscis.gov>

The first step in obtaining a U.S. nursing license is to contact the Commission on Graduates of Foreign Nursing Schools (CGFNS) to initiate the prescreening process. CGFNS prescreens foreign educated nurses by reviewing their education, licensure, English language proficiency, and potential to pass the U.S. national licensure exam. The web site for CGFNS is www.cgfns.org.

The second step is to meet the requirements for state licensure where they expect to practice and take the NCLEX national US licensure examination. Information about U.S. immigration and Michigan licensure of Registered and Practical Nurses who received their education in a country other than the United States or Canada may be found at, www.mhc.org (Scroll to the bottom of the home page, click on Workforce Resources, and scroll down to Workforce Immigration).

NURSES LICENSED IN ANOTHER STATE

Q: I am a registered (or practical) nurse with a license in another state, but not Michigan. How do I get a license to practice nursing in Michigan?

A: To apply for licensure in Michigan, go to www.michigan.gov/healthlicense and select the Nursing category on the left side of the screen; go to the box labeled Nurse Licensing Forms and Applications and download the correct application. If you are not sure which application you need, check the definition for each type of application packet. **You can also call the State of Michigan Bureau of Health Professions (517-335-0918) to request an application.** At the prompt, press “1”. At the main list of choices, press “1”. The applicant should answer the prompts for name, address, telephone number and ask for the nurse licensure packet. When you are asked if you want the application for testing or affirmation, choose affirmation. The Michigan Board of Nursing approves and adopts the NCLEX-PN and NCLEX-RN examinations developed by the National Council of State Boards of Nursing, Inc. The passing score on either test is a converted score of no less than 75. **NOTE: You should receive the packet within a week.** Complete the application and compile the necessary documentation of licensure and return it to the address listed in the packet.

Q: I am a student nurse in another state but will be moving to Michigan right after graduation. How do I become registered in Michigan?

A: To apply for licensure in Michigan go to www.michigan.gov/healthlicense and select the Nursing category on the left side of the screen; go to the box labeled Nurse Licensing Forms and Applications and download the correct application. If you are not sure which application you need, check the definition for each type of application packet. **You can also call the State of Michigan Bureau of Health Professions(517-335-0918) to request an application.** At the recorded prompt, press “1”. At the main list of choices, press “1” again. The applicant should answer the prompts for name, address, telephone

number and ask for the nurse licensure packet. **Note: You should receive the packet within a week.** Complete the application and return it to the address listed in the packet.

The Bureau of Health Professions will review your completed licensure application and the requested supporting documents, and then will notify NCS Pearson, the NCLEX testing agency. NCS Pearson will send you an authorization to test (ATT) that is valid for 90 days. They will also send you a list of participating Pearson testing sites. Updated information about the NCLEX testing process is available at www.ncsbn.org.

To apply to take the NCLEX test, you must register at the www.vue.com/nclex web address or by calling US 1-866-49NCLEX (1-866-496-2539) Monday through Friday 7 am to 7 pm U.S. Central Standard Time.

EXPIRED LICENSES

Q: My Michigan registered nurse license has expired. I want to continue working as a RN. How can I renew my license?

A: A license not renewed by the expiration date may be renewed within 60 days of the expiration. You should submit your renewal application, and pay the renewal fee and the late renewal charge. Whether you renew on time or late, the submission of a renewal fee indicates that you have completed the 25 hours of continuing education required within the immediately preceding two years. You may continue to practice during the 60 day time period. A license that is not renewed within 60 days of expiration is no longer valid.

Q: I let my registered nurse license expire but now I need to go back to work. How do I renew my license?

A: If your license expired more than 60 days ago, you may not practice as a nurse or use the title RN or LPN. To become re-licensed within 3 years of the expiration date you must apply for re-licensure; pay the application processing fee; pay a one-year license fee; and pay the late renewal fees; and submit documentation of completion of 25 hours of continuing education within the two years immediately preceding the submission of your application. For example, if your license expired in 2006 and you are submitting an application for relicensure in September 2010, the 25 hours of continuing education would have to be completed between September 2008 and September 2010.

Q: I gave up my nursing license several years ago. How do I become licensed again?

A: If your license expired more than 3 years ago, and you have not practiced in another state, you must apply for relicensure but you will have to re-take the NCLEX examination along with completing the relicensure application and returning it with the appropriate fee. For more information go to www.michigan.gov/healthlicense and select the Nursing category on the left side of the screen; go to the box labeled Nurse Licensing Forms and Applications and download the correct application. If you are not sure which application you need, check the definition for each type of application packet. You can also call 517-335-0918.

LOST NURSING LICENSE

Q: I lost my RN/PN license when my billfold/purse was stolen. How do I obtain a duplicate license?

A: You may request a duplicate license by submitting a written request and the fee made payable to the State of Michigan. Be sure to include your name, address, license number and the title of the

professional license you need. You can also download a form to request a duplicate license at www.michigan.gov/healthlicense.

CONTINUING EDUCATION REQUIREMENTS

Q: What are the continuing education requirements in Michigan for registered and licensed practical nurses?

A: RNs and LPNs must earn 25 continuing education contact hours (50-60 minutes each) during the two years preceding an application for license renewal.

For more licensing information, forms and applications please visit:

[Michigan Department of Community Health](#)