



Frequently Asked Questions

Licensure by First-Time Examination

How can I speed up the process

To prevent processing delays, please ensure you submit all necessary documents to Professional Credential Services (PCS). PCS cannot start the application review process until we have received all required documentation, including your 2x2 passport-style photo.

Did you get my transcript?

You will receive an email from Professional Credential Services (PCS) when your transcript has been received and reviewed. Please allow 5-7 business days from the date received.

What if I answered yes to a Good Moral Character (GMC) question?

Please [CLICK HERE](#) for Good Moral Character Requirements for Licensure.

How do I upload my photo?

After logging into your application on ELX (healthprofessionlicensingadmin.mass.gov), navigate to the Application Data Tab and click the pencil icon located at the top right corner of the demographic box. Select Photo. Ensure you upload a recent, standard 2x2 passport-style photo with a solid background; driver's license photos are not permissible.

How do I correct a mistake on my application without paying again?

If you need to correct a previously submitted application, please email customerservice@pcshq.com. A Professional Credential Services (PCS) coordinator will reopen your application, allowing you to make the necessary corrections. Once your edits are complete, please resubmit your application.

Do I need an SSN before receiving my license?

A foreign trained applicant residing outside of United States, can apply for a license without an SSN. You must submit the affidavit form linked below and answer "yes" to the application question: "I am a foreign national not physically present in the United States, I do not have a Social Security Number." Once you are licensed, you have one year to obtain an SSN number and update the Board of Registration in Nursing. Click here for the [AFFIDAVIT IN SUPPORT OF APPLICATION FOR MASSACHUSETTS NURSE LICENSURE BY EXAMINATION](#).

How do I request special examination accommodations in accordance with the Americans Disability Act (ADA)?

Follow the instructions on the NCLEX® Accommodation Request Form, which can be found in the "Links and Forms" drop down list on the <https://manurse.pcshq.com> Home page. The MA Board of Registration in Nursing will review your submitted documentation and notify you of any granted special accommodations. Please allow the Board 8 weeks for this review. Repeat candidates needing special accommodations must follow this procedure each time they apply for the exam.

How many times can I take the NCLEX?

Candidates may re-take the NCLEX exam multiple times, with 45 days in between attempts. If you are re-testing, you may log into your account on ELX (healthprofessionlicensingadmin.mass.gov) to submit a re-exam application, and you can register with Pearson/VUE any time after receiving your scores. However, your Authorization to Test (ATT) will not be effective until your 45-day waiting period has passed. Your ATT will be valid for 60 days from the date of eligibility posted on the ATT. If the ATT expires, you will be required to re-register and pay applicable fees via the Health Professions Licensing System and Pearson/VUE. There are no extensions granted to an ATT.

Candidates that do not pass the exam within one year of submitting their initial application will need to re-apply as a first-time candidate.



How long does my licensure application remain active?

A licensure application will remain active for one (1) year from the date of receipt by Professional Credential Services (PCS) or submission to the Massachusetts Health Professional Licensing website.

If the application is not complete, including meeting all licensure requirements, and achieving a "Pass" on the NCLEX within one (1) year from the date of receipt by PCS or Massachusetts Health Professional Licensing, the applicant must complete a new Initial Licensure by Examination Application to retake the NCLEX.

Applicants who have an active licensure application (within 1 year of submission to PCS) and who must re-write the NCLEX, must submit a Nurse Initial Licensure by NCLEX Re-examination Application. The Certification of Graduation and Official Final Transcript will be retained by PCS. You are not required to submit a new Certification of Graduation or Transcript unless requested by the Massachusetts Board.

Can I submit my initial nursing license application prior to my graduation date?

You can submit your application for initial nursing licensure prior to your graduation date. However, the Certification of Graduation (COG) Form must be completed by the authorized administrator of your program AFTER your official graduation date. All COGs submitted prior to the official graduation date will be deemed insufficient. Nursing Program Administrators will be required to re-submit a COG after the graduation date. Please Note: All applications remain active for one (1) year from the date of receipt.

Where can I get information about RN/PN education program codes and NCLEX test?

Please visit the [National Council of State Boards of Nursing](#), for RN/PN education program codes and NCLEX test information.

What if I have a change of address and/or name change?

Please submit the [Information Change Request Form](#).

Which CES Report does the Massachusetts Board accept?

The Massachusetts Board of Registration in Nursing accepts the CES Professional Report. It must include both the Nursing and Science Course-by-Course Report and License/Registration validation option to be accepted for evaluation.

Please contact CGFNS and request a CES report be released to MA. Please contact Professional Credential Services (PCS) when the CES report has been made available.

Alternatively, PCS will accept your CES report directly from another state board of nursing that evaluated your CES report for licensure purposes. The state board of nursing will need to mail your CES report directly to PCS at the address below. CES reports that state "applicant copy" will not be accepted.

Professional Credential Services (PCS)
Attn: MA Nursing Coordinator
P.O. Box 198788
Nashville, TN 37219 Link for CES reports:
<https://www.cgfns.org/contact/>

If you are an internationally educated nursing applicant, residing in Massachusetts, you can contact the Welcome Back Center for further assistance: <https://www.bhcc.edu/welcomeback/>.

What Tests of English Proficiency are accepted by the Board of Registration in Nursing?

Click here to read the MA Board of Registration in Nursing [TESTS OF ENGLISH PROFICIENCY \(LICENSURE POLICY 06-01\)](#).

When will I receive my NCLEX results?

Applicants who receive a passing NCLEX score, will get an emailed *License Letter* approximately 3 business days after the examination date. Applicants who do not receive a "pass" score, will receive a *Candidate Performance Report* and *NCLEX Re-examination Instructions* by mail approximately 10 business days after the exam.



How do I request Licensure Verification through NURSYS?

Please visit <https://www.nursys.com/NLV/NLVTerms.asp> to request verification through NURSYS.

How do I register with Pearson Vue for the NCLEX?

Please visit <https://portal.ncsbn.org/> to register with Pearson Vue for the NCLEX.

What if I am a Valor Act candidate?

Please click [here](#) for more information about licensing benefits for active duty military, relocated military spouses, and veterans.

When does my nursing license expire?

For information about your license expiration date, please visit [Renew your nursing license | Mass.gov](#).