



# **RN Licensing & NCLEX: You are almost there!**

University of Arizona • College of Nursing  
Office of Student & Academic Affairs (OSAA)  
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# Discussion Outline



Outline process for initial RN license by examination



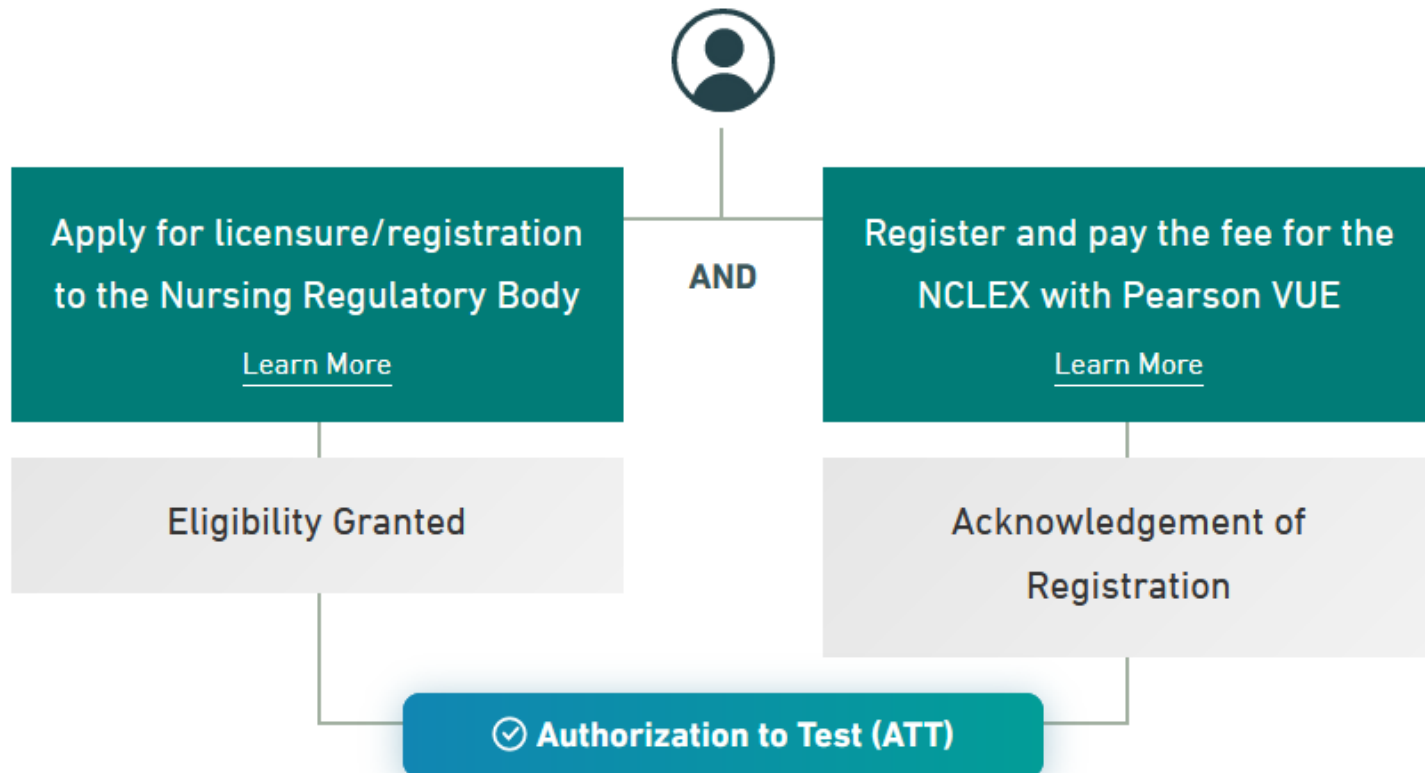
Outline registration steps for taking the NCLEX exam through Pearson Vue



Identify helpful resources for RN initial license and NCLEX exam preparation

# NCSBN

## Candidate Registration Process



# Ready, set, 1-2 months before graduation....GO!

**RN  
License**



**NCLEX**

# RN by Examination Licensure Process



# **RN by Examination Licensure Process:**

## **Timelines**

Check with the state Board of Nursing for when they recommend submitting your application.

- AZ: 2 months before graduation
- CA: 2 weeks before graduation

# **RN by Examination Licensure Process:**

## **Special Requests & Fee Waivers**

Check early with the state Board of Nursing for instructions for requesting testing accommodations and/or a waiver to help offset the cost of the RN by Examination application if applicable.

There is no waiver for cost of the NCLEX test (Pearson Vue).

AZ BON - NCLEX Testing Accommodations:

<https://www.azbn.gov/licenses-and-certifications/rn-lpn-examination-faq>

AZ - Application Fee Wavier:

<https://www.azbn.gov/licenses-and-certifications/forms-and-documents>

# Overview: RN Licensure Process

## ➤ **Decide which state you will apply in:**

Where will you be working?

Will you be working in more than one state?

(You can only apply in one state for your RN by Examination license.  
This is where your NCLEX results are sent.)

## ➤ **Review state Board of Nursing(BON) website to see what is required**

➤ May need to make an account with the BON to begin the licensing process. (AZ – the Nurse Portal)

➤ Look for: requirements – RN by Examination Application – Fees – Fingerprinting – Validation/verification of Education – Transcripts, etc.

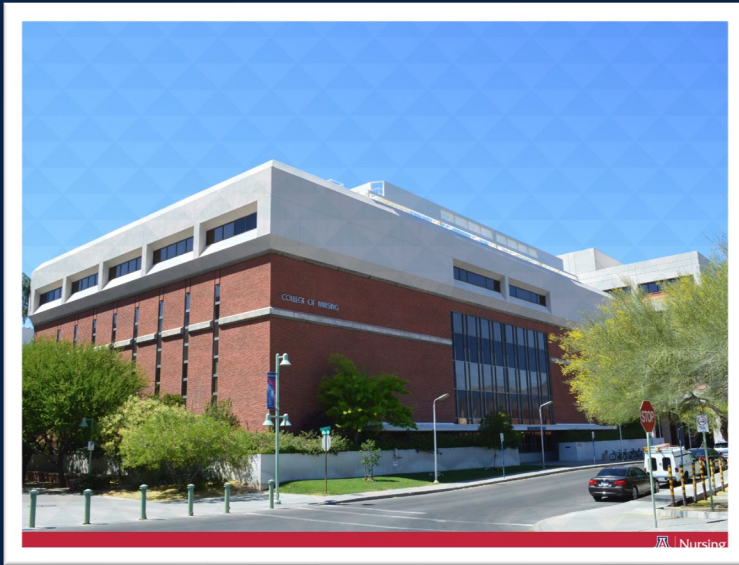


# Overview: RN Licensure Process

- Follow BON guidelines for getting fingerprints.
- Submit application (RN by Examination), fingerprints, proof of citizenship/nationality/alien status, pay fees, provide any other documents or photos required, and complete any additional training if required.
- States other than Arizona may need:
  - a transcript which you order from the registrar's office
  - a certificate of completion or education verification form which you would fill out and email to CON-OSAA@email.arizona.edu



# UA CON Program Codes



**BSN & BSN IH**

US96505300

**MEPN**

US96505500

# BreEZe Online Application Program Codes for California



Flickr

**BSN**

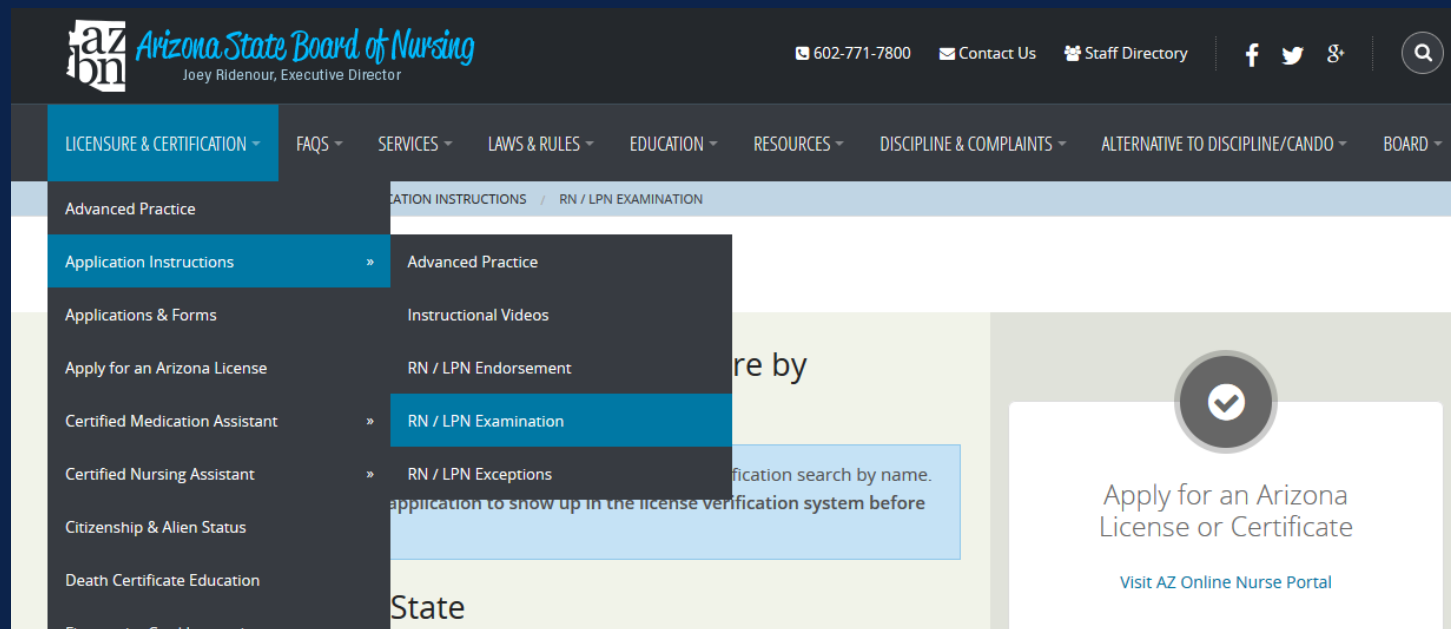
A3013

**MEPN**

A3052  
(A3048)

# AZ RN Licensure Process

- Arizona – you can find application information on the <https://www.azbn.gov> site by clicking on
- Licensure & Certification; Application Instructions; RN/LPN Examination



# AZ RN Licensure Process

Direct web address for AZ application information

<https://www.azbn.gov/licensure-certification/application-instructions/rn-lpn-examination/#>

The screenshot displays the Arizona State Board of Nursing (azbn) website. The header includes the azbn logo, the text "Arizona State Board of Nursing" and "Joey Ridenour, Executive Director", a phone number (602-771-7800), and links for "Contact Us" and "Staff Directory". Social media icons for Facebook, Twitter, and Google+ are also present. A navigation menu below the header lists: "LICENSURE & CERTIFICATION", "FAQS", "SERVICES", "LAWS & RULES", "EDUCATION", "RESOURCES", "DISCIPLINE & COMPLAINTS", "ALTERNATIVE TO DISCIPLINE/CANDO", and "BOARD". The breadcrumb trail reads: "HOME / LICENSURE & CERTIFICATION / APPLICATION INSTRUCTIONS / RN / LPN EXAMINATION". The main heading is "RN / LPN EXAMINATION". Below this, the subheading is "Application Instructions for RN / LPN Licensure by Examination". A blue box contains the text: "To check the status of your application go to Nursys and perform a license verification search by name. Please allow up to 30 days for your application to show up in the license verification system before contacting the Board." Below this, the section "Arizona is a Compact State" is followed by a bulleted list: "• Arizona is part of the Enhanced Nurse Licensure Compact (eNLC) and no longer part of the Original Nurse Licensure Compact (NLC).", "• A list of states participating in the Enhanced Nurse Licensure Compact is available at <https://www.ncsbn.org/enhanced-nlc-implementation.htm>.", and "• An applicant for licensure as a Registered Nurse or Licensed Practical Nurse who meets certain requirements is eligible for multistate licensure. Once the Board grants the multistate license, the applicant may practice in all participating states." On the right side, there is a call-to-action box with a checkmark icon, the text "Apply for an Arizona License or Certificate", and a link "Visit AZ Online Nurse Portal".

azbn Arizona State Board of Nursing  
Joey Ridenour, Executive Director

602-771-7800 Contact Us Staff Directory

LICENSURE & CERTIFICATION - FAQS - SERVICES - LAWS & RULES - EDUCATION - RESOURCES - DISCIPLINE & COMPLAINTS - ALTERNATIVE TO DISCIPLINE/CANDO - BOARD -

HOME / LICENSURE & CERTIFICATION / APPLICATION INSTRUCTIONS / RN / LPN EXAMINATION

## RN / LPN EXAMINATION

### Application Instructions for RN / LPN Licensure by Examination

To check the status of your application go to [Nursys](#) and perform a license verification search by name. Please allow up to 30 days for your application to show up in the license verification system before contacting the Board.

#### Arizona is a Compact State

- Arizona is part of the Enhanced Nurse Licensure Compact (eNLC) and no longer part of the Original Nurse Licensure Compact (NLC).
- A list of states participating in the Enhanced Nurse Licensure Compact is available at <https://www.ncsbn.org/enhanced-nlc-implementation.htm>.
- An applicant for licensure as a Registered Nurse or Licensed Practical Nurse who meets certain requirements is eligible for multistate licensure. Once the Board grants the multistate license, the applicant may practice in all participating states.

Apply for an Arizona License or Certificate

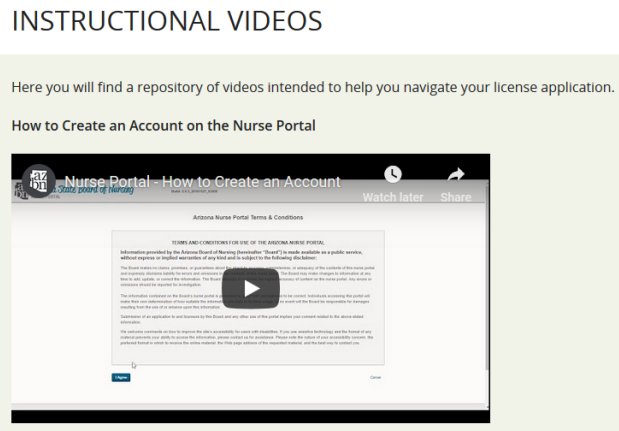
[Visit AZ Online Nurse Portal](#)

# AZ RN Licensure Process

AZ – Instructional videos for:

- How to Create an Account on the Nurse Portal
- How to Submit an RN Application
- New Graduate Application Process (coming soon)

<https://www.azbn.gov/licensure-certification/application-instructions/instructional-videos/>



# AZ RN Licensure Process

- AZ applications are only online so you must create your account first through the AZ Nurse Portal if you have not done so previously.

**Must make an account before you can fill out the RN by Examination application.**

The screenshot displays the Arizona Nurse Portal website. At the top, the logo for the Arizona State Board of Nursing is visible. The main heading is "Arizona Nurse Portal". Below this, there are two primary sections: "Create a new account" and "Already have an account?".

**Create a new account**

- Don't have an account?**  
Create an account to apply for a license or maintain your existing license.  
[Create an Account](#)
- Didn't receive the verification email after registering?**  
*Note:* Registration link in the verification email is only valid for 24 hours. If you have exceeded this time, please restart the registration process.  
  1. Check your Spam, Junk, Trash, Deleted Items, or Archive folder.
  2. Resend the verification email.  
[Resend Verification Email](#)
  3. If you are still not getting the verification email read our more Detailed FAQs or contact us.

**Already have an account?**

Authorized User Sign In

Email Address (required)

Password (required)

[Forgot your password?](#)

[Sign in using our secure server](#)

**Get answers to your questions about the Arizona Nurse Portal**

✓ (602) 771-7800  
Monday through Friday 8am to 5pm

# AZ RN Licensure Process: Transcripts

## For Arizona:

- You **do not** need to send a transcript!
- Once you have completed the steps for the RN by Examination application, your name is placed on a list that the CON OSAA will check off after your degree posts. This will verify your successful completion of the program, so you **do not** need to send a transcript or a verification of education form to the AZ BON!





# AZ RN Licensure Process: Fingerprints



## Electronic:

AZBN now offers electronic fingerprinting services for applicants who are *physically in Arizona*. At this time there are no location partners outside of Arizona.

- To submit your fingerprints electronically, you must first complete and submit your license application online from your **Nurse Portal** account.
- Once you have submitted the online application you will receive a message containing instructions on how to complete your electronic fingerprints.

*Note: Electronic fingerprints can only be completed after an application has been received by the Board and payment received.*

### Registering for Electronic fingerprints:

- Visit the [Arizona Department of Public Safety \(DPS\) website](#) to register.  
*Frequently Asked Questions (FAQs) are available.*
- Use the **Fingerprint Code** you received in the **Nurse Portal Message Center**.
- After you create an account and provide additional information, you will be directed to a My Order page. On that page, you must select '**SUBMIT AND PAY**.' **DO NOT** select the option to 'Request Employer/Agency Pay' as doing so will delay the processing of your application.

*If you select the option to request the agency to pay, we will decline that request and you will be redirected to self-pay. You must pay for your own electronic fingerprinting fee through DPS.*

<https://www.azbn.gov/licenses-certifications/electronic-fingerprint-instructions>

# AZ RN Licensure Process: Fingerprints

## Paper Card:

<https://www.azbn.gov/licenses-certifications/fingerprint-card-instructions>

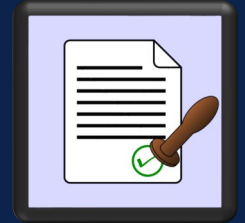


You are required to complete and submit a fingerprint card. **NOTE:** If you have had previous fingerprinting done with another agency, you **must still** submit a new set of fingerprints to AZBN. **A copy of a clearance card issued by DPS is not a substitute for this requirement.** If you have previously paid the fingerprint fee to the Arizona State Board of Nursing within the past 2 years, you will not need to submit fingerprints again. Return the completed fingerprint card in a large envelope to: Arizona State Board of Nursing  
1740 W Adams St Ste#2000 Phoenix, AZ  
85007. DO NOT fold the fingerprint card.

The only fingerprint card accepted is FD-258 Blue and White Applicant cards.

# RN Licensure Process: Verification of Education

## ➤ **For license outside of Arizona** **(does not apply for California)**



- Student must contact that state BON to get the appropriate form for verification/validation of education if required.
- Download, save, and fill out the verification form.
- Email the filled-out verification form to the OSAA office 1-2 months before graduation:  
[CON-OSAA@email.arizona.edu](mailto:CON-OSAA@email.arizona.edu)
- Request form to be sent to the designated BON upon graduation.

# RN Licensure Process

## For license outside of Arizona

**If a transcript is needed**, you can order it through the registrar's office **as soon as your degree has posted**.

- Check unofficial transcript to see when your degree posts. There is no cost for this. As soon as the degree shows up on the unofficial transcript, then submit request to registrar for transcript to be sent to the BON.
- Cost to request transcript to be sent : \$10
- <https://www.registrar.arizona.edu/transcripts>



# RN Licensure Process:

## Validation of Education and Transcript

### ➤ For California License:

In the instructions for filling out the application, find the **Request for Transcript** form, fill out the top portion, then submit this form directly to the UA Registrar by attaching it to your transcript request. (Registrar will send a separate email for you to send the attached form.)

**Licensure by Examination Instructions – open instructions, scroll down to Request for Transcript form:**

<https://www.rn.ca.gov/applicants/lic-exam.shtml>

The form is titled "REQUEST FOR TRANSCRIPT" and is from the "STATE OF CALIFORNIA BOARD OF REGISTERED NURSING". It includes contact information for the board and a section for the applicant to fill out. The form is divided into two main sections: "A. TO BE COMPLETED BY APPLICANT" and "B. TO BE COMPLETED BY THE OFFICE OF THE SCHOOL OFFICIAL RELEASING TRANSCRIPTS".

**A. TO BE COMPLETED BY APPLICANT**

LAST NAME:		FIRST NAME:		MIDDLE NAME:	
ADDRESS: Number and Street					
City:		State:	Country:	Postal/Zip Code	
U.S. SOCIAL SECURITY NUMBER or INDIVIDUAL TAXPAYER ID NUMBER:					
PREVIOUS NAMES: (including Maiden)					
NAME OF PROFESSIONAL REGISTERED NURSING SCHOOL:				YEARS ATTENDED:	
LOCATION: City:		State:	Country:	Postal/Zip Code	
YEAR GRADUATED:					

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**B. TO BE COMPLETED BY THE OFFICE OF THE SCHOOL OFFICIAL RELEASING TRANSCRIPTS**

The above applicant has applied for a license to practice as a registered nurse in California. Please provide the following information and attach a complete official transcript. Please mail to the Board of Registered Nursing at the above address. Do not send or submit your pass to completion date or the requested nursing program.

ENTRANCE DATE:	DATE DIPLOMA/ DEGREE AWARDED:	DATE NURSING REQUIREMENTS COMPLETED:
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If degree received prior to entering nursing program, list name of school and type of degree:

NAME OF SCHOOL:	TYPE OF DEGREE:
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SIGNATURE OF SCHOOL OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**NOTE: ALL INTERNATIONAL NURSING PROGRAMS:** Please include breakdown of Educational Program for International Nursing Programs form. Transcripts received from the school in a foreign language will require an English translation by a certified translator or translation service. The original foreign language transcript and the English translation of the transcript must both be sent to the Board of Registered Nursing.

# RN Licensure Process:

## Validation of Education and Transcript

- **For California License – if you took microbiology from a different college or university:**

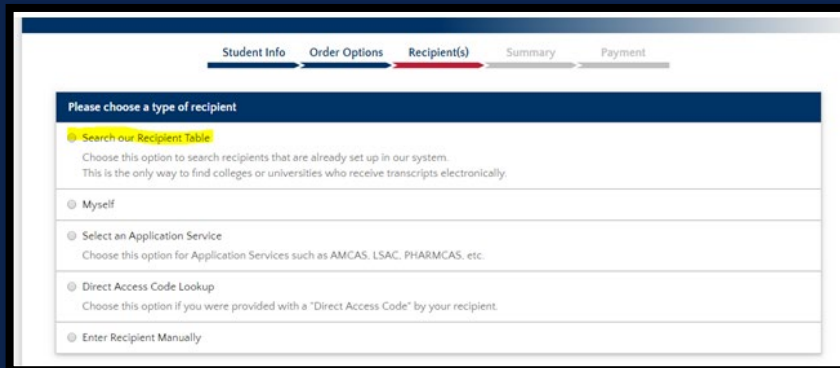
If the UA transcript lists the microbiology lab by name, then you do not need the other school to send a transcript.

If the microbiology lab course does not show up listed by name on the UA transcript, then you do need the other school to send the transcript to the CA BON. You will need to attach the **Request for Transcript** form to that order too.

# RN Licensure Process: Validation of Education

## ➤ For California License:

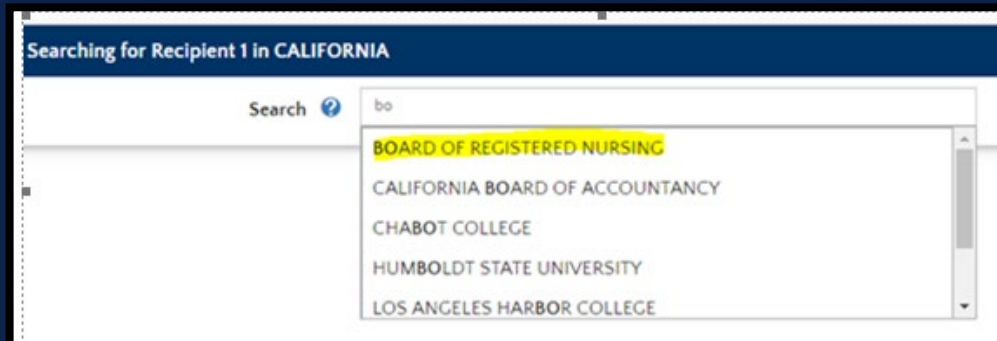
The form can be attached to the transcript once the transcript is ordered. When searching the recipient, choose "Search our Recipient Table"



The screenshot shows a web form with a progress bar at the top indicating steps: Student Info, Order Options, Recipient(s) (highlighted), Summary, and Payment. Below the progress bar, the heading "Please choose a type of recipient" is followed by five radio button options:

- ☒ Search our Recipient Table  
Choose this option to search recipients that are already set up in our system.  
This is the only way to find colleges or universities who receive transcripts electronically.
- ☐ Myself
- ☐ Select an Application Service  
Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.
- ☐ Direct Access Code Lookup  
Choose this option if you were provided with a "Direct Access Code" by your recipient.
- ☐ Enter Recipient Manually

Select California, then search "Board of Registered Nursing"



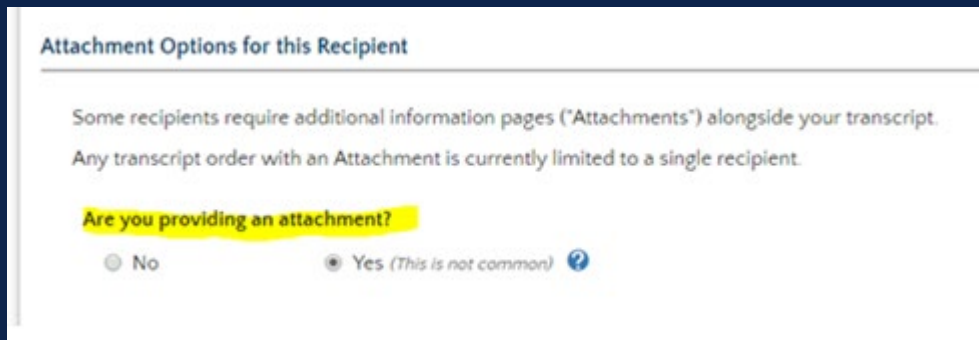
The screenshot shows a search interface titled "Searching for Recipient 1 in CALIFORNIA". It features a search bar with the text "bo" and a dropdown menu displaying the following results:

- BOARD OF REGISTERED NURSING (highlighted)
- CALIFORNIA BOARD OF ACCOUNTANCY
- CHABOT COLLEGE
- HUMBOLDT STATE UNIVERSITY
- LOS ANGELES HARBOR COLLEGE

# RN Licensure Process: Validation of Education

## ➤ For California License:

After selecting a recipient, you have the option to provide an attachment with the transcript. Select “yes”.



Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript.  
Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?

☐ No ☒ Yes (This is not common) ?

Once the order is complete, students will receive an email to attach the form.

You should not need to use this, but if you ever did need to enter the email address, electronic transcripts must be sent to [brn.etranscripts@dca.ca.gov](mailto:brn.etranscripts@dca.ca.gov).



# Unofficial Transcript:

## Checking to see if your degree has posted

### Unofficial Transcripts

- Unofficial transcripts are only accessible for online viewing for students attending after 1988. Students attending prior to 1988 must order an official transcript or stop by our office to purchase an unofficial copy. Unofficial transcripts for pre-1988 students are only available on a walk-in basis.
- Click on the following resource guide for directions on how to view your Unofficial Transcript in UAccess.
  - Resource Guide: [View Unofficial Transcript](#)
- Below is a quick synopsis of the resource guide.
  - To view an unofficial transcript, sign in to [UAccess Student Center](#) using NetID and password.
  - At the top level navigation, select Academic Record. Select "Academic Summary" from the dropdown menu.
  - Click the "Unofficial Transcript" box.
  - Select the "University of Arizona" as the **Academic Institution** and "Unofficial Transcript" from the **Information for Students** dropdown.
  - Click "View Report" button.
  - Click "View All Requested Reports" to view previously generated transcripts

[Official and Unofficial Transcripts](#)



# RN Licensure Process:

## ➤ For California Interim Permit:

The wait time to be granted a CA RN license can be 8-10 weeks. You may apply for a interim permit while you apply for RN licensure at any time prior to the issuance of a registered nursing (RN) license. An interim permit is valid for a period of six months, allowing an applicant to work pending issuance of an RN license. Please visit Licensure by Endorsement page for application instructions.

### **To learn more:**

<https://www.rn.ca.gov/applicants/lic-temp.shtml>

### **To get the application, scroll down to link for “apply online for a temporary license:”**

<https://www.rn.ca.gov/applicants/lic-end.shtml>



# What is the Enhanced Nurse Licensure Compact (**eNLC**)?

# Enhanced Nurse Licensure Compact (eNLC)



It is a compact or agreement that Boards of Nursing join, that allow nurses to practice in other eNLC states, without having to obtain additional RN license. AZ is an eNLC state.

# Benefits of **eNLC** Multistate License

- 1) Opportunity to practice in all eNLC states
- 2) Able to practice telenursing in all eNCL states
- 3) Able to teach via distance education in all eNLC states
- 4) Allows nurses to easily provide nursing services during disasters involving other eNCL states



# Requirements for obtaining an RN license in a compact state are the same as non-compact states, except...

**You need to declare your primary state of residence in that compact state.**

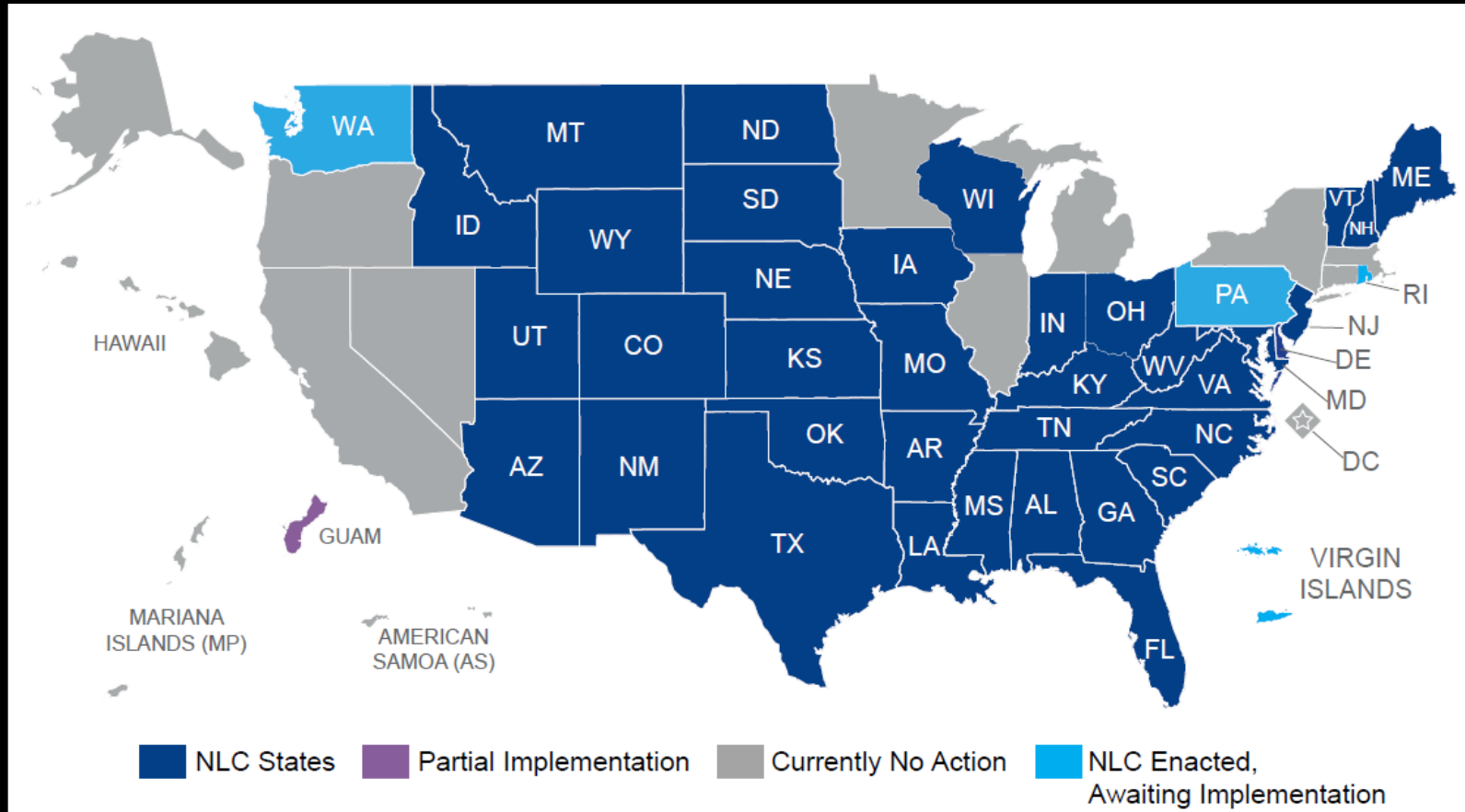
**Primary state of residence is defined as the state you:**

- ❖ have a driver's license
- ❖ are registered to vote
- ❖ pay taxes



If you do not have primary state of residence established yet, check BON to see if single state RN license is an available option.

## Current map of eNLC states



# Ready, set, ....GO!

RN  
License

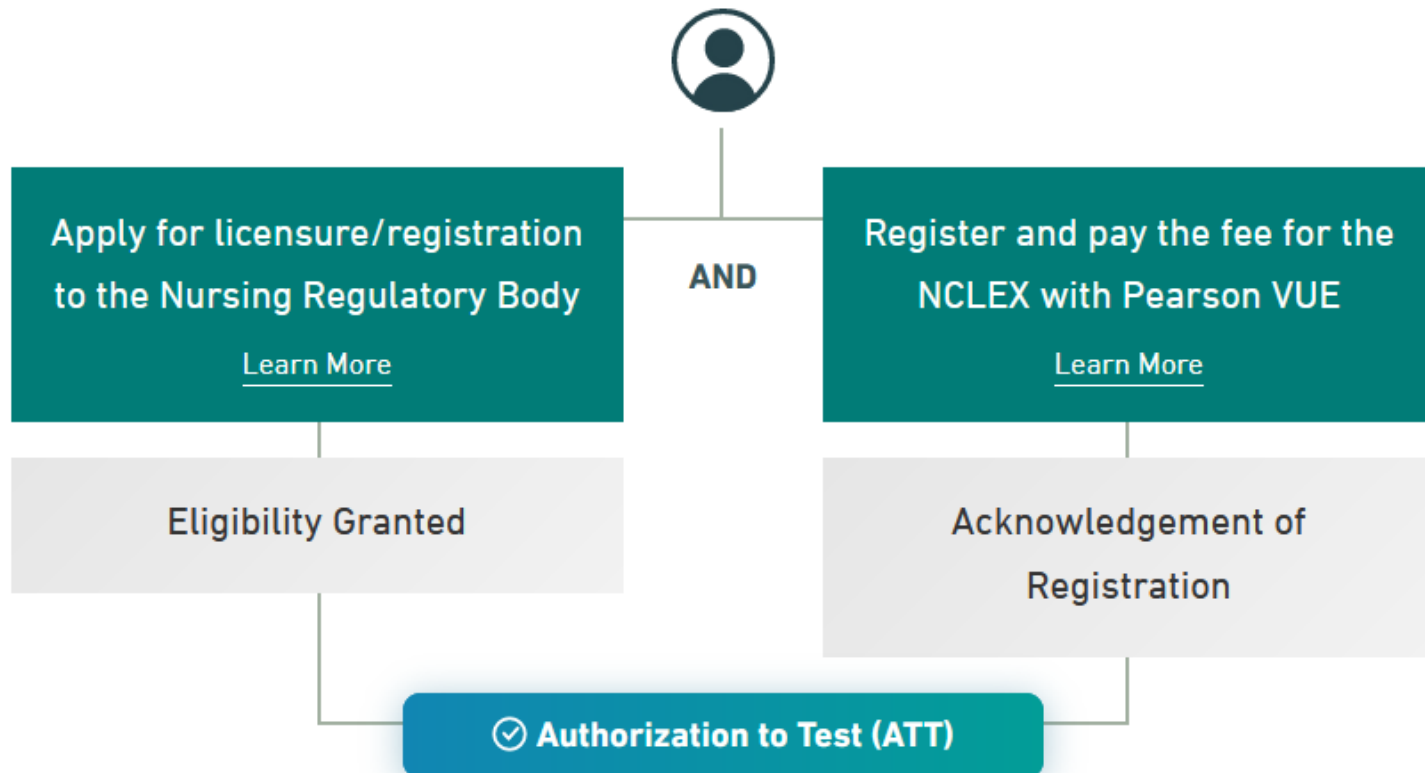


**NCLEX**

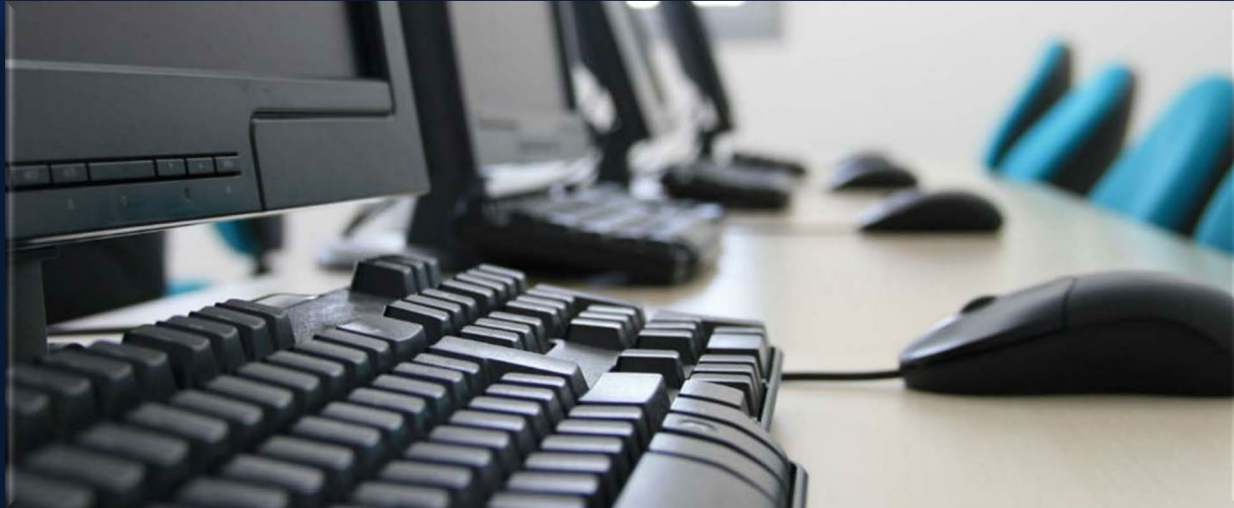


# NCSBN

## Candidate Registration Process



# Everything you need to know about taking the **NCLEX**...



...you will most likely find on the National Council of State Boards of Nursing (NCSBN) website:

<https://www.ncsbn.org/nclex.htm>

# NCLEX: What to expect

- Examination time is five hours
- Number of questions is 75 – 145
- Plan to take 1-2 minutes per question
- All candidates are strongly encouraged to take the online tutorial to practice with the item types prior to sitting for the exam.
- **If you have any specific questions about the examination, please contact NCLEX information at [nclexinfo@ncsbn.org](mailto:nclexinfo@ncsbn.org).**

# NCLEX Support Resources

<https://www.ncsbn.org/1213.htm>

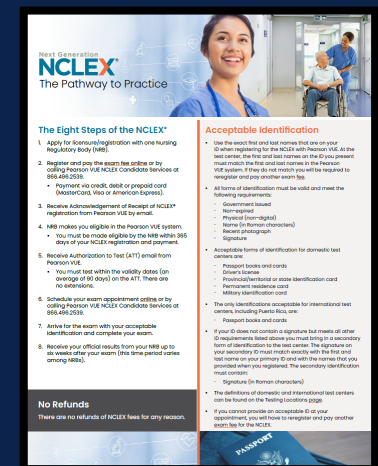
## 2023 NCLEX Candidate Bulletin

- Important information for NCLEX
- registration, scheduling, what to bring,
- testing rules & regulations, what to
- expect on the day of the exam, test
- information, passing standards, and more.
- This is a must have document!



## 2023 NCLEX Information Flyer

- Highlights for before, during, and after
- the NCLEX, lists acceptable ID, and
- contact information.

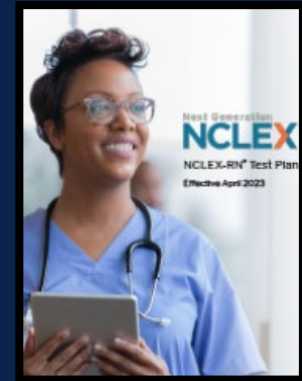


# NCLEX Support Resources

## 2023 Test Plans:

### **RN, RN Detailed, and RN Detailed Educator Version**

- Test plans help guide preparation for the exam
- Define Client Needs categories
- Describe distribution of content
- Sample NCLEX items
- Test plans are current through March 31, 2026



**National Council of State Boards of Nursing (NCSBN)**

<https://www.ncsbn.org/testplans.htm>

# Eight Steps of the **NCLEX** Process

1. Apply for RN licensure or registration with one board of nursing (AZ \$350 license and fingerprinting fees).
  2. Register and pay exam fee at Pearson VUE (\$200).
  3. Receive email acknowledgement of receipt of registration from Pearson VUE .
  4. BON grants you eligibility to take the exam and the BON notifies Pearson VUE to give you permission to take the exam.
  5. Pearson Vue emails you the Authorization to Test (**ATT**) email and now you have 90 days to take your NCLEX exam.
  6. Schedule NCLEX exam appointment using the information in the ATT email you received from Pearson VUE.
  7. Arrive at exam with acceptable ID & ATT email.
  8. Receive results within 6 weeks from BON, unofficial results in 2 business days in some states for a minimal fee.
- Prices listed are subject to change without notice.

# Pearson VUE

## Contact Pearson VUE regarding:

- Registering for the NCLEX
- Payment methods
- Authorization to Test (ATT) email
- Scheduling or rescheduling
- Acceptable identification



## Contact Information:

- Online:  
[www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex)
- Call NCLEX Candidate Services:  
1.866.496.2539

# Pearson VUE Program Codes

**BSN & BSN IH**

US96505300

**MEPN**

US96505500

Use the number that fits the number of spaces on the application for Pearson VUE or state nursing applications.





# NCLEX Results....wait for it

Examination results are sent to the BON.  
Only the BON can release the results and the results will be sent to the candidate within 6 weeks.

**BUT that seems like an eternity....so...**

Within 2 business days, many states (including Arizona) offer unofficial “Quick Results” for a small fee through the quick results service available on the NCLEX Candidate website at:

<http://www.pearsonvue.com/nclex/>



**Yikes...what if I didn't pass**

**Breathe!**



# Candidate Performance Report (CPR)

**CPR** is an individualized 2-page document providing information regarding your performance within the 8 test content areas. You can use this to guide your review.



NCSBN requires a retake exam no sooner than 45 days, and ability to retake up to 8 times a year.



Check with BON to determine how many retakes are possible and within what time period.

# Important Links & Resources

## **National Council of State Boards of Nursing**

<https://www.ncsbn.org/index.htm>

## **Arizona Board of Nursing**

<https://www.azbn.gov>



## **Pearson Vue**

<http://www.pearsonvue.com/nclex/>

## **University of Arizona Registrar**

<https://www.registrar.arizona.edu/transcripts>

## **UA CON OSAA Office - Degree/Program Verification for BON outside AZ**

CON-OSAA@email.arizona.edu

## **OSAA Office**

Phone: 520-626-3808      CON OSAA Room 112

CON-OSAA@email.arizona.edu

# Contact Information

Academic Success Coach  
Deb Nesbitt, MSN, APRN, PMHNP



[dnesbitt@arizona.edu](mailto:dnesbitt@arizona.edu)

[Schedule an appointment](#)

Last updated 8/18/2023