THE ROAD TO NCLEX-RN
Understanding the steps to be eligible to take NCLEX-RN

Learn about the NCLEX-RN registration and testing process!

STEP 1

View the National Council of State Boards of Nursing website, “NCLEX Examinations” page at:  https://www.ncsbn.org/nclex.htm

➢ Download the PDF: “2016 NCLEX Candidate Bulletin”
This 19 page document contains important information including program overview, registering for the exam, scheduling your exam, etc. Many of your questions will be answered in this document.

READ ALL OF THE INFORMATION! GO BACK AND RE-READ IT!
STEP #2

Decide in which state you plan to become initially licensed.

- Apply to that state board of nursing and pay the required fee

**OHIO:**
The Ohio Board of Nursing fee is $75. Other states’ fees vary.

The Ohio Board of Nursing website is: [http://www.nursing.ohio.gov/LicensureInformation.htm](http://www.nursing.ohio.gov/LicensureInformation.htm)

- Download the Ohio “Examination Application Packet” at:
- [http://www.nursing.ohio.gov/forms.htm#ExamEndorseForms](http://www.nursing.ohio.gov/forms.htm#ExamEndorseForms)

**OTHER STATES:**
Review that specific state’s website and download the appropriate application forms. Some states require an online application vs. paper. Each state charges a different application fee. Other states may have additional requirements which might include background checks and fingerprinting (like Ohio) or additional information such as HIV/AIDS (Kentucky).

**NURSE LICENSURE COMPACT:** Some states participate in the Nurse Licensure Compact allowing nurses to have one multistate license, which permits the RN to practice in the home state and in other compact states. Ohio is not currently part of the NLC. For further information, see: [https://www.ncsbn.org/nurse-licensure-compact.htm](https://www.ncsbn.org/nurse-licensure-compact.htm)

Helpful reminder: If your board of nursing application requires a notary seal, DO NOT sign the application until you are in front of the notary!
STEP #3:  
Register for the test – NCLEX-RN (www.pearsonvue.com/nclex) and pay the $200 fee. The NCLEX-RN is taken at a Pearson VUE testing center.

STEP #4
Information YOU need to give Mrs. Gomez  
**Ohio licensure:** give Mrs. Gomez a photo copy of the FRONT PAGE of your completed Ohio Board of Nursing application form. Don’t mail it until you have provided the photo copy.

**Licensure in Other States:** Other states require different documents. One might be a form that the School of Nursing must complete and/or an official Xavier transcript. EITHER WAY, YOU WILL WORK WITH MRS. GOMEZ ON THIS PROCESS.

The School of Nursing submits verification to each state to verify each graduate has successfully completed the program.

*All graduating students work directly with Mrs. Gomez for all of STEP #4. If you want to receive timely test approval, you must submit what the School of Nursing needs!*

The School of Nursing will release your information to the board of nursing once we have verified you have been officially graduated by the University.

Release of your information to the board of nursing will not happen any sooner than May 10, 2016!

Once your graduation verification is received at the board of nursing, it is up to that board to declare you eligible to test and will send you an Authorization to Test (ATT) email.

As soon as you receive your ATT, schedule your test date for NCLEX-RN. Do not delay in setting the appointment, as testing centers fill up quickly. However, do give yourself enough time to prepare for the test.
BSN STUDENTS ONLY

XU BSN CODE: US20500900  DO NOT USE ANY OTHER NUMBER!

BSN Date of Entrance: If you entered nursing directly from high school and took Nurs 130 Ways of Knowing in fall, 2012, your entrance date is:
August 20, 2014
➢ If you changed your major INTO nursing, you must list the semester in which you took your FIRST nursing class (i.e., Nurs 130 or Nurs 132). See Mrs. Gomez for that date!

BSN Date of Completion: The graduation date to use on your application is:
May 6, 2016. Do NOT use the date of commencement!

MIDAS STUDENTS ONLY

XU MIDASCODE: US20500000  DO NOT USE ANY OTHER NUMBER!

MIDAS Date of Entrance: If you entered with the fall, 2014 cohort, your entrance date is:
August 24, 2014

If you entered prior to fall, 2014, SEE Mrs. Gomez for the correct date!

MIDAS Date of Completion: The graduation date to use on your application is:
May 6, 2016. Do NOT use the date of commencement!

TESTING ACCOMMODATIONS

If you are a student who has documented testing accommodations from the XU Learning Assistance Center, it is your responsibility to contact Dr. Susan Schmidt before the end of December. Dr. Schmidt needs to submit a letter to that board of nursing indicating your need for special testing accommodations. If you do not follow through with this, no special accommodation will be made for you at the testing center.
The background check you had done in the summer/fall was sent to the Ohio Board of Nursing (assuming you did as instructed). Ohio requires (other states might also require) a criminal records check within the year prior to application for licensure.

**If you are seeking licensure in Ohio and your background check will be over one year old when you apply for licensure,** you need to be fingerprinted again (BCI & FBI) which you can do at XU Police and charge it to your bursar account if you are still a student here. **Request that the report be sent to:**

**Ohio Board of Nursing**  
**17 South High Street Suite 400**  
**Columbus, Ohio 43215**  

XU Police 745-2000. Fingerprinting web page detailing what to bring, cost, etc.:  
[www.xavier.edu/police/Civilian-Background-Check-or-Fingerprinting.cfm](http://www.xavier.edu/police/Civilian-Background-Check-or-Fingerprinting.cfm)

**If you are seeking licensure in a state other than Ohio,** follow that state’s board of nursing requirements. Does that state require a background check (BCI & FBI)? How recent must it be? Must you be fingerprinted in that state? If you can be fingerprinted in any state, XU Police will do it, but you MUST have the address of that state’s board of nursing (report can be sent to only one board). Each report requires new fingerprints so if you need a report for a state other than Ohio, your recent one will not qualify.

Get fingerprinted in February or March if you need another background check or if you are seeking licensure in another state that requires it.

- If you are getting a background check at a location other than XU Campus Police, see [www.webcheck.ag.state.oh.us/webcheckcommunity.htm](http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm)

Choose a location that has NWC listed after the name. Those are the only locations that offer both the civilian (BCI) and the federal FBI check. Call the facility before you go to determine the cost and to ensure they can accommodate you when you arrive.
The School of Nursing strongly advises students to take a review course AND to focus on the test. Celebrate AFTER the test is over!

*Remember, your future rides on your ability to pass the test and practice as a registered nurse.*

Questions regarding the process? See Mrs. Marilyn Gomez, Gomez@xavier.edu

Questions regarding background checks? See Mrs. Nancy McDonald, Mcdonald@xavier.edu