Applying for Licensure & Registering for the NCLEX
WHERE DO YOU PLAN TO PRACTICE?

https://uwmadison.co1.qualtrics.com/jfe/form/SV_e4Ihopd3J1seibQ – Due April 1
Key Players

- The place with all the info!
- Creates exam, ensures fair and secure delivery of the exam
- [https://www.ncsbn.org/nclex.htm](https://www.ncsbn.org/nclex.htm)
- Make candidates eligible, completes accommodations requests, grants licensure to qualified candidates
- i.e. WI BON and Dept. of Safety & Professional Services
- Administers the exams, including scheduling and communication of results
- Coordinates communication between BON and candidate
- Completes education verification
- Here to help
- Does not have the ability to influence the efficiency/timelines of other key players
Key Terms

• NCLEX – Exam you will take that is administered by Pearson Vue
• Licensure by exam – how you will apply for licensure
• Licensure by endorsement
• NLC – Nursing Licensure Compact – this is the same thing as a multi-state license
Candidate Registration Process
https://www.nclex.com/register.htm

Step by step (once you know your state):
1. Apply for licensure/registration with a state board of nursing/regulatory body (BON/RB)
   - WI uses online application system (OLAS) https://olas.wi.gov/
   - Other applications may be paper or online
   - Fees dependent on state ($80-$300)

2-3. Register and pay fee ($200) to Pearson VUE
   - Education Program code for UW-Madison BSN program is US50509500
   - Receive Acknowledgement of Receipt of Registration from Pearson VUE by email.
   - Fee info: https://www.ncsbn.org/1203.htm

4. BON/RB grants eligibility to take exam
   - Requires education verification from School of Nursing/UW-Madison.
   - Requires BON/RB processing time.

5. Receive Authorization to Test (ATT) from Pearson VUE.

6. Schedule your exam (online or via phone).

7. Take the exam - show up with correct identification.

8. Receive your official results from your BON/RB.
Timeline – Quick Overview

“By the Book” Timeline

• Apply for licensure/register for the exam by early April
  – You need to pick a state by this date, or you ATT will be delayed
• Education verification completed by June 1
• Receive ATT number by July 1
  – Up-to 30 days to receive your ATT number
• Schedule and take exam by August 1
  – Receive an exam date within 30 days of ATT date
• Receive results from BON by mid-September.
  – Can take up-to 6 weeks

Average Timeline Last Year

• Apply for licensure/register for the exam by early April
• Education verification completed by June 1
• Received ATT number early June
• Took exam mid-late June or early July.
• Received quick unofficial results within 2 days of test.
• Received official communication from BON 1-2 weeks from test date.
Timeline – Quick Overview – Alternate View

February - April
- Apply to graduate
- Ensure all degree requirements are complete
- Apply for licensure with a State Board of Nursing
- Register with Pearson Vue for the NCLEX

May
- Graduate
- Degrees posted to student record
- Education verification submitted to various BONs by Academic Affairs office

June - July
- State Board notifies Pearson VUE that you are eligible
- Pearson Vue gives you your ATT
- Schedule exam date/time
- Take NCLEX

July - August - Sept
- Schedule exam date/time
- Take NCLEX
- Receive results
- Become licensed RN!
Timeline with Details

• **Before Graduation (Before April 1):**
  – Fill out State Board licensure application (~$100).
    • Ensure accuracy of application, include any/all legal items as background checks might occur and if so, failure to disclose anything can delay processing time.
  – Register for NCLEX with Pearson VUE ($200).
    • Candidates first and last name must match exactly with the valid ID that is shown on the test day and must match the ATT letter.
  – Ensure all degree requirements are being met.
    • Review DARS, send in transcripts from other institutions, meet with Academic Advisor if need be.
  – Ensure any holds on your account are taken care of in student center.
  – Apply to graduate in student center.

• **During Graduation:**
  – Enjoy graduation ceremonies! Dates and live/virtual is still up for discussion
  – Wait while grades are submitted – grade due date is May 16th.
  – Wait while degrees are posted, can be up to two weeks after grades are due.
    • This involves communication between School of Nursing and the Registrar’s Office as well as an awareness that all other students degree’s are being verified and posted as well!
Timeline with Details

- **After Graduation:**
  - As soon as degrees are posted, education verification completed by Academic Affairs.
    - Online verification for WI applicants.
    - Paper forms and/or online education verification completed for other states. Students can prepare paperwork ahead of time.
  - State Boards complete review of an application once they have received the education verification and then notify Pearson VUE that you are eligible to sit for the NCLEX.
  - Pearson VUE sends you your Authorization to Test (ATT).
    - Can take up to 30 days to receive your ATT, typically sooner.
    - You must test within the validity dates (average of 90 days) on the ATT. There are no extensions.
    - Candidate first and last name must match exactly with the valid ID and the ATT letter.
  - Once you receive your ATT, schedule your test — typically get a test date within 30 days
    - Pay attention to ATT expiration date and appointment scheduling information
  - Take the NCLEX, pass the NCLEX!
  - Pearson VUE notifies State Boards of pass/fail.
  - State Board issues you your license.
Tracking your Application

• Once you apply, you can track your status through your state BON site.

• For WI it is - https://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx
<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Comments (Please note, not all requirements will include comments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAGE1 Applicable Blanks completed</td>
<td>Met</td>
<td>5/24/21: Your application has been reviewed. This item will remain unmet until all other requirements are met. --MG</td>
</tr>
<tr>
<td>Application Fee</td>
<td>Met</td>
<td>$88</td>
</tr>
<tr>
<td>Primary State of Residence</td>
<td>Met</td>
<td></td>
</tr>
<tr>
<td>PAGE 2 List all professional and non-professional activities and list every state that you have ever held a license in.</td>
<td>Met</td>
<td></td>
</tr>
<tr>
<td>PAGE 3 and 4 All questions answered and relevant copies attached.</td>
<td>Met</td>
<td></td>
</tr>
<tr>
<td>Certification of Legal Status Completed</td>
<td>Met</td>
<td></td>
</tr>
<tr>
<td>PAGE 5 Affidavit of applicant signed.</td>
<td>Met</td>
<td></td>
</tr>
<tr>
<td>Social Security Number</td>
<td>Met</td>
<td></td>
</tr>
<tr>
<td>Statement of Graduation from your school</td>
<td>Met</td>
<td></td>
</tr>
<tr>
<td>Eligible to Take NCLEX</td>
<td>Met</td>
<td>6/11/21: You have been made eligible to test for NCLEX. You will receive scheduling information from the testing company within a few days via the email address you provided to the testing company. If the first and last name on your ATT does not match the ID you will be using at the testing site, please email corrections to <a href="mailto:DSPSCredNursing@wi.gov">DSPSCredNursing@wi.gov</a>. Middle names and addresses do not need to match. -- KG 5/24/21: Waiting for statement of graduation to be sent electronically from the school. As of this date, the school has yet to submit this information. The school cannot submit until on or after grad date. Please allow 3 weeks from the date we receive the form for information to be updated to your status. If you haven't registered for NCLEX, please do so online at <a href="http://www.vue.com/nclex">http://www.vue.com/nclex</a> or call 1-888-490-2539. If you've already registered, you'll be made eligible to test upon updating the statement of graduation, or upon receiving form #3049 directly from your school. Form #3049 is the certificate of approval to take the examination only. Form #3049 can be emailed to <a href="mailto:DSPSCredNursing@wi.gov">DSPSCredNursing@wi.gov</a> or faxed with University Letterhead to 608-251-3636. Form #3049 can be found at <a href="http://www.dspc.wi.gov">www.dspc.wi.gov</a>. -- MG</td>
</tr>
<tr>
<td>Authorization for release of FBI information (#2687)</td>
<td>Met</td>
<td>06/11/21: Received--KG 5/24/21: Received form #2687. However, Race and/or Sex was not completed on form #2687. Please re-submit form #2687 fully completed. Applicant's photograph was not submitted with form #2687. Please email a photograph of yourself (head and shoulders only) to <a href="mailto:dspscrednursing@wisconsin.gov">dspscrednursing@wisconsin.gov</a>. Please include your name, profession and application ID number when sending to our department. After we receive and process it, you will be emailed the fingerprint information. -- MG Electronic Document Uploaded on 4/23/2021 4:07:47 PM; Electronic Document Uploaded on 4/23/2021 4:08:00 PM; Electronic Document Uploaded on 5/26/2021 12:45:50 PM;</td>
</tr>
<tr>
<td>FBI Fingerprint</td>
<td>Met</td>
<td></td>
</tr>
<tr>
<td>NCLEX results</td>
<td>Met</td>
<td>7/28/21: rec'd - MG 06/11/21: Emailed instructions--KG</td>
</tr>
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</table>
Getting Your Results

• Preliminary results verified at Pearson VUE: 6-12 hours
• Your "unofficial" results may be available two business days after taking your examination.
  – More info and how to access: https://www.ncsbn.org/1225.htm
• Results available to Board of Nursing: 12-48 hours
• Official results sent to candidates by Board of Nursing within ~6 weeks.
  – Do NOT call any of the key players for results
The Nurse Licensure Compact (NLC) or Multi-state licensure allows a nurse to have one multistate license with the ability to practice in the home state and other compact states. [https://www.ncsbn.org/compacts.htm](https://www.ncsbn.org/compacts.htm)

Here’s how it works: if you are a nurse whose primary residence is in a state that is one of the nursing compact states, you can get licensed to practice in all 38 states that are members.
Quick Facts About the Nurse Licensure Compact

• Your primary state of residence must be one of the compact nursing states. Primary residence is determined by where you file your tax return or would pay in state tuition.
• Must still obtain licenses to qualify for travel nursing jobs in non-compact nursing states.
• Apply for a multi-state license through your state of residency
• Each compact state might require additional information during the application process and/or if you change your residence to that state.
Temporary Permits

- Temporary permits can potentially be obtained to work before you take the NCLEX. Requirements and availability differ by state.
- Note that WI temporary permits require proof of graduation which can only occur once degrees are posted by Registrar’s Office.
- WI Temp permit: https://dps.wi.gov/Credentialing/Health/fm2434.pdf
What can I do now to prep for efficient licensure process?

- Decide which state you want to apply for licensure in
  - Let Academic Affairs know by completing the survey
- Ensure degree requirements are complete
- Ensure application requirements are met
  - Most states do not require additional coursework, review individual states requirements
  - i.e. Last year CA required Microbio Lab and Anatomy Lab, NY required Child Abuse Course
- Ensure student center holds/payments are taken care of
- Organize files and make a plan
- Ensure accuracy and honesty when filling out all application/registrations
- FAQ and state licensure information can be found in the NCLEX 2021/22 Canvas course.
NCLEX Prep

• Make sure to use the NCLEX Canvas course
• In person weekly review times this spring
• Begin studying – multiple choices
  • https://students.nursing.wisc.edu/career-advising/nclex/
• Take NCLEX within a short time of graduation
• Review information: https://www.ncsbn.org/nclex.htm
Questions?

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

Kelli Richards
Director, Nursing Learning Center
kelli.richards@wisc.edu
Screen Shots for WI Application

• The following slides contain screen shots on how the registration process looks like for applying for the WI BON state license.

• Keep in mind that you first create an account with the Department of Safety and Professional Services using their Online Licensure Application System (OLAS) [https://olas.wi.gov/](https://olas.wi.gov/).

• Then once you have an OLAS account, you'll get an email saying that your account is active and, in the system, and then you'll appl for the WI BON state RN license.
Screen Shots for WI Application

- OLAS Home page ([https://olas.wi.gov/](https://olas.wi.gov/)) – you'll want to select "Create Account"
Screen Shots for WI Application

- Next, you'll want to select "Self Registration"
Screen Shots for WI Application

- Then after you accept the terms, you'll begin entering your info. Here you'll select OLAS application from the drop-down menu.
Links to other common states

- Minnesota - [https://mn.gov/boards/nursing/licensure/apply-for-a-license/rn-lic-exam-us-prog.jsp](https://mn.gov/boards/nursing/licensure/apply-for-a-license/rn-lic-exam-us-prog.jsp)
  - PDF
- New York - [http://www.op.nysed.gov/prof/nurse/nursingrn.htm#mtwo](http://www.op.nysed.gov/prof/nurse/nursingrn.htm#mtwo)
- California - [https://www.rn.ca.gov/online/breeze_online.shtml](https://www.rn.ca.gov/online/breeze_online.shtml)