

REGISTRATION OF OUT-OF-STATE LICENSEES FOR COVID-19 RESPONSE

Dear Employer,

The Department of Labor and Industry Business Standards Division (BSD) has implemented an interstate licensure recognition registration process to allow expedited registration of professionals who hold an **active, unrestricted license in another state** to begin working in Montana.

Please visit the appropriate board website (<http://boards.bsd.dli.mt.gov/>) or the BSD homepage (<http://bsd.dli.mt.gov/>) to locate the correct registration form for the professional you are looking to hire to assist with your response to the current Coronavirus Disease 2019 (COVID-19) state of emergency. You can see a sample at right.

This registration will only enable the out of state licensee to work in Montana when they have registered appropriately with BSD and have been granted a registration that has been issued and is available to look up at <https://ebiz.mt.gov/pol/> → Licensee Information → [Licensee Lookup](#). This registration will only be valid during the period of time the Governor has declared a state of emergency related to COVID-19. **While a future date *will* show in Licensee Lookup, it should be understood to only be valid when a state of emergency is in effect if next to name it says "Covid-19 Reg".**

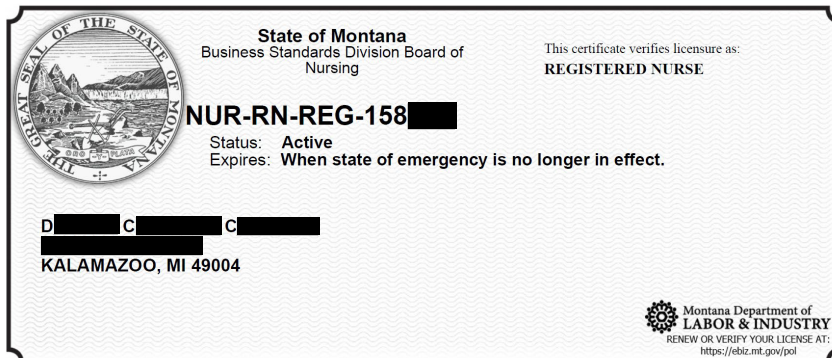
A valid registration will demonstrate a REG number and not an LIC number – see sample below.



The image shows a sample of the "Interstate Licensure Recognition Registration Application Form" from the Montana Department of Labor & Industry. The form includes sections for:

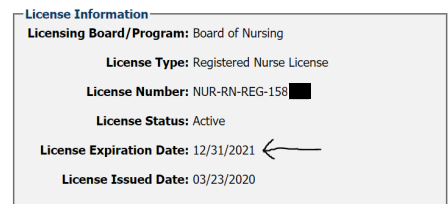
- Registration Information:** Last Name, First Name, Middle Name, Home Address, City, State, Zip Code, Social Security Number, Your Cell Phone Number, Email (Must Be An Active Email Address).
- Professional Licenses:** A table with columns for State, License #, License Type, Issue Date, and Expiration Date.
- Montana Healthcare Facility Information (if Applicable):** Name of Montana Healthcare Facility, Address, City, State, Zip Code, Phone Number, Name and Title of Person Reporting, and Estimated Timeframe.

 A large "SAMPLE" watermark is overlaid on the form.



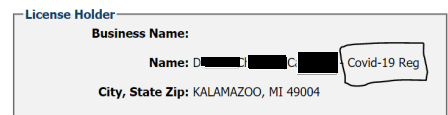
The image shows a sample of a "State of Montana Business Standards Division Board of Nursing" license certificate. It features the state seal and the following information:

- License Number:** NUR-RN-REG-158
- Status:** Active
- Expires:** When state of emergency is no longer in effect.
- Holder Information:** D [redacted] C [redacted] C [redacted], KALAMAZOO, MI 49004
- Renewal Information:** RENEW OR VERIFY YOUR LICENSE AT: <https://ebiz.mt.gov/pol>



The image shows a sample of "License Information" with the following details:

- Licensing Board/Program:** Board of Nursing
- License Type:** Registered Nurse License
- License Number:** NUR-RN-REG-158
- License Status:** Active
- License Expiration Date:** 12/31/2021 (with an arrow pointing to the date)
- License Issued Date:** 03/23/2020



The image shows a sample of "License Holder" information:

- Business Name:** Name: D [redacted] C [redacted] C [redacted] Covid-19 Reg
- City, State Zip:** KALAMAZOO, MI 49004

Please contact the Department of Labor and Industry Business Standards Division Customer Service team at 406-444-6880 or dlibsdlhelp@mt.gov with any questions.