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Return to Nursing: A Step by Step Guide

***Return to Nursing:
A Step by Step Guide to the Nursing
Licensure Process for Nurses Educated
Outside of the United States.***

Created by the Boston Private Industry Council with
funding from the U.S. Department of Labor

prepared by Judith Lorei

September 2005

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Dear Colleague,

The Boston Private Industry Council is pleased to present ***Return to Nursing: A Step by Step Guide to the Nursing Licensure Process for Nurses Educated Outside of the United States***. This guide is part of a collection of resources developed by the Boston Private Industry Council under the Commonwealth's Nursing Career Ladder Initiative (NCLI), with funding from the United States Department of Labor. The primary goal of NCLI is to address the nursing shortage by creating an infrastructure to recruit and retain nurses and to keep the pipeline to the profession flowing with new and existing talent.

According to *The Changing Face of Massachusetts* published by Mass Inc. and the Center for Labor Market Studies at Northeastern University, the number of immigrants living in the Commonwealth has increased by 40% over the last 15 years. This has had a particularly dramatic impact on the composition of our labor force. From 2000 to 2004, while our overall labor force grew by 35,670 workers, our new immigrant labor force grew by 101,720 workers. If not for immigration the Commonwealth's labor force would have declined by 65,000 during this period. At the same time, Massachusetts is experiencing a substantial increase in the demand for health care workers, including nurses. The Bureau of Labor Statistics (BLS) asserts that the job outlook for registered nurses is expected to grow faster than average through 2012. The BLS reports that more jobs are expected to be created for RNs than for any other occupation.

If they are able to secure licensure in Massachusetts, immigrants who were educated as nurses in their native country can potentially help to address our nursing shortage. In addition, they can help to address our region's need for culturally competent health care professionals as our population becomes increasingly diverse. However, for many the road to licensure is challenging and confusing. We have created *Return to Nursing* as a tool to help clarify the requirements and processes for immigrants who were educated as nurses in their country of origin and are seeking nursing licensure in Massachusetts. While this guide may be used by anyone, it addresses three primary audiences:

- the immigrant nurse considering licensure who is currently not employed as a nurse but was educated as a nurse in her or his country of origin;
- human resources personnel and nurse educators/managers in hospitals, health centers and extended care facilities working with immigrant nurses, and
- counselors, instructors and employment specialists of immigrant serving non-profit organizations working with immigrant nurses.

We hope that this guide will prove to be a valuable resource. It includes a self-assessment, a step-by-step outline of the nursing licensure process for those educated outside of the U.S., useful contact information for organizations and agencies and other resources that are relevant to the process.

We are grateful to our colleagues in the health care sector and the workforce development field who took their time to review this guide and provide the valuable feedback necessary to ensure its accuracy and readability. It is a stronger and more comprehensive document because of their contribution. I also want to thank Judith Lorei and Helen Kranz for their tremendous work on the implementation of this project and the development of this guide.

Sincerely,

Karen J. Shack
Boston Private Industry Council

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DEFINITIONS AND ACRONYMS ASSOCIATED WITH NURSING AND THE NURSING LICENSURE PROCESS

ACRONYM	What it stands for
*BRN	The Massachusetts Board of Registration in Nursing
SON	School of Nursing
*CGFNS	Commission on Graduates of Foreign Nursing Schools
CP	Certification Program
CES	Credentialing Evaluation Service
VISA SCREEN	Visa Credentials Assessment (for occupational visas or NAFTA status)
*PCS	Professional Credentialing Services
Pearson-VUE	Pearson Virtual University Enterprises
ATT	Authorization To Test
NCLEX-CPR	National Council Licensure Examination – Candidate Performance Report
NCLEX-RN	National Council Licensure Examination – Registered Nurse
NCLEX-PN	National Council Licensure Examination - Practical Nurse
LPN	Licensed Practical Nurse
RN	Registered Nurse
ETS	Educational Testing Service
ESOL	English for Speakers of Other Languages
TOEFL	The Test of English as a Foreign Language
*indicates full description below	

The Massachusetts Board of Registration in Nursing
Division of Health Professions Licensure
Department of Public Health
 239 Causeway Street, Suite 200
 Boston, MA 02114
 617-973-0984 / 800-414-0168
www.mass.gov/reg/boards/rn

The mission of the Massachusetts BRN is to lead in the protection of the health, safety, and welfare of the citizens of the Commonwealth through the fair and consistent application of the statues and regulations governing nursing practice and nursing

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education. The Board is authorized by the Commonwealth to approve Massachusetts schools of nursing and schools of nursing in other states and countries.

To be eligible for a MA nursing license, you must go through the Massachusetts Board of Registration in Nursing. The Massachusetts Board contracts with Professional Credential Services to perform the administrative duties associated with the nursing licensure process.

Professional Credential Services (PCS)

P.O. Box 198689
Nashville, TN
877-887-9727 or 615-880-4275
www.pcshq.com

PCS provides examination development and administration as well as licensure processing services on behalf of the Board of Registration in Nursing.

PCS receives all documents related to the initial nurse licensure applications from the Commission on Graduates of Foreign Nursing Schools (CGFNS). PCS reviews all CGFNS documents to ensure that nursing schools located outside of the United States and its territories meet U.S. standards of education.

Commission on Graduates of Foreign Nursing Schools (CGFNS)

3600 Market Street, Suite 400
Philadelphia, PA 19104
215-599-6200
www.cgfns.org

CGFNS is an immigrant-neutral, non-profit organization established in 1977 as an internationally recognized authority on education, registration, and licensure of nurses and other healthcare professionals worldwide. It ensures that healthcare professionals educated in countries other than the United States and its territories are eligible and qualified to meet licensure, immigration and other U.S. practice requirements.

Nursing Licensure for International Nurses (foreign trained nurses)

If you want to become licensed as a nurse in Massachusetts and you obtained your nursing education outside of the U.S. and its territories, you must apply to the Board of Registration in Nursing for certification of your graduation from an approved school of nursing. This certification is based on verification by CGFNS that you are a graduate of a nursing school that meets U.S. standards of nursing education. CGFNS sends the evaluation report to PCS (vendor for the Massachusetts Board Registration in Nursing). PCS also collects your TOEFL score to prove English language proficiency and proof of good moral character before PCS determines that you are eligible for initial MA nurse licensure and Pearson-VUE can issue an Authorization to Test (ATT) so that you can take the NCLEX exam.

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SELF- ASSESSMENT

Are you an appropriate candidate for nursing licensure in Massachusetts as a foreign trained nurse? Ask yourself the following 10 questions and check “yes” or “no” for each question.

#	ASSESSMENT QUESTIONS	YES	NO
		√	√
	Immigration status		
1	*Are you in the United States legally?		
	Nursing/health care experience and education		
2	*Were you educated as a nurse in your home country?		
3	Did you work as a licensed nurse in your home country?		
4	Are you currently working in a health care setting? (hospital, nursing home, doctor's office, etc.)		
5	Is the nursing program from which you graduated still in existence?		
	English language skills		
6	*Have you taken the TOEFL (The Test of English as a Foreign Language) within the last two years? If yes, go to #7. If no, go to #8		
7	*Did you score at 213 (computer), 550 (paper) or higher on the TOEFL?		
8	*If you have not taken the TOEFL within the last two years, do you think that your English language skills are strong enough to score well on the TOEFL?		
	Ability to pursue the process		
9	Will you be able to pay \$400 or more for fees associated with the nursing licensure process for foreign trained nurses?		
10	The time it takes to obtain a nursing license as a foreign trained nurse is different for each person. Would you be willing and able to wait up to 2 years to be issued a license, if necessary?		

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IF YOU ANSWERED "YES"

If you answered "yes" to the questions highlighted by an asterisk * and yes to the majority of other questions listed above, then pursuing the nursing licensure process is for you.

Only those who are in the U.S. legally, were educated as a nurse in their home country and have strong enough English skills to score 213 (computer), 550 (paper) and above on the TOEFL will be eligible for licensure through this process. Other factors to consider are the amount of time and money that it takes the average applicant to successfully complete the process.

IF YOU ANSWERED "NO"

to question 1...

You must have legal status in the United States in order to become licensed as a nurse through the Board of Registration in Nursing. Get more information on immigration status through the U.S. Citizenship and Immigration Services at <http://uscis.gov>

to question 2..

You are not an appropriate candidate for this process. The process described in this guide is only for those who were educated as a nurse in their home country and are seeking licensure by the Massachusetts Board of Registration in Nursing.

to questions 3, 4 and 5...

this does not necessarily stand in the way of obtaining a nursing license. Health care is a very fast-paced, challenging and changing field. What you practiced in your home country 10 or 15 years ago may not be comparable or applicable to how nursing is being practiced in the U.S. today. Talk with those currently working as nurses to understand how their work is the same or different from what you did as a nurse.

If the nursing school from which you graduated has closed or is no longer in operation, you may be able to obtain documentation of transcripts and validations of registration or license from the ministry of health or other licensing authority in your country of education.

to questions 6, 7 and 8...

You will need to work on your English language skills so that you will be able to score 213 or higher on the TOEFL. Even if you feel as though you have a good command of the English language, the credentialing institution for the Massachusetts Board of Registration in Nursing will not accept a score of under 213 (even if you miss by one

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point!) You may need to take English courses (ESOL – English for Speakers of Other Languages) or find other ways to improve your score.

to questions 9 and 10...

It is a matter of time and money to pursue the process. For some applicants, the licensure process is smooth and takes 3-4 months from start to finish. For others, especially those who come from countries where there is political unrest, obtaining the necessary documents can be a long and cumbersome process over a several year period.

Obtaining licensure is also costly. License and administrative fees will cost several hundred dollars, in addition to other testing fees (such as the TOEFL for English comprehension), translation fees, and the cost of additional course work, if necessary.

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Theresa's story

This is the story of Theresa. Theresa is not an actual person, rather a character created in order to walk you through the nursing licensure process. Although Theresa is not a real person, she is following the same steps that foreign educated nurses go through during their application process. While every person will approach the process differently based on her or his own situation, this story is intended to illustrate the steps of the process and how an applicant works her or his way toward nursing licensure from beginning to end.

Who is Theresa and why does she want to obtain her nursing license in Massachusetts?

Theresa obtained her nursing license seven years ago in her home country and was employed there as a floor nurse in a large city hospital for four years. She immigrated to the U.S. three years ago. She stayed in Florida for six months and then moved to Boston to live with her cousin and his family. Theresa earned her CNA certificate one year ago from a skills training program at a community-based organization and is currently working as a Certified Nursing Assistant in a nursing home. She enjoys working with patients and has a flexible schedule that allows her time to spend with her boys, ages 5 and 8. At the same time, Theresa realizes that she is not using her skills or her experience. Moreover, she is well aware that she could be making \$20,000 more than she currently earns as a CNA. Theresa has made the decision that she wants to obtain her nursing license so that she can work in a Boston hospital.

Theresa's goal is to pass the NCLEX-RN exam and receive her nursing license from the Board of Registration in Nursing. The following chart illustrates the steps that Theresa will need to take to achieve her goal.

Like many people, Theresa wanted to go right to the source to find information about how to get licensed in Massachusetts. One evening, she asked her cousin to bring her to the nearest hospital so that she could ask questions of the nursing staff. She went to the nurses' station and inquired about how she could get her nursing license.

Theresa could have obtained this information more easily by contacting the Massachusetts Board of Registration in Nursing directly by calling 617-973-0984 or logging onto their website: www.mass.gov/reg/boards/rn or by calling the Welcome Back Center at Bunker Hill Community College 617-228-4226.

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Step 1 Contact the Massachusetts Board of Registration in Nursing at www.mass.gov/reg/boards/rn

When Theresa logs onto the site, she clicks onto the *Rules and Regulations* tab and then to *“Important NCLEX information for nurses educated outside of the United States* which brings her to a chart entitled “Eligibility Criteria for Massachusetts Nurse Licensure By Examination for Graduates of Nursing Education Programs Located Outside of the United States and its Territories”. This chart outlines the criteria that Theresa will need to meet in order to obtain her license.

Theresa learns that she needs to:

1. have graduated from a Board-approved nursing education program
2. have English proficiency if her language of nursing instruction was not in English
3. be of “good moral character” as established by the Board
4. have a U.S. social security number (or signed affidavit if she does not have a social security number)
5. pay all required fees
6. achieve a pass grade on the National Council Licensure Examination (NCLEX)

Below is the chart that Theresa finds on the Board’s website.

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Eligibility criteria for Massachusetts nurse licensure by examination for graduates of foreign nursing programs outside of the U.S.

Licensure Eligibility Criteria	Nurses Licensed in Canada MGL. c. 112, ss. 74, 74A, 81B, 81C 244 CMR 8.00	All Non-US Educated Nurses excluding Canadian Nurse Licensees MGL. c. 112, ss. 74, 74A, 81B, 81C 244 CMR 8.00
Graduation from a government approved nursing education program <ul style="list-style-type: none"> • RN licensure: First-level, general program* • Practical Nurse • Second-level, general program* *International Council of Nurses definition	Certification of graduation from Board-approved nursing education program located in Canada as evidenced by a CGFNS Qualifying Examination Certificate or Credentials Evaluation Service Report or Visascreen Certificate. Evaluation conducted by Professional Credential Services, on behalf of the Massachusetts Board of Registration in Nursing (Board). Certification required before writing NCLEX.	Certification of graduation from Board-approved nursing education program located outside the United States and its territories as evidenced by a CGFNS Qualifying Examination Certificate or Credentials Evaluation Service Report, or a Visascreen Certificate. Evaluation conducted by Professional Credential Services, on behalf of the Massachusetts Board of Registration in Nursing (Board). Certification required before writing NCLEX.
English proficiency if language of nursing instruction was not English	Minimum Test of English as a Foreign Language (TOEFL) score of 550 (paper-based examination) or 213 (computer-based examination) required before writing NCLEX.	Minimum Test of English as a Foreign Language (TOEFL) score of 550 (paper-based examination) or 213 (computer-based examination) required or a passing score on the English portion of the CGFNS Qualifying Examination, as evidenced by a CGFNS Qualifying Examination Certificate issued before July 15, 1998, can be used in lieu of this requirement. Required before writing NCLEX.
Satisfactory proof of good moral character as established by Board	Required before writing NCLEX (see <i>Good Moral Character Licensure Requirement Information Sheet</i> for details).	Required before writing NCLEX (see <i>Good Moral Character Licensure Requirement Information Sheet</i>).
U.S. Social Security Number (SSN) <i>Note: Contact the Social Security Administration toll-free at 800-772-1213 or visit www.ssa.gov.</i>	SSN required before writing NCLEX. In the event an applicant is not eligible to hold an SSN at the time of nurse licensure application, applicant must submit a completed Affidavit in Support of Application to be License as a Registered Nurse or Practical Nurse.	SSN required before writing NCLEX. In the event an applicant is not eligible to hold an SSN at the time of nurse licensure application, applicant must submit a completed Affidavit in Support of Application to be License as a Registered Nurse or Practical Nurse.
Payment of required fees	Required before writing NCLEX.	Required before writing NCLEX.
Achievement of passing NCLEX grade <i>Note: Canadian licensees may be eligible for licensure by reciprocity based on CNATS or SBTPE scores. Refer to licensure by reciprocity application for details.</i>	Certification of graduation must be completed by Professional Credential Services (PCS) on behalf of the Board as a prerequisite to nurse licensure by examination (NCLEX). Complete application, <i>Certification of Graduation from</i>	Certification of graduation must be completed by Professional Credential Services (PCS) on behalf of the Board as a prerequisite to nurse licensure by examination (NCLEX). Complete

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	<p><i>Approved Nursing Education Program Located in Canada</i>, available at www.pcshq.com or toll-free at 877-887-9727 or 615-880-4227.</p>	<p>application, <i>Certification of Graduation from a Board-Approved Nursing Education Program Located Outside the United States and Its Territories</i>, available at www.pcshq.com or 877-887-9727</p>
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There are some terms in the chart that Theresa does not understand, so they are explained here.

First level nurse

A first level nurse is called a registered or a professional nurse in most countries.

Second level nurse

A second level nurse may be called an enrolled, a vocational, a practical nurse or a nurse assistant. Second-level nurses are not eligible to be licensed as registered nurses in the United States, so are not eligible to take the CGFNS Qualifying Exam.

General nurse

A general nurse studied theory and had clinical practice in a variety of nursing areas. A nurse who specialized in one area without being educated and registered/licensed as a general nurse (such as a midwife or psychiatric nurse) is not eligible to take the CGFNS qualifying exam.

Affidavit

An affidavit is a written statement made under oath. If you do not have a social security number, you must sign a statement provided by the Board that you do not have one but as soon as you become eligible to get one, you will provide it to the Board.

Reciprocity

Reciprocity means that anyone with a nursing license can transfer that license from state to state without having to take a state issued test. Reciprocity may also apply to certain countries. In *some* cases, nurses from Canada may be exempt from taking the NCLEX because of reciprocity.

Writing the NCLEX

Means the same as taking the NCLEX or sitting for the NCLEX

Theresa' first question is:

1. "How do I know that my school is Board approved?"

And her second question is:

2. "How do I know that I am English proficient?"

This is where Professional Credential Service (PCS), Commission on Graduates of Foreign Nursing Schools (CGFNS) and the Educational Testing Service all become essential in the process. While the Board of Nursing issues the actual nursing license,

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Professional Credential Service carries out the work of the Board. There are no applications or forms for the process on the Board's website, rather they can be found on the PCS website because they are the vendor for the Board.

Step 2 Go to the PCS website at www.pcshq.com

Theresa goes to the PCS website and does the following:

- Clicks on applicant information
- Searches by state (clicks and scrolls to Massachusetts)
- Searches by profession (clicks and scrolls to Nursing)

She clicks on option #1 – I received my nursing education outside of the U.S. and I have never been a licensed Registered/Practical nurse in a U.S. jurisdiction.

This brings her to the Nursing Foreign Credential page. If she clicked on the line that reads: *Foreign nursing education programs graduates eligibility criteria*, it would bring her to the MA Board's eligibility chart included above. Since she already knows the eligibility criteria for Massachusetts, she clicks on the line which reads, *Non U.S. Educated Nurse License by Examination* which brings her to the 6 page Board of Registration in Nursing application that she must complete. [Click here for the application.](#)

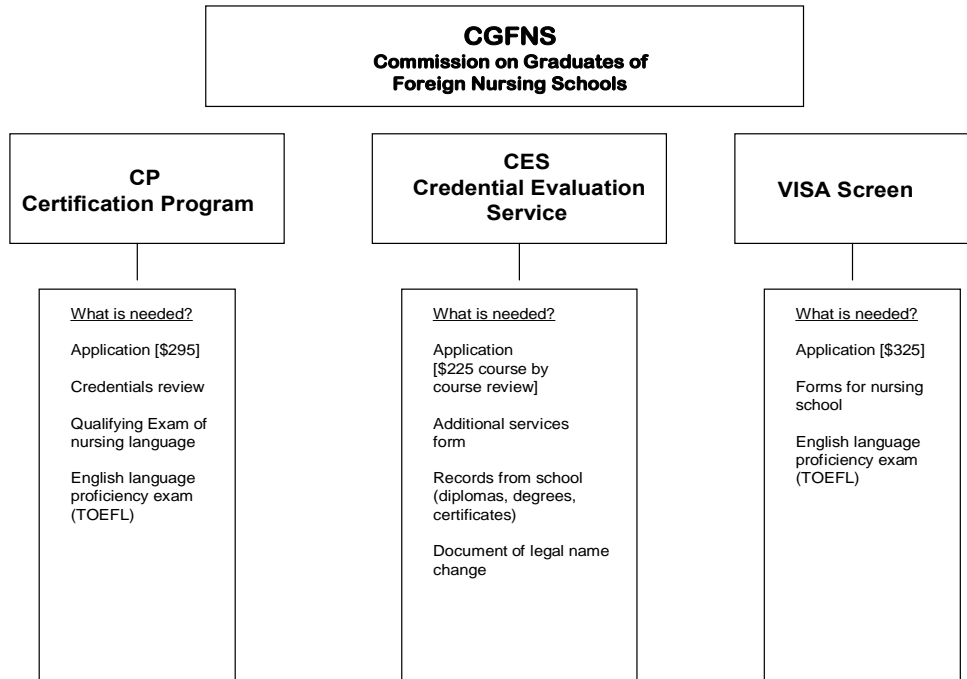
As Theresa reads through the application, she learns that she must apply to the Commission on Graduates of Foreign Nursing Schools to make sure that her school is Board approved (the answer to her first question) and she must take the TOEFL exam to prove her English proficiency (the answer to her second question).

In order to complete this application, she must first determine the type of evaluation she is going to have through CGFNS and obtain her CGFNS identification number to put on this application. So, she sets this application aside and finds out about CGFNS and what is involved in the process.

Step 3 Go to the CGFNS website (www.cgfns.org) to apply

In order to find out if her nursing school is certified so that it can be approved by the Board. Theresa logs onto the CGFNS website. She clicks on the *applicants* tab and then to the *major steps* tab which describes the two main programs that CGFNS offers applicants for certification: the Certification Program (CP) and the Credentials Evaluation Service (CES.) CGFNS also offers a program called the VISA Screen, but that category is for nurses who want to obtain an occupational VISA to come to the U.S. or for those working under trade NAFTA status, which does not apply to Theresa. She is a legal immigrant with a green card and has been living in the U.S. for several years.

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created by the Boston PIC, 2005

Below is the information that Theresa obtains from the CGFNS website on the CP and the CES programs. This information below is directly from their website.

The CGFNS Certification Program (CP)

The CGFNS Certification Program (CP) is designed specifically for first-level general (Registered) nurses educated outside the United States who wish to pursue a career in the U.S. as registered nurses. The program is comprised of three parts: a credentials review of your nursing education, registration and licensure; the CGFNS Qualifying Exam testing nursing knowledge (offered four times a year in over 40 test sites worldwide); and an English language proficiency examination. In order to be eligible for the CGFNS Qualifying Exam, you must have completed a minimum number of hours of both classroom instruction and clinical practice in Adult Medical/Surgical Nursing, Maternal/Infant Nursing (Obstetrics), excluding Gynecology, Care of Children (Pediatrics), and Psychiatric/Mental Health Nursing, excluding Neurology. If you have not completed any and/or an insufficient number of hours in each of the above areas, you will be ineligible to take the CGFNS Qualifying Exam until you complete an entire course (both theory and clinical) in the deficient area from a government-approved nursing school. You must also have been registered (1) as a first-level (Registered) nurse in your country of education, and (2) currently hold a registration/license as a Registered Nurse in some jurisdiction. Verification of both registrations must be sent to CGFNS directly from the licensing body(ies).

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The Credentials Evaluation Service (CES)

The CGFNS Credentials Evaluation Service (CES) is a report prepared by CGFNS for a Board of Nursing, university, immigration office, employer, etc. This report analyzes the education and licensure earned outside of the United States in terms of how it compares with U.S. standards and expectations. There is **no** examination included in this program. Once all documentation, fees and a completed application are received, a report will be prepared and submitted to the recipient (i.e., Board of Nursing, U.S. college/university, an employer, etc.). A copy will also be issued to the applicant. The Board of Nursing will determine whether or not the applicant is eligible to take the national licensing examination for nurses in the United States – the NCLEX-RN® or NCLEX-PN® examination – which is required for all nurses in order to practice in the U.S.

Theresa considers her two options for evaluation. Not every state allows either the CES report or the CP for certification, but Massachusetts is one of the states where applicants have the option of using either the CES or the CP. Several states only accept the CP evaluation, but since Theresa is planning to stay in Massachusetts permanently, this is not a factor in her decision. More importantly, she would rather not have to take an examination, which is required for the CP evaluation. Even if she didn't mind taking the exam, New York City is the closest exam location to Boston and she would rather not travel and stay overnight in NYC. For all of these reasons, Theresa decides that she will go through the CES evaluation.

Theresa scrolls further down the page and clicks on [application packet](#) under CES (or she could apply on line.) If she decided to apply to the CP, she would click on [application handbook](#) and [application packet](#) and download the appropriate materials.

In addition to submitting a completed application, Theresa sees from the CGFNS website (excerpted below) that she must make sure that the following four documents are included in her package, so must check with her school for these (they are required for CES, CP and VISA Screen):

1. **A FULL transcript with an official school seal/stamp**

Mailed to CGFNS directly from your nursing school, verifying the total number of hours of classroom instruction (theory) and hours of clinical practice you completed in each of the courses you completed during your professional training/nursing program. Work experience CAN NOT be accepted as an alternative to lack of instruction/training undertaken during your educational program. For the Certification Program, your transcripts must be accompanied by a completed "Nursing Education Form". For both the CES and *VisaScreen™*, your transcripts must be accompanied by a completed "Request for Academic Records" form.

2. **A validation of your original registration/license as a nurse**

Mailed to CGFNS directly from the authority which issues registrations/licensure in your original country of education (if applicable). If your diploma gives you the right to practice nursing in your country, your nursing school or the Ministry of Health must also validate your diploma to CGFNS.

3. **A validation from any other licensing authority where you hold a license as a registered and/or practical nurse** (if applicable).

4. **A photocopy of your secondary school diploma (high school);**

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OR, if you no longer have your original diploma, an official letter signed by the principal, with the school seal/stamp sent to CGFNS directly from your secondary school verifying your full dates of attendance and date of completion/graduation.

Note: This step is no longer required if you graduated from high school more than 10 years ago.

All documentation must be sent to CGFNS via mail/courier; CGFNS will not accept any official documentation sent either by fax or email.

Our mailing address is: Commission on Graduates of Foreign Nursing Schools (CGFNS)
3600 Market Street, Suite 400
Philadelphia, Pennsylvania 19104-2651
Phone: (215) 349-8767 (applicant inquiries)

Hours of operation:

Monday through Thursday:

9:00 am to 5:00 pm (ET)

Friday: 9:00 am to 4:30 pm (ET)

Theresa contacts her school to obtain these documents. In her case, her school will be able to send transcripts of her studies from her nursing program. She contacts the Ministry of Health to ask them to submit a validation of her nursing license. Since she graduated from secondary school (high school) 14 years ago, she is not required to attach a copy of her diploma.

When applying for the CES, Theresa will be given a choice to request a Health Care Profession and Science Course by Course Report **or** a Full Education Report. The Massachusetts Board of Registration in Nursing recommends that the applicant request a Healthcare Profession and Science Course by Course report and not the Full Education report.

Theresa completes her application and submits payment for \$225 to CGFNS (the full report fee is \$265). She understands from the application that she can only pay by a certified bank check or international money order (drawn on U.S. dollars on a U.S. bank) or by credit card. CGFNS does not accept personal checks. After CGFNS begins to process Theresa's paperwork, she will be issued a CGFNS ID number which will allow her to find information about the status of her application directly from their website. If Theresa were to apply for the CP evaluation, she would be required to take a one-day examination consisting of 260 questions. She would first check the application to find out the dates and locations of the examination. The exam is offered four times per year and the closest exam location to Boston is New York City. She would submit her application and pay a fee of \$295 with a bank check, international money order or credit card.

Theresa's transcripts and validations must be sent directly from the school or authority to CGFNS. **She cannot send them herself.** The standard processing time for reports is 3-5 weeks, after CGFNS has received all documents and payment.

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Click here for [CES application](#). Click here for [CP application](#). See the end of this section for a sample copy of an actual Course-by-Course report.

Step 4 Go to the ETS website (www.ets.org/toefl) and register for a TOEFL exam to show English proficiency

As Theresa knows from the criteria required by the Massachusetts Board of Registration in Nursing, she must prove her English proficiency. She needs to register for the TOEFL exam. TOEFL stands for Test of English as a Foreign Language. This exam is administered by the Educational Testing Service (ETS) and is accepted as a standard of English proficiency worldwide. While Theresa knows that her English is good, the Massachusetts Board of Registration in Nursing will only accept a minimum score of 213 (computer based) or 550 (paper based) on the TOEFL. Theresa goes to www.ets.org/toefl and clicks on the section marked *learners and test takers*.

Theresa learns that the TOEFL exam consists of four sections: **(1) Listening:** measures the ability to comprehend spoken North American English **(2) Structure:** measures the ability to recognize language appropriate for standard written English **(3) Reading:** measures the ability to read and understand short passages and **(4) Writing:** measures ability to write in English. Sample questions and writing samples can be found on the ETS website.

Most of the questions are in a multiple choice format. However, there are questions that require more than one response, such as ordering items and matching objects or texts to categories.

The writing section requires the test taker to compose an essay on one topic that is randomly assigned. An example of a writing topic is "Do you agree or disagree with the following statement: Parents are the best teachers. Use specific reasons and examples to support your answer." The test taker is given 30 minutes to complete the essay. The entire exam (including all four sections) takes between 3.5 and 4 hours to complete.

Massachusetts has hundreds of TOEFL testing centers which can be found on their website. Most testing centers are located at colleges and universities and there are many in the Boston area. Theresa looks on the website for a testing site closest to her and schedules a testing date on line.

Theresa's **TOEFL scores must be sent to PCS directly from the Educational Testing Service**. PCS will not accept a copy of the TOEFL score from an individual applicant as part of his or her application package. So, Theresa will need to tell ETS that they must send her score to PCS directly.

Theresa also learns that the test costs \$140, so she adds this to the list of expenses that she will need to cover as she goes through the licensing process.

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Step 5 Go back to the application already downloaded in step 2 entitled “Certification of Graduation from a Board-Approved Nursing Education Program Located Outside the U.S. or its Territories.” (Step 6 can also be done at this point in the process).

At this point, Theresa has submitted her CGFNS application and registered for the TOEFL exam. She is now ready to complete the Massachusetts Board of Registration in Nursing application and send it to PCS. She fills out the section on her nursing school and answers all of the questions in the section on “good moral character.” Since Theresa does have a social security number, she records it on the form. If Theresa were not eligible for a social security number at the time of application, she would fill out and sign the Affidavit in the application that stipulates that she would apply for a social security number as soon as she became eligible.

Theresa attaches the \$50.00 application fee and attaches a 2”x 2” photograph of herself (like a passport photo). PCS accepts a cashier’s check/certified check, money order or credit card. She signs the application and sends it to:

Professional Credential Services
P.O. Box 198689
Nashville, TN 37219
877-887-9727 or 615-880-4275

PCS will issue a certificate verifying that the applicant has graduated from a school of nursing that is Board approved.

Step 6 Apply for MA nursing license by examination by registering for the NCLEX through Pearson-VUE (www.vue.com)

Theresa is now ready to register for the NCLEX exam with Pearson-VUE (Virtual University Enterprises). She goes to the website and clicks on *test program information* which takes her to the *health and medicine option* and then to *NCLEX examination*. She clicks on the NCLEX examination candidate bulletin for application materials and registration instructions. Once she submits her materials and fee, she will receive her ATT (authorization to test) within one week. If she has submitted an email address on her application, she will receive the ATT by email. Otherwise, Pearson will send it to Theresa by U.S. mail.

The NCLEX-RN is a variable length adaptive test, which means that the length of the test is determined by the test taker’s response to the questions. Once the minimum

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number of questions is answered, testing will stop. The NCLEX-RN exam can be anywhere from 75-265 questions long and the time limit for taking the test is 6 hours.

There are four Pearson-VUE testing sites in Massachusetts: Boston, Waltham, Worcester and Springfield. The Boston testing site is located at:

295 Devonshire Street, Suite 210
Boston, MA 02110
617-423-9279

The cost of the exam is \$200. Once Theresa has received her ATT, she can call Pearson VUE to schedule her exam or do it on line on their website (www.vue.com).

Theresa can click on the tutorial on the Pearson VUE website or go to the National Council of Boards of Nursing website (www.ncsbn.org) for more information about the NCLEX and sample test questions. NCLEX Review courses are listed in the appendix of this guide.

STEP 7 Take the NCLEX exam

Theresa takes the examination. Within one month of her test date she receives her “score notice” in the mail from the Massachusetts Board of Registration in Nursing and learns that she has passed the exam. Within another 3-5 business days, she will be able to find her new nursing license number on the Board’s website indicating that she is now ready to work!

She goes to www.mass.gov/reg/boards/rn and clicks on the **check license** tab. Theresa then does a search by clicking on search by **personal information**. Once she enters her name and address, her license number will be shown. She will receive a hard copy of her nursing license in the mail from the Massachusetts Board of Registration in Nursing within 21 days after her license number was issued.

If Theresa had not passed the NCLEX-RN, she would be eligible to take the exam after 45 days of the time she took it the first time. She would go to the Pearson-VUE website and schedule another exam.

Theresa’s dream of becoming a nurse in the U.S. is now fulfilled!

Theresa’s process to licensure was smooth. For her, it took 4 months and \$615 in fees (plus postage, certified mail fees and the cost of long distance calls to her school in her home country) to complete the process. Let’s look at Theresa’s costs.

CGFNS CES application fee (Course by Course)	225
TOEFL exam	140
PCS administrative fee	50
NCLEX-RN application for Pearson-VUE	200

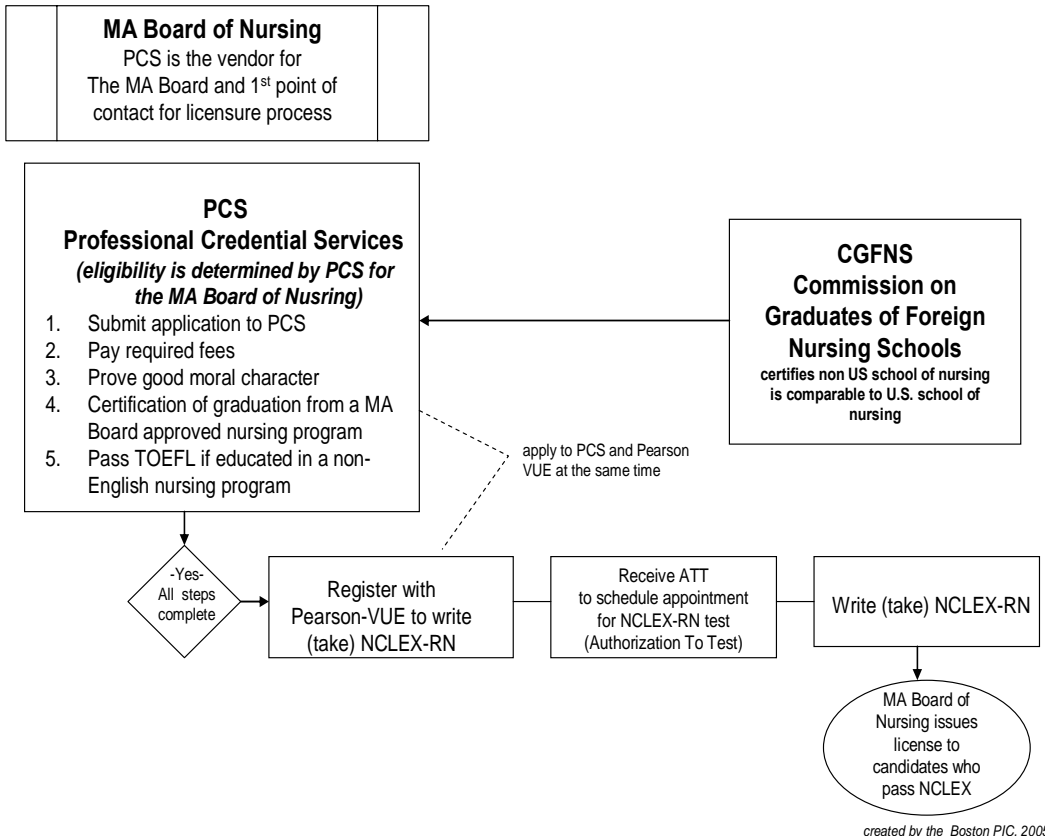
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Total cost for Theresa's license

\$615

The process was smooth for Theresa, but this is not the case for everyone. Below is the process that Theresa went through to obtain her goal. These are the steps that foreign educated nurses must consider when thinking about obtaining a nursing license in Massachusetts.

MASSACHUSETTS NURSE LICENSURE BY EXAMINATION APPLICATION PROCESS FOR FOREIGN EDUCATED NURSES



STUMBLING BLOCKS to watch out for!

Let's take a look back and see where applicants bump up against challenges and stumbling blocks that slow or stop the licensure process:

1. Proving proficiency in English

Applicants who wait too long to take the TOEFL are sometimes surprised when their scores come back and they are too low to meet the eligibility criteria. Taking the TOEFL more than once slows the process down. Missing by only 1 point will disqualify a candidate's application! PCS does not allow for exceptions to this standard.

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If a candidate is unsure about his/her ability to pass the TOEFL with a score of 213 (computer) or 550 (paper-based) it may be wise to take the appropriate level of English classes and be fully prepared for the TOEFL before starting the nursing licensure paperwork.

2. Obtaining officially translated documents from the country where the applicant attended nursing school

Securing the appropriate documents can sometimes be difficult, especially if the school no longer exists, the applicant had to flee the country quickly or the country is in a politically unstable situation. These types of situations require a tremendous amount of diligence, attention to detail and patience. It helps to keep an accurate record in a notebook of every mailing, transaction and phone call that occurred between the applicant, the school and/or the issuing authority. Record names and dates of all people involved with any transaction.

CGFNS will only accept officially translated documents. Any document translated into English must have the phrase "Certification of Authenticity" on the document and signed by the translator. If the candidate or the school has no way to translate the documents through an official agent, they can be translated by CGFNS for \$75 per page. Typical transcripts can be up to 6 pages, which may run into several hundred dollars for translation. The candidate may need to add translation fees to the cost of the process.

3. Following up after submitting documents

Companies like CGFNS and Pearson-VUE and organizations like PCS deal with thousands of clients a year. While they do their best to provide quick and accurate facilitation of information and documents, mistakes are made and information "falls through the cracks". If a reasonable amount of time passes and there is no movement on the candidate's application, it is useful to call the company where the bottleneck is occurring and check into it. Applicants can check the CGFNS website for the status of their account as often as necessary. It is important to keep in mind the responsibility is always on the applicant to make sure that the process is moving forward!

4. Paying attention to the details

Oversights such as a missed signature or incorrect information may not seem like a problem, but it is just these types of mistakes and inconsistencies that may stall an application for months (especially if it involves documents going back and forth between the United States and another country).

Be sure to:

- Sign all documents where indicated
- Check all boxes (leave no boxes blank) and complete all application information
- Use black ink

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- Include all attachments such as affidavits (if you do not have a social security number)
- Use standard passport photos (2" x 2")
- Do not use a personal check to pay fees— only credit cards or certified bank checks are valid forms of payment for PCS, CGFNS and ETS
- Make sure that all translations are certified
- Use “return receipt request” for all documents that you send and remind your school or issuing agency to do the same.
- CGFNS must receive all transcripts and validation of license **directly** from the applicant’s school or issuing authority.
- PCS must receive TOEFL scores **directly** from Educational Testing Service.

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FREQUENTLY ASKED QUESTIONS ABOUT THE NURSING LICENSURE PROCESS FOR FOREIGN TRAINED NURSES:

Q: How long is licensure process for foreign trained nurses?

A: It varies by person. If transcripts and license documentation are on order and the applicant is proficient in English, it can take 3-4 months. If there are complications with obtaining documents from the school, translation issues, mail delivery problems, or a question not filled out on the form properly or not signed, it can take 2-3 years by the time all of the information is collected and processed.

Q: It is very difficult for me to obtain documents from my country. I have copies of my school transcripts and my nursing license at home. Can I just send these to CGFNS directly?

A: No. CGFNS needs to have the applicant's schools and/or licensing authority send the information directly in order to verify accuracy. For more information, go to the CGFNS website (www.cgfns.org). CGFNS may be able to assist you if documents are not obtainable.

Q: All of the CGFNS application forms that I must send to my school for processing are in English. Do they provide forms in other languages?

A: Currently, CGFNS only provides forms in other languages for New York State (Polish and Russian) although they are exploring offering the forms in other key languages. For now, you as the applicant can supplement these forms with any written or verbal instructions that are necessary to help your school or licensing authority complete the application process.

Q: I know that I need to have my documents translated into English. Can I translate them on my own or have a friend translate them for me?

A: No. CGFNS will only accept a certified, word-for-word English translation signed with a certification of authenticity by the translator. If you cannot obtain a certified translation of your documents from your school or issuing authority, CGFNS will translate them for you for a \$75 per page fee. For more information, go to the CGFNS website and review the application instructions (www.cgfns.org).

Q: Will Massachusetts allow me to work as a nurse while I am in the licensing process?

A: No. You must be approved by the Board of Registration in Nursing and have passed your NCLEX-RN before the Board will issue your license and you can begin working as a nurse. Nursing practice as a "graduate nurse" is illegal and "temporary" licenses are not issued in Massachusetts.

Return to Nursing: A Step by Step Guide

Q: Once I pass the NCLEX-RN, do I have to take it over again?

A: No. you only have to pass the NCLEX-RN once.

Q: How long does the NCLEX-RN exam take?

A: The NCLEX-RN is a variable length adaptive test, which means that the length of the test is determined by your response to the questions. Once the minimum number of questions is answered, testing will stop. The NCLEX-RN exam can be anywhere from 75-265 questions long and the time limit for taking the test is 6 hours. For more detailed information about the exam, go to the National Council of Boards of Nursing website (www.ncsbn.org) and click on NCLEX Candidate Bulletin and for sample questions.

Q: Will the Board of Registration in Nursing help me find a job once I am licensed?

A: No. The mission of the Board of Registration in Nursing is to apply statutes and regulations governing nursing practice and nursing education. However, the Board (www.mass.gov/reg/boards/rn) does have links to websites such as the Massachusetts Center for Nursing which provides information on nursing careers and links to job postings.

Q: May I work in another state once I have a Massachusetts license?

A: All states have reciprocity for licensure transfer. Reciprocity means that if you already have a nursing license in Massachusetts, you can work in another state without having to take another test for that state. Check the website for Board of Nursing in the state where you wish to work, as the process and the fee for reciprocity varies from state to state.

Q: Who can I contact for additional resources on this process?

A: The Welcome Back Center located at Bunker Hill Community College assists foreign educated nurses with the nursing licensure process. You can contact a staff member at Welcome Back by calling 617-228-ICAN.

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Massachusetts Board of Registration in Nursing 2004 NCLEX-RN Performance by Non-US Educated Nurses Rank Order by Number of First-time Writers

Country of nursing education	First-time writers			All writers (first-time + repeat)		
	# tested	# pass	% pass	# tested	# pass	% pass
Philippines	56	38	68%	94	48	51%
India	39	36	92%	49	42	86%
Canada	7	6	86%	9	7	78%
Nigeria	7	1	14%	19	4	21%
Kenya	5	3	60%	10	6	60%
United Kingdom	5	4	80%	7	6	86%
China	4	4	100%	4	4	100%
Haiti	4	3	75%	9	4	44%
Ireland	4	3	75%	4	3	75%
Israel	3	3	100%	3	3	100%
Russia Federation	3	1	33%	5	3	60%
Germany	2	1	50%	2	1	50%
Brazil	1	1	100%	1	1	100%
Columbia	1	0	0%	2	1	50%
Dominican Republic	1	1	100%	1	1	100%
Denmark	1	1	100%	1	1	100%
Uganda	1	0	0%	4	1	25%
Ghana	1	1	100%	6	1	17%
Liberia	1	0	0%	1	0	0%
Ethiopia	1	1	100%	1	1	100%
Cameroon	1	0	0%	1	0	0%
Norway	0	0	0	3	1	33%
Zambia	0	0	0	2	1	50%
Tanzania	0	0	0	1	1	100%
Gambia	0	0	0	3	0	0%
Egypt	0	0	0	1	0	0%
Total (26)	148	108	73%	243	141	58%
Total regardless of state/country of education	2320	Not tracked	Not tracked	3056	2270	74%
Total graduates of MA SON	2097	1809	86%	Not tracked	Not tracked	Not tracked

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FEES ASSOCIATED WITH THE FOREIGN EDUCATED NURSING LICENSE PROCESS

ACTIVITY	FEE
PCS Administrative Fee	\$50
CGFNS – Certification Program with qualifying exam	\$295
Re-application for qualifying exam	\$250
CGFNS – Credentialing Evaluation Service Healthcare Profession and Science Course by Course Report	\$225
CGFNS – Credentialing Evaluation Service Full Education Course by Course Report	\$265
VISA Screen Program	\$325
NCLEX-RN application for Pearson-VUE	\$200
TOEFL exam	\$140

TEST TAKING

TOEFL

Starting in September, 2005, Educational Testing Service (ETS) will roll out the “next generation” of TOEFL testing which will be available in the United States. The new test will be administered on the Internet. It is called iBT or Internet Based Testing. ETS will still administer the paper based and computer based test until the Internet test is fully implemented. The new TOEFL will continue to cover the four subject areas:

Listening
Reading
Writing
Speaking

However, there are some significant differences on the new TOEFL test.

- Listening will closely mirror a more academic environment and will follow more natural speech patterns.
- The stand alone grammar section will be eliminated and integrated throughout the test.
- Instead of one 30 minute essay, there will be the 30 minute essay and an additional 20 minute essay.

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- Language skills will be integrated so that a test taker might listen to a lecture and read a passage and then write or speak about it.
- The length of the test will increase from 2.5 to 3.5 hours.

TOEFL preparation

You can go to www.TOEFL.org to take a free full length TOEFL test.

There is no better test preparation than one-on-one assistance. The Odwin Learning Center in Dorchester provides TOEFL test preparation for foreign educated nurses.

Odwin Learning Center
1943 Dorchester Avenue
Dorchester, MA 02124
617-282-5320
www.odwin.org

In addition, there are many fee based TOEFL test preparation centers in Boston.

General test taking

You can also go to www.testtaking.org for tips on how to take various types of tests.

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ORGANIZATION AND AGENCY CONTACT SHEET

Organization	Website	Phone
Commission on Graduates of Foreign Nursing Schools (CGFNS) 3600 Market Street, Suite 400 Philadelphia, PA 19104	www.cgfns.org	215-599-6200
Massachusetts Board of Registration in Nursing 239 Causeway Street, Suite 200 Boston, MA 02114	www.mass.gov/reg/boards/rn	617-973-0984 1-800-414-0168
Pearson VUE 5601 Green Valley Drive Bloomington, MN 55437	www.vue.com	1-866-496-2539
Professional Credential Services P.O. Box 198689 Nashville, TN 37219	www.pcshq.com	1-877-877-9727 615-880-4275
Educational Testing Service - TOEFL	www.ets.org/toefl	1-877-863-3546
Massachusetts Center for Nursing P.O. Box 285 Milton, MA 02186	www.nursema.org	617-680-0727
National Council of State Board of Nursing 111 E. Wacker Drive, Suite 2900 Chicago, IL 60601	www.ncsbn.org	312-525-3600
Boston Welcome Back Center @ Bunker Hill Community College 250 New Rutherford Avenue Boston, MA 02129		617-228-ICAN
Organization	Website	Phone
Commission on Graduates of Foreign Nursing Schools (CGFNS) 3600 Market Street, Suite 400 Philadelphia, PA 19104	www.cgfns.org	215-599-6200

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Massachusetts Board of Registration in Nursing 239 Causeway Street, Suite 200 Boston, MA 02114	www.mass.gov/reg/boards/rn	617-973-0984 1-800-414-0168
Pearson VUE 5601 Green Valley Drive Bloomington, MN 55437	www.vue.com	1-866-496-2539
Professional Credential Services P.O. Box 198689 Nashville, TN 37219	www.pcshq.com	1-877-877-9727 615-880-4275
Educational Testing Service - TOEFL	www.ets.org/toefl	1-877-863-3546
Massachusetts Center for Nursing P.O. Box 285 Milton, MA 02186	www.nursema.org	617-680-0727
National Council of State Board of Nursing 111 E. Wacker Drive, Suite 2900 Chicago, IL 60601	www.ncsbn.org	312-525-3600
Boston Welcome Back Center @ Bunker Hill Community College 250 New Rutherford Avenue Boston, MA 02129		617-228-ICAN

Return to Nursing: A Step by Step Guide**ENGLISH FOR NURSES**

Northeastern University 360 Huntington Avenue 406 ELL Hall Boston, MA 02115 www.ace.neu.edu/elc/nursing.php	Contact: 617-373-2455 uc-elc@neu.edu	6 course program of study focusing on using English professionally in medical settings	Cost: \$726 per course \$4,356 for all 6 courses
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Return to Nursing: A Step by Step Guide**NCLEX-RN REVIEW COURSES**

Kaplan 727 Mass Ave, 3rd fl Cambridge, MA 02139 617-661-6965 www.kaptest.com/nursing_index.jhtml	Contact: Warren Doyle Manager, Cambridge Kaplan	Cost varies \$299-\$599
The Anderson NCLEX-RN Review 19 Rexhame Street Billerica, MA 01862 978-667-4394 www.nclextestprep.com/about.html	Contact: test_prep@comcast.net	Cost \$270 for 5 day prep or \$258 for group discount
Middlesex Community College School of Nursing 33 Kearney Square Lowell, MA 01852 www.middlesex.mass.edu	Contact: Ann Montminy, MS, RN, 978-656-3046 (for info only) register for course through website	Cost \$279 for 5 day course
Northeastern University 360 Huntington Avenue Boston, MA 02115 http://bouve.dev.neu.edu/nursing	Contact: Lea Johnson 617-373-4237	Cost Call for cost

Return to Nursing: A Step by Step Guide**REFRESHER COURSES**

Boston College 140 Commonwealth Avenue Chestnut Hill, MA 02467 www.bc.edu/ce	Contact: Gene Weyman, RN, PhD 617-552-4256	5 courses within 2 years CEUs: 90	Cost: \$1,675
Lahey Clinic 41 Mall Road Burlington, MA 01805 www.laheyclinic.org	Contact: Debralee Quinn, RN, CNN 781-744-8247 Debralee.quinn@lahey.org	Offered 3x per year 13 hours/wk for 4 weeks CEUs: 60	Cost: \$1,500
Quinsigamond Community College 670 West Boylston Street Worcester, MA 01606 http://cce.qcc.mass.edu	Contact: Jane Shay, Program Coordinator 508-854-4358	Offered for 3 months, 2x per week CEUs: none	Cost: \$1,099
Salem State College 352 Lafayette Street Salem, MA 01970 www.salemstate.edu/nursing	Contact: Linda Frantiero 978-542-6849 or 978-542-8045	Dates to be posted CEUs: unknown	Cost: \$650
U/Mass Dartmouth 285 Old Westport Road Dartmouth, MA 02747 umassd.edu/nursing	Prof. Lorraine Fisher Director of RN Programs 508-999-8577 lfisher@umassd.edu	Dates to be posted 8 week course CEUs: unknown	Cost: \$1,050

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NURSING PROGRAMS IN BOSTON AND GREATER BOSTON

Boston College

Graduate –

(617)552-4928

Undergraduate

(617) 552-4250

www.bc.edu/schools/son/undergrad/

www.bc.edu/schools/son/ce/infosessions

Bunker Hill Community College

(617)228-2311 or 2316

www.bhcc.mass.edu

Curry College

(617)333-2210

www.currycollege.edu

Fitchburg State College

(978) 665-3144

www.fsc.edu/nursing/

Laboure College

(617)296-8300

www.labourecollege.org

Lawrence Memorial/Regis Collaborative

(781)306-6600

www.lmregisnurse.org/lm/information.php

Massachusetts College of Pharmacy and Health Sciences

Boston Campus:

(617) 732-2580

www.mcphs.edu

Massasoit Community College

Brockton (781)821-2222 x 1411

Canton (781) 821-2222 ext. 2117 or 2414

www.massasoit.mass.edu

Mass Bay Community College

(781) 239–2505 need to register beforehand

<http://www.massbay.edu>

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MGH Institute for Health Professions
(617) 726- 0422
www.mghihp.edu/Academics/Nursing.html

Middlesex Community College
1-800-818-3434
www.middlesex.mass.edu

Northeastern University
Bouvé College of Health Sciences
(617)373-2200
www.bouve.neu.edu/programs/nursing

North Shore Community College
978-762-4188 (Danvers)
781-593-6722 x4187 (Lynn)
www.northshore.edu

Quincy Community College
(617) 984-1710
www.quincycollege.edu

Roxbury Community College
(617) 541-5313
www.rcc.mass.edu/nursing

Salem College
(978)542-6624
www.salemstate.edu/nursing

Simmons College
(617)521-2051
www.simmons.edu/shs/academics/nursing/

University of Massachusetts, Boston
(617)287-7500
www.umb.edu/academics/cnhs

University of Massachusetts, Dartmouth
(508)999-8605
www.umassd.edu/nursing

University of Massachusetts, Lowell
(978) 934-3931
www.uml.edu/dept/nursing

Return to Nursing: A Step by Step Guide
Private scholarships specifically related to nursing and health care

SCHOLARSHIP SPONSOR	SCHOLARSHIP	BASIC ELIGIBILITY REQUIREMENTS/COMMENTS	AMOUNT	CONTACT INFORMATION
American Association of Colleges of Nursing	Nursing Scholarship Fund	<ul style="list-style-type: none"> Enrolled in a nursing program at the baccalaureate, masters or doctorate level Must be a member of Campusrn.com 	\$2,500	http://aacn.campusrn.com (202) 463-6930
American Association of Critical Care Nurses	Educational Advancement Scholarship	<ul style="list-style-type: none"> Currently enrolled in a nursing program 20% of awards allocated to qualified ethnic minority applicants AACN member 	\$1,500	www.aacn.org (800)899-2226
American Holistic Nurses Association	Charlotte McGuire Scholarship	<ul style="list-style-type: none"> Currently enrolled in an undergraduate or graduate nursing program Must be a member of AHNA for 6 months 	No amount specified	www.ahna.org (800)278-2462, ext. 10
Association of Perioperative Registered Nurses	Various scholarships	<ul style="list-style-type: none"> Offers student scholarships for members and non-members enrolled in associate's degree or RN program 	\$500-\$1,500	www.aorn.org (800)755-2676
Association on American Indian Affairs	Emergency Aid and Health Professions Scholarship	<ul style="list-style-type: none"> American Indian or Alaskan Native Full time undergraduate student 	\$100-\$400	www.indian-affairs.org (240) 314-7155
Benjamin Cummings	Allied Health Student Scholarship	<ul style="list-style-type: none"> All students currently enrolled in a course in anatomy, physiology or microbiology or have completed one of these course in the past 2 years 	\$1,000	www.aw-bc.com/scholarship (617)848-7500
Emergency Nurses Association Foundation	Scholarship Program	<ul style="list-style-type: none"> Scholarships for nursing students who are ENA members (RN, LPN, LVN pursuing a BSN) 	\$2,000-\$4,500	www.ena.org (800)900-9659, ext. 4100
Daughters of the American Revolution	Caroline Holt Nursing Scholarship	<ul style="list-style-type: none"> Scholarships for those accepted or enrolled in a nursing program 	\$500	www.dar.org (202) 628-1776, press 7
Daughters of the American Revolution	Mildred Nutting Nursing Scholarship	<ul style="list-style-type: none"> Scholarships for those accepted or enrolled in a nursing program with preference given to candidates from the greater Lowell area 	\$500	www.dar.org (202) 628-1776, press 7
Fairlawn Foundation	Robert Schedin Scholarship for Health Studies	<ul style="list-style-type: none"> Scholarship for Worcester-area student pursuing a career in an ancillary health care field 	\$2,500	www.greaterworcester.org (508) 755-0980
Foundation of the National Student Nurse's Association	Breakthrough to Nursing Scholarship for Racial/Ethnic Minorities	<ul style="list-style-type: none"> Open to minority or pre-nursing students from disadvantaged backgrounds. Other scholarships available under the Frances Tompkins Scholarship Program (Promise of Nursing Regional Scholarship Award) 	\$1,000-\$2,500	www.nсна.org (718) 210-0705, press 7

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Private scholarships specifically related to nursing and health care

SCHOLARSHIP SPONSOR	SCHOLARSHIP	BASIC ELIGIBILITY REQUIREMENTS/COMMENTS	AMOUNT	CONTACT INFORMATION
Foundation of the National Student Nurse's Association	Career Mobility Scholarship	<ul style="list-style-type: none"> Open to nursing and pre-nursing students who are RNs enrolled in programs leading to BSN or practical/vocational nurses enrolled in a program leading to licensure as an RN. 	No amount specified	www.nsna.org (718) 210-0705, press 7
Foundation of the National Student Nurse's Association	General scholarship	<ul style="list-style-type: none"> Must be currently enrolled in a diploma, BSN, or ADN. High school students not eligible. 	No amount specified	www.nsna.org (718) 210-0705, press 7
Foundation of the National Student Nurse's Association Scholarship (sponsored by Johnson and Johnson)	Promise of Nursing	<ul style="list-style-type: none"> Must be enrolled in a nursing program in MA, CA, GA, IL, MI, NJ, TN or certain regions of FL or TX 	No amount specified	www.nsna.org (718)210-0705, press 7
Hebrew Rehabilitation Center for the Aged	Gerontological Nursing Scholarship	<ul style="list-style-type: none"> Students enrolled in the U/Mass Boston nursing program interested in specializing in gerontological nursing 	Full tuition and fees	(617) 287-7500
Health Resources and Services Administration, Bureau of Health Professions	Nursing Scholarship	<ul style="list-style-type: none"> Full-time or part-time nursing students enrolled or accepted into a diploma, associate, baccalaureate or graduate program and will commit to two years service at a health care facility with a critical shortage of nurses 	Tuition, fees, expenses and stipend	http://bhpr.hrsa.gov (866)867-6856
Health Resources and Services Administration, Bureau of Health Professions	Scholarship for Disadvantaged students	<ul style="list-style-type: none"> Full-time students in nursing or health professions program. For financially needy students from disadvantaged backgrounds. Student's school must participate in program to be eligible. Check the financial aid office at your school. 	Tuition and educational and living expenses	http://bhpr.hrsa.gov (866)867-6856
Massachusetts Hospital Association	MHA and Massachusetts Health Care Human Resource Association Scholarship Program	<ul style="list-style-type: none"> Scholarship based on character, merit, merit, financial need and references Applicant must be accepted into a degree program in nursing or allied health and must make a commitment to practice in Massachusetts for a minimum of 2 years 	\$1,000	www.mhalink.org (781) 272-8000

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Private scholarships specifically related to nursing and health care

SCHOLARSHIP SPONSOR	SCHOLARSHIP	BASIC ELIGIBILITY REQUIREMENTS/COMMENTS	AMOUNT	CONTACT INFORMATION
Massachusetts Long Term Care Foundation	Foundation Scholarship Program	<ul style="list-style-type: none"> • Candidate must have worked in long term care for at least one year and received above average evaluations from supervisor • Currently enrolled in a program and working toward certification, licensure or an advanced degree in the field related to long term care 	Up to \$2,000	www.mecf.org (617) 558-0202, ext. 240
Massachusetts/Rhode Island League for Nursing	MARILN Scholarship	<ul style="list-style-type: none"> • Junior or registered nurse who has lived in MA or RI for at least 4 years and has financial need and good academic standing 	No amount specified	(617) 242-3009
Metro West Community Health Care Foundation	Scholarships for those in nursing, medical or clinical programs	<ul style="list-style-type: none"> • For residents of Metro west communities (see website for a listing of cities/towns) who want to advance their career in nursing or allied health • Must be enrolled in a nursing, medical or clinical program 	Up to \$2,000	www.mchcf.org (508) 879-7625
National Association of Hispanic Nurses	National Scholarships	<ul style="list-style-type: none"> • Undergraduate and graduate scholarships for outstanding Hispanic Nurses enrolled in a nursing program • Must be a NAHN member 	\$1,000 - \$2,000	www.thehispanicnurses.org (202) 387-2477
National Association of Director of Nursing Administration	Upward Bound NADONA Scholarships	<ul style="list-style-type: none"> • Scholarships for RNs, LPNs and CNAs employed in long-term health care and enrolled in a nursing program 	No amount specified	www.nadona.org (800) 222-0539
National Black Nurses Association	NBNA Scholarships	<ul style="list-style-type: none"> • For those currently enrolled in a nursing program at the BSN, AD or diploma level • Must have one full year of school remaining • Must be a member of NBNA 	\$500-\$2,000	www.nbna.org (301) 589-3200
National Foundation for Long-term Health Care	James Durante Nurse Scholarship Program	<ul style="list-style-type: none"> • For LPN and RN in a nursing program who want to further their education and work in long-term health care 	\$500	www.ahca.org (202) 898-9352
National Healthcare Scholars Foundation	NHSF Scholarship	<ul style="list-style-type: none"> • For undergraduate study in the fields of medicine, nursing, pharmacy and allied health • Must be a minority candidate 	\$1,500	www.nhsfonline.org (313) 393-4549

Return to Nursing: A Step by Step Guide
Private scholarships specifically related to nursing and health care

SCHOLARSHIP SPONSOR	SCHOLARSHIP	BASIC ELIGIBILITY REQUIREMENTS/COMMENTS	AMOUNT	CONTACT INFORMATION
New England Regional Black Nurses Association	The Mary Eliza Mahoney Scholarship	<ul style="list-style-type: none"> For high school seniors accepted into a full-time baccalaureate program and active in the black community 	No amount specified	www.nerbna.org (617) 524-1951
New England Regional Black Nurses Association	Maxine V. Fennell Memorial Scholarship	<ul style="list-style-type: none"> For licensed nurses enrolled in a diploma, associate or baccalaureate program 	No amount specified	www.nerbna.org (617) 524-1951
Nursinghands, Inc.	Nursinghands, Inc. Scholarship	<ul style="list-style-type: none"> Open to all nursing students 	\$1,000	www.collegefunds.net/scholarships/nursing
Tylenol Scholarship	Tylenol Scholarships	<ul style="list-style-type: none"> Entering or enrolled undergraduates and graduates in a 2 or 4 year college in a health related field 	\$1,000-\$10,000	www.tylenol.com/scholarship
New England Regional Black Nurses Association	The Mary Eliza Mahoney Scholarship	<ul style="list-style-type: none"> For high school seniors accepted into a full-time baccalaureate program and active in the black community 	No amount specified	www.nerbna.org (617) 524-1951
New England Regional Black Nurses Association	Maxine V. Fennell Memorial Scholarship	<ul style="list-style-type: none"> For licensed nurses enrolled in a diploma, associate or baccalaureate program 	No amount specified	www.nerbna.org (617) 524-1951
Nursinghands, Inc.	Nursinghands, Inc. Scholarship	<ul style="list-style-type: none"> Open to all nursing students 	\$1,000	www.collegefunds.net/scholarships/nursing
Tylenol Scholarship	Tylenol Scholarships	<ul style="list-style-type: none"> Entering or enrolled undergraduates and graduates in a 2 or 4 year college in a health related field 	\$1,000-\$10,000	www.tylenol.com/scholarship
American Association of University Women	Career Development Grant	<ul style="list-style-type: none"> To support women who hold a bachelors degree and are preparing to advance or change their career or to re-enter the workforce 	\$2,000-\$8,000	www.aauw.org (800)326-2289
Association on American Indian Affairs	Displaced Homemaker Scholarship	<ul style="list-style-type: none"> American Indian or Alaskan Native Open to women and men who were unable to fulfill their educational goals 	No amount specified	www.indian-affairs.org (240) 314-7155
Business and Professional Women's Foundation	Career Advancement Scholarship	<ul style="list-style-type: none"> Women 25 years old or older Demonstrated critical financial need Demonstrated clear career path Accepted into a program or course of study and will graduate w/in 12-24 months of award date 	\$250-\$1,000	www.bpwusa.org (202) 293-1100
Business and Professional Women's Foundation	New York Life Foundation Scholarship Program for women in Health Prof.	<ul style="list-style-type: none"> For women who are 25 years of age or older and within 1-2 years of graduation from a health program 	\$250-\$1,000	www.bpwusa.org (202) 293-1100

Return to Nursing: A Step by Step Guide
Private scholarships specifically related to nursing and health care

SCHOLARSHIP SPONSOR	SCHOLARSHIP	BASIC ELIGIBILITY REQUIREMENTS/COMMENTS	AMOUNT	CONTACT INFORMATION
Dreamworkers.org	Dreamworkers.org Scholarship award	<ul style="list-style-type: none"> For high school students planning to enroll in college or those in a 2 year or 4 year program 	\$500	www.dreamworkers.org
Hispanic Scholarship Fund	College Scholarship Program	<ul style="list-style-type: none"> For US Citizens or legal permanent residents of Hispanic heritage 	No amount specified	www.hsf.net (877) 473-4636 press #4
Jeanette Rankin Foundation	Women's Education Fund	<ul style="list-style-type: none"> Undergraduate study at 2 or 4 year college Applicant must be female and at least 35 years old Based on financial need 	\$1,500	www.rankinfoundation.org
Organization of Chinese Americans	Avon Scholarship	<ul style="list-style-type: none"> For women entering their first year of college or in an undergraduate program Must be an Asian Pacific American Must demonstrate financial need 	\$2,000	www.ocanatl.org (202) 223-5500
The R.O.S.E. Fund	The R.O.S.E (Regaining One's Self Esteem) Scholarship	<ul style="list-style-type: none"> For those who have successfully completed one year at a 2 or 4 year institution For women who are survivors of violence or abuse Preference given to Massachusetts residents 	Up to \$10,000	www.rosefund.org (617)482-5400
United Methodist Church	United Methodist Gift of Hope Scholarship	<ul style="list-style-type: none"> Full-time undergraduate at 2-4 year institution Applicant must be an active member of the United Methodist Church for 3 years –GPA 3.0 	\$1,000	www.gbhem.org (615)340-7344
Women of the Evangelical Lutheran Church of America	Amelia Kemp Scholarship	<ul style="list-style-type: none"> ELCA woman of color in undergraduate, graduate, professional or vocational course of study 	\$1,200	www.elca.org (800) 638-3522, ext.2747

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IMMIGRANT SERVING COMMUNITY BASED ORGANIZATIONS IN BOSTON AND THE GREATER BOSTON AREA

Organization name	Website address	Telephone	Address
African Community Economic Development of NE		617-522-5075	3326 Washington St. Jamaica Plain, MA 02130
Asian American Civic Association	www.aaca-boston.org	617-426-9492	200 Tremont Street Boston, MA 02116
Association of Haitian Women in Boston	www.afab-kafanm.org	287-0096	330 Fuller Street Dorchester, MA 02124
Boston Asian Yes		617-482-4343	87 Tyler Street Boston, MA 02111
Caribbean Foundation		617-445-1228	317 Blue Hill Avenue Dorchester, MA 02121
Catholic Charities of Boston	www.ccab.org	617-287-1150	35 Bird Street Dorchester, MA 02125
Chinese Progressive Association	www.cpaboston.org	617-357-4499	33 Harrison Avenue, 3 rd Boston, MA 02111
El Centro del Cardenal	www.elcentrodelcardinal.org	617-542-9292	76 Union Park Boston, MA 02118
Ethiopian Community Mutual Assistance Association		617-492-4232	552 Massachusetts Ave. Cambridge, MA 02139
Federated Dorchester & Cape Verdean Comm. Task Force	www.fdnh.org	617-282-5024	269 E. Cottage Street Dorchester, MA 02125
Haitian American Public Health Initiative	www.haphi.org	617-298-8076	10 Fairway, Box 260386 Mattapan, MA 02126
Haitian Multi Service Center		436-2848	12 Bicknell Street Dorchester, MA 02121
Immigrant Learning Center	www.iltcr.org	781-322-9777	442 Main Street Malden, MA 02148
Inquilinos Boricuas En Accion		617-927-1707	405 Shawmut Avenue Boston, MA 02118
International Institute of Boston	www.iiboston.org	617-695-9191	1 Milk Street Boston, MA 02109
International Rescue Committee	www.theirc.org	617-482-1154	162 Boylston Street Boston, MA 02116
Irish Immigration Center		617-524-7675	59 Temple Place, 1010 Boston, MA 02111
Jewish Family and Children's Services	www.jfcsboston.org	617-558-1267	1430 Main Street Waltham, MA
Jewish Vocational Service	www.jvs-boston.org	617-542-1993	29 Winter Street Boston, MA 02108

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La Alianza Hispana	www.laalianza.org	617-442-2259	409 Dudley Street Roxbury, MA 02119
Massachusetts Alliance of Portuguese Speakers	www.maps-inc.org	617-864-7600	1046 Cambridge Street Cambridge, MA 02139
Mujeres Unidas En Accion		617-296-3016	15 Medway Street Lower Mills, Dorchester 02124
Oficina Hispana		617-427-0500	125 Amory Street, Bld. A Roxbury, MA 02119
Refugee and Immigrant Assistance Center		617-522-8882	31 Heath Street Jamaica Plain, MA 02130
Russian Community Association of Massachusetts		617-731-7789	215-B Harvard Ave. Boston, MA 02134
Sociedad Latina	www.sociedadlatina.org	617-442-4399	1530 Tremont Street Roxbury, MA 02120
Somali Development Center	www.sdcboston.org	617-522-6904	203 Green Street Jamaica Plain, MA 02130
Sudanese American Integration and Development Center	www.sudanaidc.com	617-522-6904	P.O. Box 1304 Roxbury, MA 02119
Viet AID	www.vietaid.org	617-822-3717	42 Charles Street, Suite E Dorchester, MA 02122
Vietnamese American Civic Association	www.vacaboston.org	617-288-7344	1452 Dorchester Ave. Dorchester, MA 02122



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Twenty-five years of serving the global nursing and healthcare community

COMMISSION ON GRADUATES OF FOREIGN NURSING SCHOOLS

Credentials Evaluation Service (CES)

Healthcare Profession and Science Course-by-Course Report

Prepared For: MASSACHUSETTS BOARD OF NURSING
150 FOURTH AVE NORTH STE 700
NASHVILLE, TN 37219

Applicant Name:

Other Names:

CGFNS ID Number:

Mailing Address:

Social Security Number:

Birth Date:

Country of Nursing Ed:

Dates of Attendance:

CGFNS Certificate Status: Not a CGFNS Certificate Holder as of this review

Purpose of Report: Application for professional nurse licensure (RN)

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3600 Market Street, Suite 400, Philadelphia, PA 19104-2651 U.S.A.

Telephone: (215) 349-8767 • Fax: (215) 349-0026

Telex: 402409 CGNFS PHA • Cable: CGFNS, Philadelphia, U.S.A.

support@cgfns.org • <http://www.cgfns.org>

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NON-NURSING EDUCATION

CGFNS has evaluated the following non-nursing education credential(s).

I. Credential Name: Secondary School Diploma

Name of Institution:

Address of Institution:

Dates of Attendance:

Completion Date:

Source of Credential: Applicant

Explanation:

- ***Entrance Requirement:*** Completion of six years of primary education
- ***Length of Study:*** Four years for a total of 10 years of primary and secondary school education
- ***Nature of Study:*** General
- ***Gives Access to:***

Sufficient scores on the NCEE give access to freshman admission to most colleges or universities in the Philippines. May be considered for freshman admission to a college or university in the United States with an NCEE score in the 75th percentile, or if grades are superior. Students with insufficient academic grades and NCEE scores below the 75th percentile may be required to complete grade 11 or 12, or pass the examination for General Educational Development to be admitted to some colleges and universities in the United States depending on admission standards.
- ***Comparability:*** See comments

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Comments: The secondary school diploma is the terminal credential for secondary education in the Philippines. It is awarded after completion of 10 years of primary and secondary education.

No NCEE score was indicated on the applicant's academic record.

References: Higbee, H. and Winters, M. (1980), The admission and placement of students from Hong Kong, Malaysia, Philippines and Singapore., Washington, DC: The National Association for Foreign Student Affairs and The American Association of Collegiate Registrars and Admissions Officers.

Paver, W. (1990), Handbook on the placement of foreign graduate students., Washington, DC: National Association for Foreign Student Affairs

NURSING EDUCATION

CGFNS has evaluated the following Nursing Education credential(s).

I. Credential Name: Official Transcript of Record for a Bachelor of Science in Nursing

Name of Institution: (a government-approved school of nursing)

Address of Institution:

Dates of Attendance:

Completion Date:

Source of Credential: School

Explanation:

- **Entrance Requirement:** Successful completion of ten years of primary and secondary school education and sufficient scores on the Philippines' National College Entrance Examination or the equivalent

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-
- **Length of Study:** Four years
 - **Nature of Study:** General nursing
 - **Language of Instruction:** English with English text books
 - **Gives Access to:** Nursing licensure examination and advanced nursing education in the United States. May be considered for graduate admission to most colleges and universities in the United States. Students whose academic record and test scores are not adequate for graduate admission in the United States may be considered for undergraduate admission with transfer credit determined on a course-by-course basis or for provisional graduate status.
 - **Comparability:** See comments.

Comments: Comparable to a Bachelor of Science in Nursing program in the United States. This credential, however, represents completion of only ten years of primary and secondary school education followed by four years of university for a total of fourteen years of education.

According to an analysis of the academic record, this program was 43 percent nursing coursework and 57 percent science and humanities coursework.

References: Higbee, H. and Winters, M. (1980), The admission and placement of students from Hong Kong, Malaysia, Philippines and Singapore., Washington, DC: The National Association for Foreign Student Affairs and The American Association of Collegiate Registrars and Admissions Officers.

National League for Nursing Accrediting Commission. (1996), Criteria and guidelines for the evaluation of baccalaureate and higher degree programs in nursing., New York: National League for Nursing Press.

PROFESSIONAL LICENSE/REGISTRATION

CGFNS has evaluated the following professional license/registration credential(s).

I. Credential Name: Validation of Registration for a Registered Nurse

Registration Number:

Issuing Agency: Professional Regulation Commission

Address of Agency:

Date of Issue:

Expiration Date: See comments

Source of Credential: Professional Regulation Commission

Professional Title: Registered Nurse

Explanation:

- **Education Required:** Completion of a first-level general nursing program at a government-approved school of nursing. Applicants must pass the nurse licensing examination.
- **Scope of Practice:** Provide nursing care and supervision of patients of all ages in hospital or community settings; observe and accurately report facts and evaluations; supervise other personnel contributing to the nursing care of patients
- **Gives Access to:** Employment as a registered nurse in the Philippines.
- **Comparability:** Comparable to the license of a first-level general (Registered) nurse in the United States.

Comments:

The Professional Regulation Commission has indicated to CGFNS that renewal of professional licenses is no longer mandatory in the Philippines. The applicant's license has never been disciplined and is valid until revoked. This information was current as of July 19, 2001.

References:

Second Congress of the Philippines. (1990), Republic act no. 877 as amended by republic act no. 4704., Manila: Professional Regulation Commission.

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Dates of Attendance:

	TRANSCRIPT GRADE	TRANSCRIPT HOURS	COMPARABLE U.S. CREDIT HOURS
Nursing Courses			
N100: Primary Health Care Lec/RLE	87/87	3	2.25
N101A: Nursing Orientation	88	3	2.25

	TRANSCRIPT GRADE	TRANSCRIPT HOURS	COMPARABLE U.S. CREDIT HOURS
Science Courses			
Biochemistry	88	5	3.75
College Algebra	87	3	2.25
Computer	87	3	2.25
General & Inorganic Chemistry	82	5	3.75
General Psychology	88	3	2.25
Microbiology & Parasitology	88	4	3.00
Socio-Anthropology	92	3	2.25

	TRANSCRIPT GRADE	TRANSCRIPT HOURS	COMPARABLE U.S. CREDIT HOURS
Nursing Courses			
Community Development	91	3	2.25
Critical Thinking in Nursing	89	3	2.25
N101B: Foundation in Nursing Lec/RLE	85/85	6	4.50
N102: Nrsg. Hlth. Indiv. Across the Life Span Lec/RLE	87/87	12	9.00
Strategies of Health Education	88	3	2.25

	TRANSCRIPT GRADE	TRANSCRIPT HOURS	COMPARABLE U.S. CREDIT HOURS
Science Courses			
Anatomy & Physiology	89	5	3.75
Nutrition	90	3	2.25

	TRANSCRIPT GRADE	TRANSCRIPT HOURS	COMPARABLE U.S. CREDIT HOURS
Nursing Courses			
N103: Nrsg. Care of Clients w/AHP A Lec/RLE	88/88	12	9.00

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	TRANSCRIPT GRADE	TRANSCRIPT HOURS	COMPARABLE U.S. CREDIT HOURS
N104: Nrsg. Care of Clients w/AHP B Lec/RLE	87/86	12	9.00

Science Courses

Basic Statistics	88	3	2.25
Pharmacology	85	3	2.25
Psycho-Pathophysiology	87	5	3.75

	TRANSCRIPT GRADE	TRANSCRIPT HOURS	COMPARABLE U.S. CREDIT HOURS
Nursing Courses			
Introduction to Research	91	3	2.25
N105: Mgmt. of Clients w/ Alt. Hlth. Patterns Lec/RLE	86/88	12	9.00
N106: Leadership in Nursing Lec/RLE	87/88	12	9.00
N107: Electives	88	3	2.25

Grading Scale:	Percent	Grade
	97-98	A
	95-96	A-
	93-94	B+
	90-92	B
	88-89	B-
	85-87	C+
	83-84	C
	80-82	C-
	78-79	D+
	75-77	D
	Below 75	Failed

(0) Withdrawal without permission

This is the grading scale that appears on the transcript. There is no acceptable methodology for conversion to US grades.

Comments:

Additional information received by CGFNS from St. Paul University on August 9, 2000, indicated that the applicant received the following hours of theoretical instruction and days of clinical practice:

Area of Nursing	Theory	Clinical
Care of the Adult-Medical	94	20
Care of the Adult-Surgical	94	20
Maternal/Infant	58	14
Care of Children	58	14
Psychiatric/Mental Health	108	8
Community/Public Health	108	12

This report reflects the general comparability of foreign credentials to US credentials, and is not intended to denote exact equivalence. The evaluations contained herein are based on the standards approved by the National Council on the Evaluation of Foreign Educational Credentials and other information sources as noted. Unless otherwise stated, all transcripts used in this evaluation were received directly from the source. This report is advisory in nature, and is intended to provide guidelines and recommendations. It is not intended as a substitute for the autonomous evaluation and decision-making of an organization.

EVALUATOR: _____

DATE :

Report recipient inquiries:

Applicant Inquiries:

(Monday - Thursday, 9:00 am - 5:00 pm, Eastern Time)

(Friday, 9:00 am - 4:30 pm, Eastern Time)

Revision 2/28/96/1

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