RN Licensing & NCLEX: You are almost there!

University of Arizona • College of Nursing
Office of Student & Academic Affairs (OSAA)
Academic Success Coach
Deb Nesbitt, MSN, APRN, PMHNP
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
Candidate Registration Process

- Apply for licensure/registration to the Nursing Regulatory Body
  - Learn More

- Register and pay the fee for the NCLEX with Pearson VUE
  - Learn More

- Eligibility Granted

- Acknowledgement of Registration

- ✔ Authorization to Test (ATT)
Ready, set, 1-2 months before graduation...GO!

What Now?

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:
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

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/
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)

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.
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

  - 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
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"

Select California, then search "Board of Registered Nursing"
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”.

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
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
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)?
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

What Now?

NCLEX
Candidate Registration Process

1. Apply for licensure/registration to the Nursing Regulatory Body
   - Learn More

2. Register and pay the fee for the NCLEX with Pearson VUE
   - Learn More

3. Eligibility Granted

4. Acknowledgement of Registration

5. **Authorization to Test (ATT)**
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.
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.
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
- 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
Schedule an appointment

Last updated 8/18/2023