

Vermont Board of Nursing  
Office of Professional Regulation  
National Life Bldg, North FL 2  
Montpelier, VT 05620-3402  
802-828-1380

## INTERNATIONAL NURSE FREQUENTLY ASKED QUESTIONS

**1. Who can contact Vermont about my file?**

Only the applicant or the applicant's designated agency may contact this office concerning an application.

**2. Does the State of Vermont require fingerprint cards?**

No, the State of Vermont does not require fingerprint cards for application of International Nurses.

**3. Can I pay my application fee with a credit card?**

No, we do not accept any debit or credit cards. Payment options are listed on the application in the instructions.

**4. Do I need to be represented by an Agency to apply to Vermont?**

No, you do not need to be represented by any agency to apply to Vermont. If you choose to be represented it is ok, but understand that all correspondence concerning your application will be sent to your agency if you list one on your application.

**5. Do I need to have a Credentials Evaluation Service (CES) report to apply to Vermont?**

- o Yes, you do need to obtain a **Vermont** CES Report to apply to the State of Vermont. This requirement applies to all applications postmarked on or after July 1, 2009.
- o **PLEASE NOTE:** As of October 1, 2009 you must obtain a Vermont-specific CES report even if you have obtained/submitted a CGFNS Certificate.

**6. What companies can I apply to for my CES Report?**

The State of Vermont works directly with two credentialing agencies. You may conduct your credentials review with either company; their contact information is listed below. Please request your Credentials Evaluation Service Report prior to applying to the State of Vermont, as it may take several weeks for the credentials evaluation to be completed

<p><b>International Education Research Foundation, Inc.</b> P.O. Box 3665 Culver City, CA 90231 Website: <a href="http://www.ierf.org">www.ierf.org</a> Email: <a href="mailto:alliedhealth@ierf.org">alliedhealth@ierf.org</a> Phone: 310-258-9451</p> <p>Applicants are encouraged to apply online for a Vermont specific Credentials Evaluation Service report.</p>	<p><b>CGFNS International</b> 3600 Market Street, Suite 400 Philadelphia, PA 19104-2651 USA Website: <a href="http://www.cgfns.org">www.cgfns.org</a></p> <p>Phone: 215-349-8767</p> <p>Applicants are encouraged to apply online for either the <i>Full Education Course-by-Course</i> Report or the <i>Healthcare Profession and Science</i> Report that is specifically for the State of Vermont.</p>
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**7. Do I need to have a CGFNS Certificate to apply to Vermont?**

Only if:

- Your original RN nursing program was not taught completely in English.

**8. Does the State of Vermont require ILETS or any other English exam?**

No, Vermont does not require any of these exams. However, your program of study must have been taught in English in order to apply to the State of Vermont. If your program was not taught in English, you need to go through CGFNS' Certificate Program before applying.

**9. What are the procedures if I have previously failed the NCLEX through another state?**

- Candidates who do not retake the examination within two years of the initial examination may retake the examination only after an approved NCLEX review course.
- Candidates who fail the examination two times shall, before being accepted for a third examination, complete a formal NCLEX review course. The Candidate shall provide the Board with a copy of the following:
  - curriculum plan (published description of the course),
  - your certificate of completion and
  - a final overall (readiness) score for the course.

**10. Can I get a license in Vermont if I passed the NCLEX through a different state but do not hold a license in that state because I lack a Social Security Number?**

If you passed the exam through another state, you need to fill out the "International Nurse NCLEX Pass Endorsement Application". Make sure you carefully read all of the instructions and comply with all of the requirements. You do not need a SSN to apply to Vermont. You do need to have a passport.

**11. If I have not worked as a nurse since I graduated from my nursing program what do I write in the "work history" section of the application?**

If you graduated more than 5 years ago and have not worked as a nurse since, you are not qualified to apply to the State of Vermont. If you graduated less than 5 years ago, you should check the box stating that you have not worked.

**12. Is a social security number required for licensure in the State of Vermont?**

No, a social security number is not required, however if you do have one, you are required to provide it. You are required to submit passport information.

**13. Has the State of Vermont received my application?**

When your application has been received AND processed, you will be sent an email containing the status of your application and a login ID and password. A copy of that email will also be sent through postal mail. For status update information please visit our website: [www.vtprofessionals.org/opr1/nurses](http://www.vtprofessionals.org/opr1/nurses) and go to the "International Nurses" section. Due to the high volume of applications, we do not look up the status of applications when requested by phone or email. Once you have received your login information you are responsible for logging in to check the status of your application.

**14. What is the status of my application?**

You must check the website for updates on the status of your application. If you have received login information, you will use that to check your status. If your application was received prior to mid-February 2009 and you have not received login information, you will be sent a login ID when your file has been reviewed. It is your responsibility to be sure you have added our International Nurse email address ([foreign\\_nurse@sec.state.vt.us](mailto:foreign_nurse@sec.state.vt.us)) to your

contact list, so that you receive the emails we send, and that your email address is VERY CLEARLY typed or printed on your application. Updates will also be sent to you through postal mail.

**15. How long will I need to wait before I hear from the State of Vermont?**

Our office will contact you if we need additional information for your file. Beginning February 9, 2009 you can expect to hear something regarding approval or deficiency notices within seven business days of your application being received. All applications received prior to February 9<sup>th</sup> will be following the timeline of 3-4 months that was in effect at the time they were received and will be processed as quickly as possible in order of receipt. Due to the high volume of applications, we are not able to answer questions about this policy.

**16. Why was my application returned to me?**

If you did not include payment of \$150 in US funds *with* the application, your application will be sent back to you. The fee must be included. Your application may also be returned to you if you have used an application form that is no longer accepted by this office.

**17. What happens if I send my payment separate from my application?**

If you do not send your payment and application together, both the payment and the application will be returned to you. Checks which do not have a return address will be shredded.

**18. I sent my application weeks ago. Why have I not heard anything?**

If you sent your application and have not been contacted by our office, it could be for a couple of reasons. It may have been sent back to you because of a missing fee, or it may have never been delivered. It is always important to get a tracking number on the package you send so that you can see when it was delivered and who signed for it. If you have not been contacted in any way by our office after two weeks of *known delivery*, you should send us an email to find out what your status is. Do not contact us if you do not know that it has been delivered.

**19. How long is my application valid for if I have not submitted all of the required documents?**

Once we receive your application you have one year to complete it. We will not hold incomplete files open for more than one year. At that time, you will need to apply and pay the fee again.

**20. If my application is denied, can I get my money back?**

The fee our office charges is a *processing* fee, not an *approval* fee. Whether you are approved or not, we still have to process your application, and the fee covers that expense. Fees are non-refundable.

**21. What happens once I've been approved?**

Once you have been approved you may register with Pearson Vue, the testing agency. Once you receive your candidate information from Pearson Vue, you send it to our office. You need to take the exam within one year of your approval date.

**22. How long will I have to wait for the approval letter to come in the postal mail?**

The length of time it takes to receive the approval letter varies. We do not make any guarantees for delivery, because it often depends on the postal system in your home

country. It does not take more than a week for the letter to leave the United States, but after that, we have no way of knowing how long it takes. An email will also be sent to you with the same information.

**23. How do I get my Authorization to Test (ATT)?**

Once you are approved you have to register with the testing agency. They will send you a “candidate ID number”, which you then need to send to our office following the instructions we provide. Once we receive that number, we notify Pearson Vue to issue your ATT, and from that date, you have 90 days to take the exam.

**24. What is an Authorization To Test (ATT) and how do I get one?**

The ATT is what Pearson Vue sends you once you have told our office you are ready to test and requested it. You cannot take the exam without bringing a copy of your ATT to the exam site. The name on your ATT must exactly match the name on your passport, so be careful while registering with Pearson Vue to be sure all of the information is accurate.

**25. What should I do if there is something inaccurate on my ATT?**

It is vital that the name on your ATT matches your passport, or you will not be able to sit for the exam when you get to the testing center and you will need to register with Pearson Vue again and pay their fee again. Registering with Pearson Vue is the sole responsibility of you or the agency representing you. If your name is misspelled on your Pearson Vue account it is your error. This is especially important for Agencies to note. It is up to you to register correctly. If there is a mistake you must contact our office. It is not the responsibility of this office to make sure Pearson Vue information matches our records. That is the responsibility of the applicant or agency.

**26. What do I do if my online status says that my Authorization to Test is “approved” but I have not received my ATT?**

If we have marked “approved” for your Authorization to Test but you have not received your ATT you should be sure and check your “bulk” or “junk” mail folders in your email. Sometimes emails from Pearson Vue get filtered that way. If it is not there, you should contact Pearson Vue to have them issue a new ATT.

**27. For how long is my State of Vermont approval valid?**

Once you have been approved, you have **one year** to register with Pearson Vue *and* take the exam. This rule has changed, so for all applications approved before October 1<sup>st</sup>, 2008, the 2 year rule remains in effect. Anyone approved after this date will have to comply with the one year limit.

**28. For how long is my ATT valid?**

ATT's with Pearson Vue are only valid for 90 days. If you have not taken your exam during that time you will need to register with Pearson Vue again.

**29. What if I can not get a test date within my 90 day eligibility period?**

If you cannot get a test date you need to contact the National Council for State Boards of Nursing (NCSBN) at 1-312-525-3600.

**30. What do I do if I fail the NCLEX exam?**

If you fail the NCLEX exam and wish to take it again, you need to fill out the “Re-Take” application. There is a \$30 fee associated with this application. This application is available at our website.

### **31. What is my Program Code?**

While Pearson Vue occasionally tells applicants they need to contact the State Board for their Program Codes (required when registering with them), that is not the case. Pearson Vue has a directory of program codes that you can find on their website or by calling their office. The codes are posted in their "Candidate Bulletin", which you can find online.

Here are some common Program Codes:

- Philippines: 99-425
- India: 99-083
- United Kingdom: 99-840
- Nigeria: 99-711

### **32. How do I know if the State of Vermont Board of Nursing has received additional information that was requested for my file?**

Your online status will be updated when information has been received. For older applications, any document received by our office will be added to your file, and it will be updated in our new online system. At that time you will receive an email with login instructions.

### **33. If I am concerned about my application, who should I contact?**

Always check the website before contacting our office. Information is updated daily. If there is a problem with your application or we require additional information, we will contact you. Due to a high volume of applicants, calls and emails to this office may not be returned immediately. Please do not call multiple times. If you have left a message with your name and number we will get back to you.

For Original International Applications, contact 802-828-1380. Please note that we are unable to return calls to international phone numbers. If you are having trouble reaching us, please send an email to [foreign\\_nurse@sec.state.vt.us](mailto:foreign_nurse@sec.state.vt.us)

For Re-Take Applications, contact 802-828-2396.

For Vermont License Verifications, contact 802-828-2396.

### **34. How do I change my address with the State of Vermont?**

Download and fill out our "Change of Address" form. You can find this form on our website. Send it in through postal mail.

### **35. I am no longer working with my Agency. How do I change my status to "Individual"?**

Download and fill out the "Change of Address" form from the website. There is a section on this form to check off that you no longer wish to be represented by an agency.

### **36. Will I need to renew my Vermont License to keep it active?**

Yes, you will. The Vermont renewal cycle is two years, so by March 31<sup>st</sup> of 2011, 2013 etc., you will need to renew your license. When it is time for renewal, forms are sent to the address we have on file. If you have moved, or do not receive a renewal form, you can also find it on our website at [www.vtprofessionals.org](http://www.vtprofessionals.org), along with that year's renewal instructions. To place your license on inactive status, see our website for information. This option is only available during a renewal period. Once your license expires you cannot place it on inactive status.

### **37. How do I obtain verification of my Vermont nursing license?**

When you are applying to another state, country or for VisaScreen verification there will be a form that is usually provided that you need to send to us. This form should be provided

from the state, country or from VisaScreen and will need to be sent to us along with a \$20.00 fee. If there is no form available see our website for a form. The fee should be made payable to the Office of the Secretary of State and needs to be in US dollars and drafted from a US bank. Questions about verifications should be directed to 802-828-2396.

**38. When can I expect to receive my exam results?**

Once you have taken the exam, the results will go out within 14 business days. Please understand that we can not give you the results over the phone or via e-mail, therefore please do not call or e-mail our office asking if you have passed the exam. You can do the Quick Results through Pearson Vue for a \$10.00 fee.

6-30-09 Approved LP