

What is the procedure for authorizing payment to the DHHS Licensure Unit for a participant's occupational/professional exam and licensing fees?

- Authorizing payment for a participant's occupational application, registration, renewal, exam, certification, or licensing fees to the DHHS Division of Public Health, Licensure Unit must be made using an N-FOCUS Provider Authorization. This is for all health and public service licenses. The telephone number is (402) 471-4923.
- The Division of Public Health, Licensure Unit will accept the N-FOCUS Provider Authorization.
- When creating an N-FOCUS service authorization select the service type "Occupational Exam & Licensing Fee" or the short name "Occupation Exam & License". Select the organization or provider by entering the Organization ID# 88640069 or search for the Organization by entering "Division of Public Health Licensure Unit".
- Include on the N-FOCUS Provider Authorization an explanation of what the authorization is for.
- Do not batch mail the Provider Authorization or create a Billing Document.
- If by mail, send the N-FOCUS Provider Authorization along with the application for the exam/registration/renewal/certification or licensing to:
 - Nebraska Department of Health and Human Services
 - Division of Public Health Licensure Unit
 - P.O. Box 94986
 - Lincoln, NE 68509-4986
- If in person, the participant will take the N-FOCUS Provider Authorization along with his/her application to DHHS Division of Public Health Licensure Unit, Nebraska State Office Building, Third floor, 301 Centennial Mall South, Lincoln.

NCLEX Instructions

Please Note: The Division of Public Health Licensure Unit does not provide the exams for nursing professionals as they are only responsible for processing the application for licensing with the Nebraska State Board of Nursing. Do not send the registration for the NCLEX (National Council Licensure Examination) examination or Provider Authorization and Billing Document to Division of Public Health Licensure Unit.

- When creating an N-FOCUS service authorization to pay the National Council of State Boards of Nursing to take the NCLEX examination select the service type of "Occupational Exam & Licensing Fee" or the short name "Occupation Exam & License". Select the organization or provider by entering the Organization ID# 331199 or search for the Organization by entering the name "Council of State Boards of Nursing" and location "Minnesota".
- Include on the Provider Authorization the participant's SSN and explain what the authorization is for.
- Mail the N-FOCUS Provider Authorization and Billing document along with the registration for the NCLEX examination directly to the address listed on N-FOCUS as shown below:

Pearson VUE
NCLEX Workforce Programs
5601 Green Valley Drive, Room 220
Bloomington, MN 55437