

FAQs and Tips for Initial Applications

Q: How long will it take to process my application?

A: That depends on several factors. Each application is date stamped by the people who sort our mail when it arrives. Applications are processed in the order they are received. If your application is not complete, or if the money amount is incorrect, it will be returned to you to correct. Some applications require additional documents, e.g., certified court records, proof of lawful presence in the United States, etc., and are not complete until all required documents have been received.

Q: What can I do to expedite the process?

A: There are several things you can do to help the process;

1. Make sure your application is complete and **EVERY** section is filled out.
2. Be sure to sign and date your completed application.
3. Write your check for the correct amount of money (check the fee schedule on the application). Fees change in May for those license types renewing in that year.
4. Read the instructions carefully so you know the process and what is required of you.
5. If you are an exam candidate remember to include a wallet size color photo of yourself. Use a recent photo that most looks like you.
6. When sending proof of lawful presence (birth certificate, passport, Alien Registration Form – I-551, etc.) do not send originals, send a copy. Originals cannot be returned.
7. Please do not call the office to check on the progress of your application. Each phone call takes time away from processing applications. You will not hear from us unless there is a problem with your application.

Q: I have been licensed in Nebraska as an LPN. Can't you just use all the documents I have already submitted for my RN license?

A: No. They are separate application files.

Q: If I took my prerequisites from another school other than where I graduated, do I have to have those transcripts sent too?

A: Some schools will include the nursing prerequisites from another school on the final transcript. A complete transcript is a requirement for the application so in some cases, we may need to request an official transcript showing nursing prerequisites.

Q: You processed my check, how come I haven't been made eligible to test yet?

A: There are many steps in the processing of an application. One of the first steps is to send the application and check to our accounting department. A checklist is created for each applicant. As required documents arrive, they are checked off the check list. If you are applying for licensure by exam, once we have completely finished processing your application and see that you have registered with Pearson Vue, we will make you eligible for the exam. Pearson Vue will send you the ATT (Authorization To Test) usually by email if you provided one to them. Otherwise your ATT will come by mail. When you receive your ATT it will inform you how to schedule your exam. (*See Eight Steps of the NCLEX below*)

Q: I took my exam, when will I be licensed?

A: We process exam results as quickly as possible in the order they are received. Everyone will receive communication from us in the mail. If you are issued a license, it will be mailed to you.

Q: How will I know if I've been licensed?

A: When your license is issued, it will first appear on the web site (License Lookup). License Lookup is updated every night. You will receive your paper license in the mail shortly after that.

Q: I have had accommodations in school and would like to request accommodations when I take the NCLEX exam. What do I need to do?

A: You need to request accommodations and provide the required documentation at the time you apply to the board for licensure. Documentation you will need to submit includes; 1) a letter from you requesting specific accommodations, 2) a letter from your school indicating what accommodations you had as a student, and 3) a letter from your health care provider with a diagnosis necessitating the accommodations.

The Eight Steps of the NCLEX (from the National Council of State Boards of Nursing)

The process of taking the NCLEX exam can be broken down into eight steps. These steps cover registration and scheduling, eligibility, identification requirements, and results processing.

1. Apply for licensure with one board of nursing (BON) including the licensure fee.
2. Register and pay \$200 with Pearson VUE via the Internet, telephone or by U.S. mail.
3. Receive an Acknowledgement of Receipt of Registration from Pearson VUE.
4. Receive eligibility from the BON which goes directly to Pearson VUE from the board.
5. Receive an Authorization to Test (ATT) letter from Pearson VUE. Candidates must test within the validity dates. There are no extensions.
6. Schedule an exam appointment via the Internet (by accessing your online account) or by telephone (telephone only for international scheduling).
7. Arrive for exam appointment and present your ATT letter and acceptable identification (ID). The only acceptable forms of ID for test centers in the U.S., American Samoa, Guam, Northern Mariana Islands and U.S. Virgin Islands are:
 - U.S. driver's license (Department of Motor Vehicle-issued; if expired, a renewal slip that includes a photograph and a signature must be presented as well);
 - U.S. state identification (Department of Motor Vehicle-issued);
 - U.S. military identification; or
 - Passport.

The only acceptable form of ID for international test centers is a passport.

8. Receive results from the BON approximately four weeks after the exam.