RN Licensing & NCLEX: You are almost there!

University of Arizona ● College of Nursing
Office of Student & Academic Affairs (OSAA)
Academic Success Coach
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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!
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

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 application if applicable.


AZ - Application Fee Wavier: https://www.azbn.gov/licenses-and-certifications/forms-and-documents
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
A3052
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

- 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, so you do not need to send a transcript!

- 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** (does not apply for California)
  - Student must contact that state BON to get the appropriate form for verification of education if required.
  - Print 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

- **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

- **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.
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 License:

The wait time to be granted a CA RN license can be 8-10 weeks. You may apply for a temporary license at the same time that you apply for licensure by endorsement or at any time prior to the issuance of a registered nursing (RN) license. A temporary license 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
COVID-19 Changes to the RN Licensure Process in Arizona

https://www.azbn.gov/
Enhanced Nurse Licensure Compact (eNLC)
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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:

- have a driver’s license
- are registered to vote
- pay taxes
Ready, set, ....GO!

What Now?

RN License

NCLEX
Candidate Registration Process

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

AND

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

Eligibility Granted

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 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 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
- 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.
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
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:

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

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Schedule an appointment