



Frequently Asked Questions About BMH’s New Graduate Nurse Residency Program

The Nurse Residency Program at BMH is a 10-month (required) program for new graduate nurses that consists of structured, tailored, and competency-based content designed to facilitate a successful orientation process. BMH’s Nurse Residency Program was created to help guide new graduate nurses through their transition from academic learning to their role as a practicing nursing professional. The Nurse Residency Program fosters mentorship, clinical and professional growth, and evaluation and feedback.

When is the expected start date of BMH’s 2026 Nurse Residency Program?

Our Summer 2026 Cohort will start in late July.

When do I attend the Nurse Residency Program?

The Nurse Residency Program’s educational component is built into your pre-determined work schedule. Regular attendance is required as scheduled.

What is the schedule for the Nurse Residency Program?

The Nurse Residency Program begins with two intensive weeks of instruction coupled with exposure to your designated unit. For the remainder of the program, you will attend two 4-hour instruction sessions each month until your residency is completed.

What is professionally required to start the Nurse Residency Program?

- Successful completion of the NCLEX (National Council Licensure Examination) for nursing licensure.
- An active Vermont Nursing License is required upon your start date. The process of obtaining a Vermont Nursing License can be time consuming. Additional information has been provided below to help guide you with the process.
- At minimum, an active American Heart Association (AHA) Basic Life Support Provider Certification is required upon your start date. Please provide a copy of your Provider Card to Human Resources.

How do I obtain my Vermont Nursing License?

Complete all the following steps as applicable:

1. **Office of Professional Regulation ([Welcome to OPR's Online Services Platform | Secretary of State](#)):** Create/access your account
2. **RN Application Instructions ([RN Application Instructions](#)):**
 - a. **Graduate of a Vermont Nursing Program** (NCLEX completed in the State of Vermont): If you have graduated from a Vermont nursing program, please complete the on-line RN Application by Examination and pay the application fee (non-refundable processing fee). Official transcripts are not required if the nursing program was completed in the State of Vermont.
 - b. **Graduate of an Out-of-State Nursing Program, License By Endorsement:**
Applicants Licensed in Another State for fewer than three years
 - Applicants must obtain a license in the state in which their NCLEX was completed and must be licensed or certified in good standing in another state or jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.
 - Complete online application and pay the application fee (Non-Refundable Processing Fee)
 - Submit Verification of Licensure. Provide verification of your original nursing license as well as the nursing license from your most recent state of nursing employment.
 - If those states are members of NURSYS, go to www.nursys.com and obtain license verification(s) for Vermont. (Note: The Quick Confirm Report does not suffice.)
 - If those states do not participate in electronic verification through NURSYS, contact your Board of Nursing and request the verification be sent directly to our office by email or postal mail. Online verifications are acceptable and must be uploaded by the applicant.
 - Within the application, indicate whether you intend to be a single state (SSL) nurse or apply for compact privileges with a multi-state license (MSL). **You must be a VT resident to apply for MSL.**
3. **Criminal Background Check:**
 - A criminal Background check is required of all first-time applicants.
 - You will receive a **Fingerprint Authorization Certificate** at the email address associated with your online account after you attest to the FBI Release questions within your application. Please allow 3—5 business days for processing.
 - After you receive the signed Fingerprint Authorization Certificate, you will make an appointment to have your fingerprints taken.**
 - **Print the Fingerprint Authorization Certificate and bring it with you to your fingerprint appointment.**
 - The Fingerprint Authorization form must be sent with your prints to the Vermont Crime Information Center (VCIC). Some centers do this for you, and

some will require you to send. **VCIC will not accept fingerprint cards from OPR. The applicant MUST send completed inked fingerprint cards and signed authorization forms to: Vermont Crime Information Center, 45 State Drive, Waterbury, VT 05671**

- To have fingerprints taken in Vermont:
 - Visit the Vermont Identification Center ([2019 Identification Centers.pdf](#)) web page for a list of Vermont Identification Centers, or contact your local law enforcement agency to inquire if they provide fingerprinting services.
 - To have fingerprints taken outside of Vermont:
 - Contact a local law enforcement agency.
 - After you receive the signed Fingerprint Authorization Certificate, you will make an appointment to have your fingerprints taken.
 - Print the Fingerprint Authorization Certificate and bring it with you to your fingerprint appointment.
 - Prints must be “ink prints” completed on the FD-258 fingerprint card.
 - The Fingerprint Authorization form must be mailed with your prints to: **Vermont Crime Information Center, 45 State Drive, Waterbury, VT 05671**
 - **Be sure to get a receipt as you will be required to upload it into your online account.** Keep that receipt until your active, non-provisional license is received.
 - Once VCIC receives your information, it can take 12 weeks for OPR to receive results. We will make every effort to process the results quickly. Due to the high volume, we expect increased processing time.

For assistance with the licensing process reach out to the Office of Professional Regulation or contact the Nursing Education Department at BMH. 802-251-8488.

What is the difference between Single State and Compact (Multi-state) Licensure?

- Single State:** Obtain a single state nursing license for nursing privileges solely in the State of Vermont.
- Compact (Multistate License):** Reside in a compact licensure state and obtain a nursing license within that state that provides you with nursing privileges for all accompanying compact states providing eligibility in the State of Vermont. If you do not reside in a compact state, you are only eligible to obtain a Single State Vermont Nursing License.