

Applying for Licensure & Registering for the NCLEX



School of Nursing

UNIVERSITY OF WISCONSIN-MADISON



WHERE DO YOU PLAN TO PRACTICE?

https://uwmadison.co1.qualtrics.com/jfe/form/SV_diq8ELMc7pkuaFM– Due April 1

Licensure Workshops

State of Wisconsin License

Tuesday, March 7

12:00 – 1:00pm, room 1331

All states

Tuesday, March 28

12:00 – 1:00pm, room 1331

Bring/know your social security number and method of payment

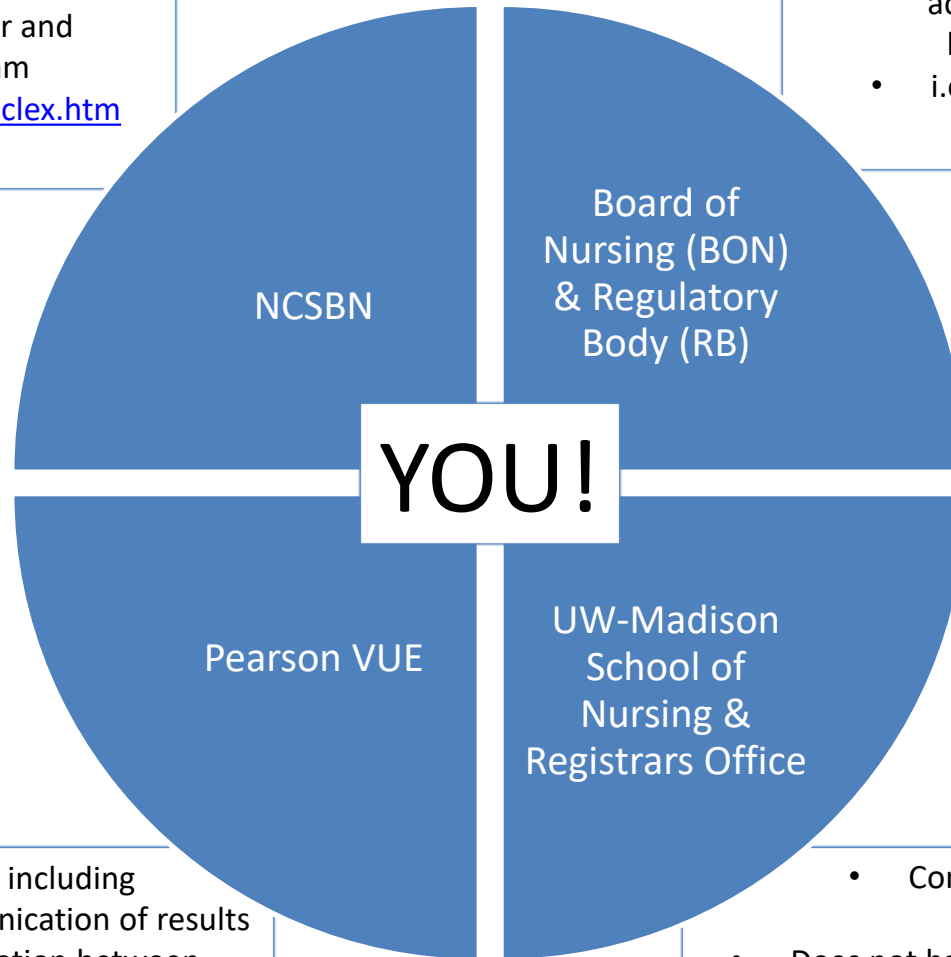


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Key Players

- The place with all the info!
- Creates exam, ensures fair and secure delivery of the exam
- <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

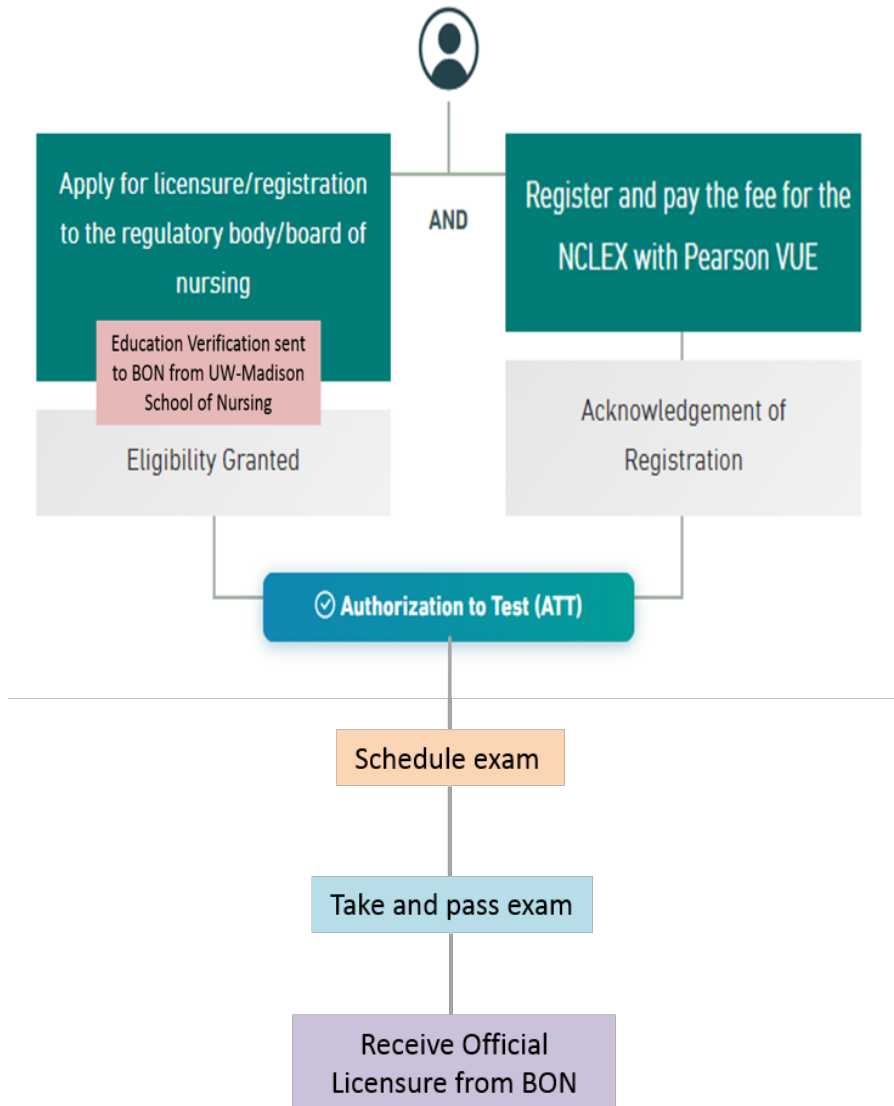
- Completes education verification
 - Here to help
- Does not have the ability to influence the efficiency/timelines of other key players

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 – Adding on a state, once you have a license
- NLC – Nursing Licensure Compact – this is the same thing as a multi-state license

Candidate Registration Process

<https://www.nclex.com/register.htm>



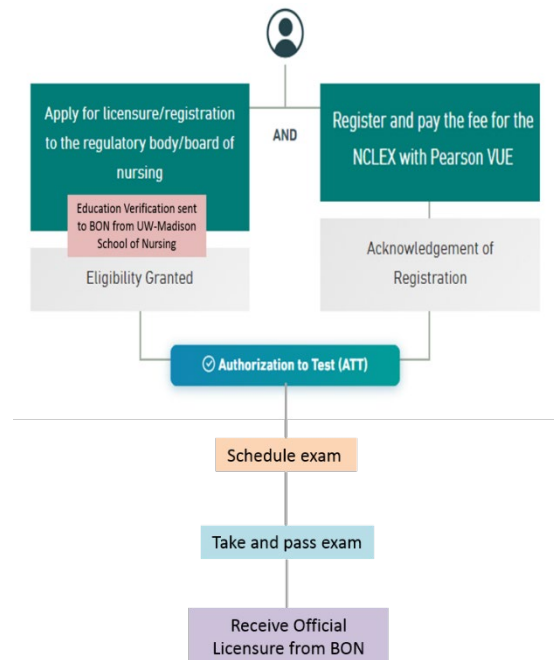
Step by step (once you know your state):

1. Apply for licensure/registration with a state board of nursing/regulatory body (BON/RB)
 - WI uses LicenseE
<https://dsps.wi.gov/Pages/LicensE.aspx> 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 late-May
- 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 (if allowed)
- Register with Pearson Vue for the NCLEX

May

- Graduate
- Degrees posted to student record
- Education verification submitted OR transcripts sent to school by student

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

- Receive results
- Become licensed RN!

Timeline with Details

- Before Graduation (ideally Before April 1):
 - Fill out State Board licensure application (\$80-\$300).
 - 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.
 - Need to tell Pearson Vue the same state you are applying for licensure
 - 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](#) on May 12th
 - Licensure in state of Wisconsin – education verification available late April
 - Other states: Wait while degrees are posted, can be up to two weeks after grades are due.

Timeline with Details

- After Graduation:
 - As soon as degrees are posted, follow the Education verification required by your state
 - Paper forms and/or online education verification completed for other states. Students can prepare paperwork ahead of time.
 - Students can send their official transcripts from UW to their state board
 - 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.



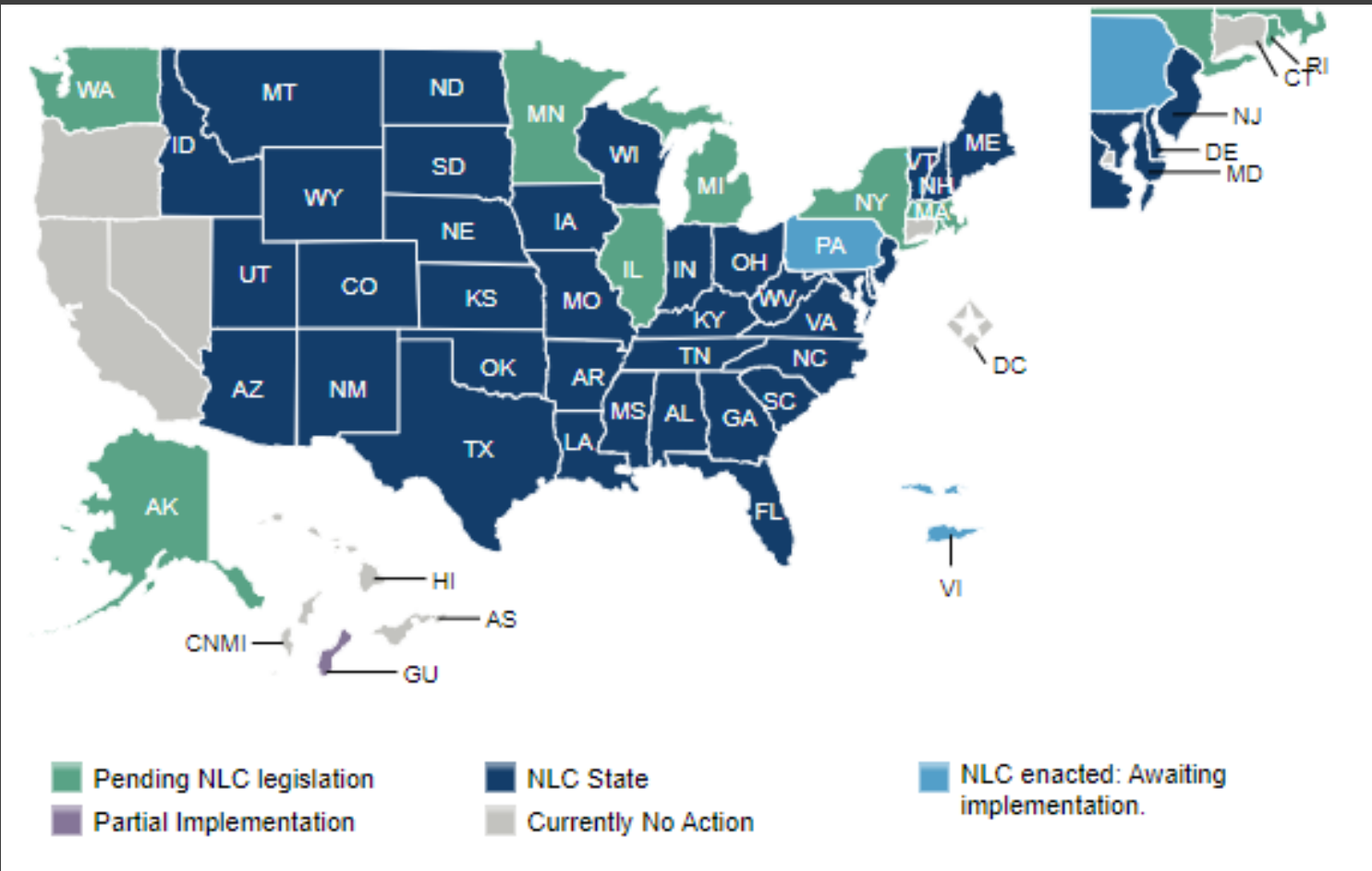
Tracking your Application

- Once you apply, you can track your status through your state BON site.
- For WI it is -
<https://license.wi.gov/s/application-status-lookup>
 - Must know your application number (PAR-###)

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





Nurse Licensure Compact

- 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>
- 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 and you must apply for licensure IN THAT STATE. Primary residence is determined by where your drivers license is from, where you file your tax return or if you would pay in state tuition.
- Must still obtain licenses to qualify for travel nursing jobs in non-compact nursing states.
- Each compact state might require additional information during the application process and/or if you change your residence to that state.

* Have you ever been licensed in Wisconsin as a Registered Nurse?

Yes No

* List your state of primary residence: ⓘ

Wisconsin ▼

* Are you applying for a multistate license?

Yes No

WI License Number:

Date of Expiration:



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://dsps.wi.gov/Credentialing/Health/fm2434.pdf>



What Now?

What can I do now to prep for efficient licensure process?

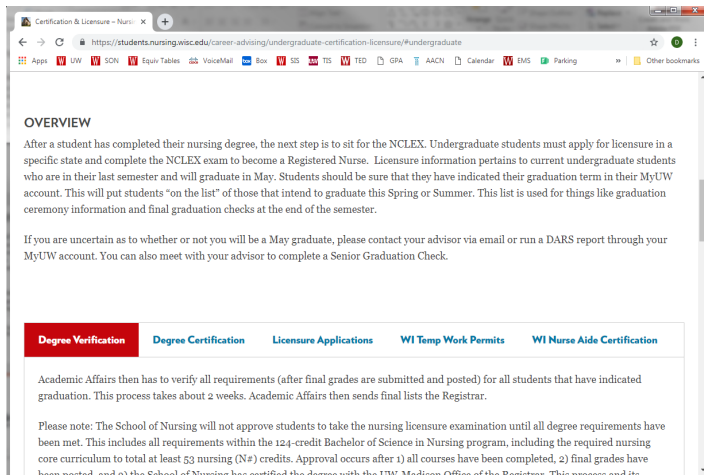
- Decide which state you want to apply for licensure in
 - Let Academic Affairs know by completing the survey
- Ensure degree requirements are complete
- Ensure application requirements are met
 - Most states do not require additional coursework, review individual states requirements
 - i.e. Last year 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 2022/23 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?



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



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