



## Frequently Asked Questions Licensure by Reciprocity/APRN

### **When does my nursing license expire?**

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

### **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](http://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](mailto: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.

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

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

### **Can I apply for a reciprocal nursing license if I do not currently hold an active license?**

Applicants must have an active nursing license, issued by another Board of Nursing in the U.S., for the license type they are applying.

### **Do I need to complete the Verification of Nurse Licensure by Reciprocity form?**

Fill out the Verification of Nurse Licensure by Reciprocity Form if the state where you originally obtained your nursing license, or any state in which you currently hold or have previously held a nurse license (whether active or inactive), does not participate in [NURSYS](#).

### **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 \(LICENSURE POLICY 06-01\)](#).

### **How do I request Licensure Verification through NURSYS?**

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

### **Can I apply for RN by Reciprocity and APRN Authorization at the same time?**

No. The APRN Authorization cannot be reviewed and approved until the RN by Reciprocity licensing has been completed.



### **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/>

### **Do I need an SSN before applying?**

A U.S. Social Security Number is required. Pursuant to M.G.L. c. 30A, s. 13A, the Massachusetts Board of Registration in Nursing is required to obtain your SSN on behalf of the Massachusetts Department of Revenue (DOR). If you do not have a SSN *and are eligible for one*, you must obtain one and provide it to the Board.

### **PCS has not received official license verification or APRN authorization from another jurisdiction in which I am licensed. How can you speed up the process?**

For issues regarding license verification or APRN authorization, the applicant must contact the specific state Board of Nursing directly. *Professional Credential Services (PCS) has no control over timely submission of verification forms.*

Please Note: It is the candidate's responsibility to request all verification/authorization to be sent directly to PCS from the verifying board prior to the submission of an application.

### **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.

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### **How do I get an Out of State Certificate of Graduation Completed if my Academic Institution is Closed?**

**For CLOSED Programs Only:** If the Holder of Records is unable to provide the requested information regarding the nursing education program to complete a Certification of Graduation Form, please contact Professional Credential Services (PCS)/Virtual Inc. at [cog@virtualinc.com](mailto:cog@virtualinc.com).