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 licensure by examination

Outline registration steps for taking the NCLEX exam through Pearson Vue

Identify helpful resources for RN initial licensure and NCLEX exam preparation
Ready, set, 1-2 months before graduation….GO!

What Now?

RN License

NCLEX
RN by Examination Licensure Process
RN Licensure Process

- **Decide which state you will apply in:**
  
  Where will you be working?
  
  Is this an enhanced compact nursing license state? *(See later explanation)*
  
  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 website:**
  
  Requirements – Application – Fees – Fingerprinting – Validation of Education - Transcripts
RN Licensure Process

- Follow BON guidelines for getting fingerprints.

- Submit application, fingerprints, proof of citizenship/nationality/alien status, pay fees, and provide any other documents or photos required.

- States other than Arizona may need a transcript (order from registrar office) and certificate of completion or education verification form (send 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
NM071
How early can I apply?

For Arizona:
- Apply early, up to 2 months before graduation. (This gives time for your application to be reviewed and the fingerprints to be processed before you take NCLEX.)

For all other states:
- Check the BON website to determine when they will accept applications.

If requesting testing accommodations:
- Email or call the BON to ask about the process for requesting testing accommodations as early as possible. If your request is granted, the BON will notify Pearson Vue. (Inquire at least 2-3 months before graduation.)
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 RN Licensure Process

- Download the application or apply online for the RN License by Examination
- AZ is only online – register to access through the AZ Nurse Portal
AZ RN Licensure Process: Validation of Education

For Arizona:

- Once a student has applied for the RN license by examination through the AZ Nurse Portal, their name is placed on a list that the CON will check off after the degree posts, to verify successful completion of the program.

- Apply early, up to 2 months before graduation, to prevent delay of education validation reaching the AZ BON.
RN Licensure Process: Validation of Education

For license outside of Arizona:

- Student must contact that state BON to get the appropriate form for verification of education
- Print and fill out the verification form
- Deliver filled out verification form to the OSAA office or email filled out form to: CON-OSAA@email.arizona.edu
- 1-2 months before graduation
- Request form to be sent to the designated BON
RN Licensure Process: Validation of Education

- **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.
RN Licensure Process: Validation of Education

**For California License:**

The form can be attached to the transcript once the student orders the transcript. When the students searching the recipient, have them choose "Search our Recipient Table"

Select California, then search "Board of Registered Nursing"
RN Licensure Process: Validation of Education

- **For California License:**
  Once they select a recipient, you have the option to attach an attachment with the transcript.

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

- 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 in 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
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
COVID-19 Changes to the RN Licensure Process in Arizona

https://www.azbn.gov/
COVID-19 Changes to the RN Licensure Process in Arizona

Arizona State Board of Nursing

Proposed COVID-19 Graduate Nurse or Practical Nurse Authorization to Practice with Temporary Permit April 15, 2020
COVID-19 Changes to the RN Licensure Process in Arizona

During the COVID-19 State of Emergency declared by the Governor of Arizona, and consistent the Governor’s Executive Order 2020-17, due to the closure of testing locations and shortage of testing spots for the required NCLEX licensing examination, a new graduate who provides the Arizona State Board of Nursing (Board) with verification of successful completion of a nursing education program…. and who applies for initial licensure by examination in Arizona, may be temporarily authorized by the Arizona State Board of Nursing (Board) to practice nursing as a graduate registered nurse (GN) ….under a temporary permit (“Permit”) pending the results of the NCLEX licensing examination.
COVID-19 Changes to the RN Licensure Process in Arizona

1. In order to obtain a Permit to temporarily practice as a GN or GPN, the new graduate must:
   (A) file a completed licensure application, including verification of completion of graduation requirements and the non-refundable application processing fee relating to Licensure by Examination for Graduates of Basic Nursing Education Programs
   (B) have no outstanding eligibility issues, as defined in the Arizona Nurse Practice Act and related Arizona laws
   (C) have never failed the NCLEX for the level of nursing (PN or RN) for which the applicant is currently applying; and
   (D) have registered to take the NCLEX-PN or NCLEX-RN with the examination administration service (Pearson Vue), and provide documentation to the Board that there is no availability to take the examination.
   (E) agree that the Board’s eligibility decision is final, and release the Board and the State from any causes of action related to the permit application process, or possible revocation of the permit in the future.
2. The Permit to practice as a GN or GPN is valid for up to six months from the date of issue, but automatically expires upon receipt of regular nurse license, the GN or GPN failing the NCLEX examination, or the end of the COVID-19 State of Emergency as declared by the Arizona Governor, whichever date is earlier. The Permit is renewable in six month increments during the Arizona COVID-19 State of Emergency and while NCLEX testing is not available to the new graduate. Upon expiration, the GN or GPN shall immediately cease the nursing practice that had been temporarily authorized through the Permit, and shall inform all employers of the expiration of temporary permission to practice.
3. The new graduate who has received a Permit to practice nursing as a GN or GPN pending the results of the licensing examination must work under the direct supervision and direction of a licensed registered nurse. The supervising nurse must be physically present in the same facility or practice setting as the GN or GPN, and must be readily available for consultation and assistance. If the facility is organized into multiple units that are geographically distanced from each other, then the supervising nurse must be working on the same unit to which the GN or GPN is assigned. The GN or GPN shall not be placed in supervisory or charge positions and shall not work in independent practice settings.
Enhanced Nurse Licensure Compact (eNLC)
Enhanced Nurse Licensure Compact (eNLC)

Under the eNLC, nurses can provide care to patients in other eNLC states, without having to obtain additional licenses. 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 requesting an initial RN license in a compact state is the same as in states not in the compact, except...

You need to declare a primary state of residence as defined by where you you:

- have a driver’s license
- are registered to vote
- pay taxes
*New Jersey is allowing nurses who hold active, unencumbered, multi-state licenses issued by Nurse Licensure Compact member states to practice in New Jersey under their multi-state licenses.*
Ready, set, ....GO!

What Now?

RN License

NCLEX
Candidate Registration Process

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

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

- 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

2021 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!

2021 NCLEX Information Flyer
- Highlights for before, during, and after the NCLEX, lists acceptable ID, and contact information.
NCLEX Support Resources

2019 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, 2023

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)

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 exam and notifies Pearson VUE

5. Receive Authorization to Test (**ATT**) email from Pearson VUE (must test within validity dates, 90 days)

6. Schedule NCLEX exam appointment through 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
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 $7.95 through the quick results service available on the NCLEX Candidate website at:

http://www.pearsonvue.com/nclex/
COVID-19 Changes to NCLEX

Important test delivery information pertaining to COVID-19 (coronavirus)

The status of our global test delivery is changing rapidly due to the spread of COVID-19. We will continue to monitor the situation and make decisions about test center operations in accordance with government and local authorities. Please check this page often for frequent updates.

Updated: April 13, 2020


NCSBN: https://www.ncsbn.org/14428.htm
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 earlier 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