

NCLEX/PEARSON VUE APPLICATION INFORMATION

Revised September 2013

Read the following carefully and convey the information to your students.

Students have 60 days from the date of completion to:

1. Apply to this office for licensure,
2. Schedule with Pearson VUE to write the examination,
3. Write the examination.

Applicants who do not accomplish all of the above in the allotted 60-day period will be required to pay an expired exam fee. Please note that the 60 days is counted from the date the students finish your program. This date is taken from the transcripts you submit. Be sure that this date is accurate and that it is in fact the date the students have completed all course work and make-up work. Do not use the date of your formal graduation ceremony, unless it happens to be the same date the students completed course work or unless participation in that ceremony is a completion requirement.

Do not submit any transcript/application until and unless the student has fulfilled all of your graduation requirements. The transcript is an official document in which you attest that the graduate has successfully completed course requirements.

Students **should register** with Pearson VUE at least **two weeks** BEFORE program completion. Pearson VUE will email each student a proof of registration letter verifying receipt of the NCLEX registration form.

Each graduate's transcript, First Time Writers application, signed photo, exam application fee, and ADA packet (if applicable) must be bound by binder/paper clip. (NO STAPLES!) Whenever possible, submit these records in batches - the entire class should be submitted together. However, do not hold up a class for more than a few days to accommodate procrastinators. Those records can be sent in separately. If a graduate is testing in another state, you must still submit that graduate's transcript to this office.

TRANSCRIPT CHECK LIST:

- Admission, withdrawal, re-admission dates filled in accurately
- Completion date filled in
- Grades - none below 80 or "C", none missing (advanced credit must be designated, no blank spaces) subjects with a clinical and/or lab component must show the clinical and/or lab grade, all letter grades used are identified in the grading legend, semester course taken/completed recorded on transcript.
- Hours - none missing, total is correct
- School Seal is stamped and school official has signed
- Evaluation form on file (previously submitted by school)

LICENSURE APPLICATION CHECK LIST:

- **Campus name** is recorded on First Time Writers application.
- Graduate photo (only one needed) signed on the back by applicant AND instructor
- Fee (payable by money order) each applicant **must** have **individual** money order attached
- ADA form (if applicable)
- Check to make sure that student has registered with Pearson VUE BEFORE submitting their First Time Writers application/packet.