

**Title 20—DEPARTMENT OF  
COMMERCE AND INSURANCE  
Division 2200—State Board of Nursing  
Chapter 4—General Rules**

**PROPOSED AMENDMENT**

**20 CSR 2200-4.020 Requirements for Licensure.** The board is amending sections (1)-(2), (5), (7)-(10), and (12).

*PURPOSE: This amendment updates the rule to current standards.*

(1) Examination.

(D) The candidate must file a complete application containing data and documents required by the board. *The application must be properly attested to and executed before a notary public* and attest that **all information contained in, or referenced by, the application is complete and accurate and is not false or misleading.** Any application for licensure submitted to the board is valid from one (1) year from the date the application is *[notarized]* submitted. After the expiration of one (1) year, an applicant shall submit a new application. *[An application notarized more than sixty (60) days prior to receipt by the Missouri State Board of Nursing will be rejected and returned to the applicant.]*

1. Any applicant applying for the practical nurse licensing examination who is deficient in theory, clinical experience, or both, as stated in 20 CSR 2200, Chapter 3—Practical Nursing, and has not earned a practical nursing degree or met the requirements for a comparable period of training as determined by the board pursuant to 20 CSR 2200-4.020(1)(B) or (C), will not be approved.

(H) An applicant for licensure by endorsement or licensure by examination who answers yes to one (1) or more of the questions on the application or the fingerprint checks reveal charges and/or convictions which relate to possible grounds for denial of licensure under section 335.066, RSMo shall submit copies of appropriate documents, as requested by the board, related to that answer, **evidence of rehabilitation, and/or** the fingerprint check before his/her application will be considered complete. The copies shall be certified if they are records of a court or administrative government agency. An applicant for licensure by endorsement or licensure by examination who the executive director or designee determines may not meet the requirements for licensure or examination shall be notified that the application will be reviewed by the members of the board at the board's next regular scheduled meeting following receipt of all requested documents. The Missouri State Board of Nursing shall notify any individual who is refused permission to take an examination for licensure or an individual licensed in another state, territory, or foreign country that is denied a license by endorsement without examination. At the time of notification, this individual is to be made aware of his/her avenue of appeal through the Missouri Administrative Hearing Commission.

(K) *[A transcript of the final record shall be submitted to the Missouri State Board of Nursing for each applicant upon completion of the program of professional/practical nursing. The seal, if available, of the school and signature of*

*the director of the program of professional/practical nursing, registrar shall be affixed to the transcript.] An official final transcript.* The transcript must include the degree/designation awarded and date of graduation *[or completion]* **and must be received directly from the primary source or directly from an electronic transcript service approved by the board.** A candidate cannot take the licensure examination until all licensure requirements are met, including providing a transcript.

(2) Repeat Examination.

- (A) A candidate who does not achieve the passing designation as determined by the Missouri State Board of Nursing shall not qualify to receive a license to practice professional/practical nursing in Missouri. *[A repeat examination application will be provided to the candidate with the exam results.]* It shall be unlawful for any person to practice professional/practical nursing in Missouri as a graduate nurse after failure of the National Council of State Boards of Nursing, Incorporated licensure examination until successfully passing the examination and receiving a license.
- (B) In order to retake the licensure examination, the candidate must file a repeat examination application containing data and documents required by the board. *[The repeat examination application must be properly attested to and executed before a notary public] and attest that all information contained in, or referenced by, the application is complete and accurate and is not false or misleading.* Any repeat examination application submitted to the board is valid one (1) year from the date the application is *[notarized] submitted.* After the expiration of one (1) year, an applicant shall submit a new repeat examination application. *[An application notarized more than sixty (60) days prior to receipt by the Missouri State Board of Nursing will be rejected and returned to the applicant.]*
- (C) The applicant shall submit to state and federal fingerprint or other biometric criminal background checks if the applicant's previous background checks are more than one (1) year old.

(5) Licensure by Endorsement in Missouri—Registered Nurses (RNs) and Licensed Practical Nurses (LPNs).

- (A) A professional/practical nurse licensed in another state or territory of the United States may be entitled to licensure provided qualifications are equivalent to the requirements of Missouri at the time of original licensure. This equivalency is defined as—
  1. Evidence of completion and graduation from an approved program of professional/practical nursing if educated in a state of the United States (**except Puerto Rico**); a course-by-course evaluation report received directly from a credentials evaluation service approved by the board *[or a Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate]* if the initial nursing education was earned in *[a territory] Puerto Rico*, Canada, or another country;
  2. Attainment of a passing standard score or pass designation as determined by the Missouri State Board of Nursing on the licensing examination or attainment of an acceptable grade in areas comparable to those required in Missouri at the time licensure was secured in the state of original licensure;
  3. *[Evidence of completion of the applicable secondary education set forth in section 335.046, RSMo, requirements or the equivalent as determined by the*

*State Department of Education;*] If the applicant is from a non-English speaking land, successful passage of an English-language proficiency exam, approved by the board that includes the components of reading, speaking, and listening. The English-language proficiency exam results must be received directly from the testing agency. The English-language proficiency exam must have been taken and passed within two (2) years of the date the applicant was initially licensed in another state or territory of the United States by examination; and

[4. Applicants who are not citizens of the United States who have completed programs in schools of professional/practical nursing in states which require citizenship for licensure may take the National Council Licensure Examination for professional/practical nurses in Missouri if they meet all of Missouri's requirements; and]

[5.]4. If an individual was licensed by waiver as a practical/vocational nurse in another state, territory, or foreign country prior to July 1, 1955, and the individual meets the requirements for licensure as a practical nurse in Missouri which were in effect at the time the individual was licensed in the other jurisdiction, she/he is eligible for licensure in Missouri as an LPN. If an individual is licensed by waiver in another state after July 1, 1955, she/he does not qualify for licensure by waiver in Missouri as a practical nurse.

(B) Procedure for Application.

1. The applicant must file a complete application containing data and documents required by the board[. *The application must be properly attested to and executed before a notary public*] and attest that all information contained in, or referenced by, the application is complete and accurate and not false or misleading. Any application for licensure submitted to the board is valid for one (1) year from the date the application is [notarized] submitted. After the expiration of one (1) year, an applicant shall submit a new application, along with the required fee. [An application notarized more than sixty (60) days prior to receipt by the Missouri State Board of Nursing will be rejected and returned to the applicant.]
2. The applicant shall submit to state and federal fingerprint or other biometric criminal background checks as administered through the Missouri State Highway Patrol.
3. The applicant shall provide for [receipt of] official verification of licensure from all states and/or territories.
4. The applicant shall cause an official nursing transcript to be forwarded directly to the Missouri State Board of Nursing office [if a transcript is requested by the executive director or designee] from the primary source or received directly from an electronic transcript service approved by the board if educated in a state of the United States (except Puerto Rico); or a course-by-course evaluation report received directly from a credentials evaluation service approved by the board if the initial nursing education was earned in Puerto Rico, Canada, or another country.
5. Proof of United States citizenship or alien status as specified in 8 U.S.C.A. section 1621 or lawful presence as specified in section 208.009, RSMo.
6. If the applicant is from a non-English speaking land, successful passage of an English-language proficiency exam, approved by the board that includes the components of reading, speaking, and listening. The English-language proficiency exam results must be received directly from the testing agency. The English-

**language proficiency exam must have been taken and passed within two (2) years of the date the applicant was initially licensed in another state or territory of the United States by examination.**

[6]7. The board will not review a submitted application for licensure until such time as all required credentials **and any other documents requested by the board** are received.

(7) Intercountry Licensure by Examination in Missouri—RN and LPN.

(A) Application Procedure.

1. A professional/practical nurse educated outside a state of the United States may be entitled to apply to take the examination for licensure if, in the opinion of the Missouri State Board of Nursing, current requirements for licensure in Missouri are met.
2. The applicant shall file a complete application containing data and documents required by the board[. *The application shall be properly attested to and executed before a notary public*] **and attest that all information contained in, or referenced by, the application is complete and accurate and is not false or misleading.** Any application for licensure submitted to the board is valid for one (1) year from the date the application is *[notarized]* **submitted.** After the expiration of one (1) year, an applicant shall submit a new application, along with the required fee. *[An application notarized more than sixty (60) days prior to receipt by the Missouri State Board of Nursing will be rejected and returned to the applicant.]* Credentials in a foreign language shall be submitted in their original language and also a duplicate set translated into English, the translation shall be signed by the translator, and the signature shall be notarized by a notary public. The translation shall be attached to the credentials in a foreign language when submitted to the Missouri State Board of Nursing.
3. The required credentials for professional/practical nurse applicants are—
  - A. A course-by-course evaluation report and credentials evaluation report received directly from a *[foreign or other]* credentials evaluation service approved by the board **and education, identity, and, professional license verification received directly from an agency approved by the board;**
  - B. A photostatic copy of a birth certificate (if a copy of birth certificate is not available, copy of baptismal certificate, passport, or notarized statement from an authorized agency will be accepted as verification of name, date of birth, and place of birth);
  - C. Photostatic copy of marriage license/certificate (if applicable);
  - D. Successful passage of an English proficiency exam, approved by the board that includes the components of reading, speaking, and listening. The English-language proficiency exam results must be received directly from the testing agency **and must have been taken and passed within the last two (2) years;**
  - E. Photostatic copy of original license issued by the licensing agency where original licensure/registration was secured by examination;
  - F. Copy of Passport;
  - G. Copy of original education certificate/diploma;
  - H. Copy of Transcript/Marksheet;
  - I. Copy of nursing education program transcripts and copy of certificate (if any);
  - J. Professional/Health License issued by the regulator of the country last worked in or home country professional/health license;
  - K. Employment Certificate/Experience Certificate/ Relieving Letter/Last appraisal

letter (if this includes the employment start date)/First and last salary slip (Recommendation letters are not acceptable documents for employment verification); and

L. The applicant shall submit to state and federal fingerprint or other biometric criminal background checks as administered through the Missouri State Highway Patrol.

*[4. The required credentials for professional nurse applicants are—*

*A. A course-by-course evaluation report received directly from a credentials evaluation service approved by the board or Commission on Graduates of Foreign Nursing Schools (CGFNS) certificate and successful passage of an English-language proficiency exam, approved by the board that includes the components of reading, speaking, and listening. The English-language proficiency exam results must be received directly from the testing agency.*

*B. A photostatic copy of birth certificate (if a copy of birth certificate is not available, a copy of baptismal certificate, passport, or notarized statement from authorized agency will be accepted as verification of name, date of birth, and place of birth);*

*C. Photostatic copy of original license or certificate issued by the licensing agency where original licensure/registration was secured by examination;*

*D. Photostatic copy of marriage license/certificate (if applicable);*

*E. Copy of original education certificate/diploma;*

*F. Copy of Transcript/Marksheet;*

*G. Copy of nursing education program transcripts and copy of certificate (if any);*

*H. Professional/Health License issued by the regulator of the country last worked in or home country professional/health license;*

*I. Employment Certificate/Experience Certificate/ Relieving Letter/Last appraisal letter (if this includes the employment start date)/First and last salary slip (Recommendation letters are not acceptable documents for employment verification); and*

*J. Copy of passport.]*

(8) Licensure Renewal.

(A) Renewal periods shall be for one (1), two (2), or three (3) years as determined by the board.

**A license will expire when the lawful presence expires as specified in 8 U.S.C.A. section 1621 or section 208.009, RSMo, if the nurse is not a United States citizen.**

(9) Inactive Licenses.

(A) Any nurse possessing a current license to practice nursing in Missouri may place that license on inactive status by **[filing a written and signed request for inactive status] submitting a request** with the board. *[This request may be accomplished, but need not be, by signing the request for inactive status which appears on the nurse's application for license renewal and returning that application to the board prior to the date the license expires. An inactive license shall be deemed expired.]*

(B) Individuals wishing to reactivate licenses shall file **[a petition] an application** for license renewal containing data and documents required by the board. *[The petition must be properly attested to and executed before a notary public.]* **and attest that all information contained in, or referenced by, the application is complete and accurate**

**and is not false or misleading.** Any application for licensure submitted to the board is valid for one (1) year from the date the application is *[notarized]* submitted. After the expiration of one (1) year, an applicant shall submit a new application, along with the required fee. *[An application notarized more than sixty (60) days prior to receipt by the Missouri State Board of Nursing will be rejected and returned to the applicant.]*

1. The applicant must submit to state and federal fingerprint or other biometric criminal background checks as administered through the Missouri State Highway Patrol.
2. If a nurse did practice nursing while the license was inactive the nurse must disclose how long and where the practice of nursing occurred. If the nurse was practicing nursing in Missouri at the time his/her license was inactive, he/she also must submit a *[notarized]* statement indicating whether and when he/she ceased working as soon as he/she realized that the license was inactive. In addition, the nurse must cause his/her employer to submit a statement on the employer's letterhead stationery *[or a notarized statement]* indicating whether and when the nurse ceased working as soon as he/she realized that the license was inactive **and the nurse will not resume practice until duly licensed.**
3. **Evidence of United States citizenship or alien status as specified in 8 U.S.C.A. section 1621 or lawful presence as specified in section 208.009, RSMo.**

- (D) A nurse who applies for renewal of an inactive license who answers yes to one (1) or more of the questions on the *[petition]* application which relate to possible grounds for denial of renewal under section 335.066, RSMo, shall submit copies of appropriate documents related to that answer **and/or evidence of rehabilitation**, as requested by the board, before his/her application will be considered complete. The copies shall be certified if they are records of a court or administrative government agency. If a nurse requesting reinstatement of his/her inactive license is denied by the State Board of Nursing based upon the fact that the nurse is subject to disciplinary action under any provisions of Chapter 335, RSMo, the nurse will be notified of the statutory right to file a complaint with the Administrative Hearing Commission.
- (E) A nurse whose license is inactive for three (3) years or more shall file the application, documents, and fees required in subsection *[(10)](9)(B)*. In addition, the nurse may be required to appear before the board personally and demonstrate evidence of current nursing knowledge and may be required to successfully complete the National Council of State Boards of Nursing's licensure examination or to present proof of regular licensed nursing practice in another state(s) during that time period.

(10) Lapsed Licenses, When—Procedures for Reinstatement.

- (A) Pursuant to sections 335.056 and 335.061, RSMo, a license issued by the State Board of Nursing to an RN or LPN is lapsed if the nurse fails to renew that license prior to the expiration date. *[A lapsed license is deemed expired.]* No person shall practice nursing or hold him/herself out as a nurse in Missouri while his/her license is lapsed.
- (B) A nurse whose license has lapsed in Missouri shall file *[a petition]* an application for license renewal containing data and documents required by the board *[. The petition must be properly attested to and executed before a notary public]* and attest that all information contained in, or referenced by, the application is complete and accurate **and is not false or misleading.** Any application for licensure submitted to the board is valid for one (1) year from the date the application is *[notarized]* submitted. After the expiration of one (1) year, an applicant shall submit a new application, along with the

required fee. *[An application notarized more than sixty (60) days prior to receipt by the Missouri State Board of Nursing will be rejected and returned to the applicant.]*

1. The applicant must submit to state and federal fingerprint or other biometric criminal background checks as administered through the Missouri State Highway Patrol; *[and]*
2. If the nurse was practicing nursing in Missouri at the time his/her license was lapsed, he/she must submit a *[notarized]* statement indicating that he/she ceased working as soon as he/she realized whether and when the license was lapsed. In addition, the nurse must cause his/her employer to submit a statement on the employer's letterhead stationery *[or a notarized statement]* indicating whether and when the nurse ceased working as soon as he/she realized that the license was lapsed*[,] and the nurse will not resume practice until duly licensed; and*

**3. Evidence of United States citizenship or alien status as specified in 8 U.S.C.A. section 1621 or lawful presence as specified in section 208.009, RSMo.**

- (C) A nurse whose license is lapsed for three (3) years or more shall file the same application, documents, and fees required in subsection *[(11)](10)* (B). In addition, the nurse may be required to appear before the board personally and demonstrate evidence of current nursing knowledge, and may be required to successfully complete the National Council of State Boards of Nursing's licensure examination or by proof of regular licensed nursing practice in another state(s) during that time period.
- (D) Upon satisfactory completion of the requirements specified in subsections (10)(B)–(C) which are pertinent to that nurse, the board reserves the right to refuse to reinstate the lapsed license of any nurse, including one who is subject to disciplinary action under any provisions of Chapter 335, RSMo, which includes disciplinary action for practicing nursing without a license while that license is lapsed. A nurse who is *[petitioning for]* requesting renewal of a lapsed license who answers yes to one (1) or more of the questions on the petition which relate to possible grounds for denial of renewal under section 335.066, RSMo, shall submit copies of appropriate documents, as requested by the board, related to that answer **and/or evidence of rehabilitation** before his/her *[petition]* application will be considered complete. The copies shall be certified if they are records of a court or administrative government agency. If a lapsed license is not reinstated, the board will notify the nurse of the fact and the statutory right to file a complaint with the Administrative Hearing Commission.

(11) Change of Name, Address, or Both.

*[(A) Original License. The original license may not be altered in any way.*

*(B) Current License.]*

*[1.] (A)* Each Missouri licensed nurse shall notify the board within thirty (30) days of each name change.

*[2.] (B)* Each Missouri licensed nurse shall notify the board within thirty (30) days of each address change.

(12) Retired License Status.

- (E) Individuals wishing to reactivate licenses after being retired shall file *[a petition]* an **application** for license renewal containing data and documents required by the board*]. The petition shall be properly attested to and executed before a notary public] and attest*

**that all information contained in, or referenced by, the application is complete and accurate and is not false or misleading.** Any application for licensure submitted to the board is valid for one (1) year from the date the application is *[notarized]* submitted. After the expiration of one (1) year, an applicant shall submit a new application, along with the required fee. *[An application notarized more than sixty (60) days prior to receipt by the Missouri State Board of Nursing will be rejected and returned to the applicant.]*

1. If a nurse did practice nursing for monetary compensation while the license was retired the nurse must disclose how long and where and submit a [notarized] statement indicating employment dates, employer names and addresses, and an explanation of why the nurse practiced for compensation while the license was retired. In addition, the nurse must cause his/her employer to submit a statement on the employer's letterhead stationery *[or a notarized statement]* indicating whether and when the nurse ceased working as soon as he/she realized that the license was retired **and the nurse will not resume practice until duly licensed.**

(F) A nurse who *[petitions]* applies for renewal of a retired license, who answers yes to one (1) or more of the questions on the *[petition]* application which relate to possible grounds for denial of renewal under section 335.066, RSMo, shall submit copies of appropriate documents related to that answer **and/or evidence of rehabilitation**, as requested by the board, before his/her *[petition]* application will be considered complete. The copies shall be certified if they are records of a court or administrative government agency. If a nurse requesting reinstatement of his/her retired license is denied by the State Board of Nursing based upon the fact that the nurse is subject to disciplinary action under any provisions of Chapter 335, RSMo, the nurse shall be notified of the statutory right to file a complaint with the Administrative Hearing Commission.

*AUTHORITY: sections 335.046, [and] 335.051, [RSMo 2016, and sections] 335.036.1(2) and (7) and 335.066, RSMo Supp. [2019] 2023.\* This rule originally filed as 4 CSR 200-4.020. Original rule filed Oct. 14, 1981, effective Jan. 14, 1982. For intervening history, please consult the Code of State Regulations. Amended: Filed Nov. 20, 2023.*

*PUBLIC COST: This proposed amendment will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.*

*PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the State Board of Nursing, Lori Scheidt, Executive Director, PO Box 656, Jefferson City, MO 65102, by fax at (573) 751-0075, or via email at nursing@pr.mo.gov. To be considered, comments must be received within thirty (30) days after publication of this notice in the Missouri Register. No public hearing is scheduled.*