



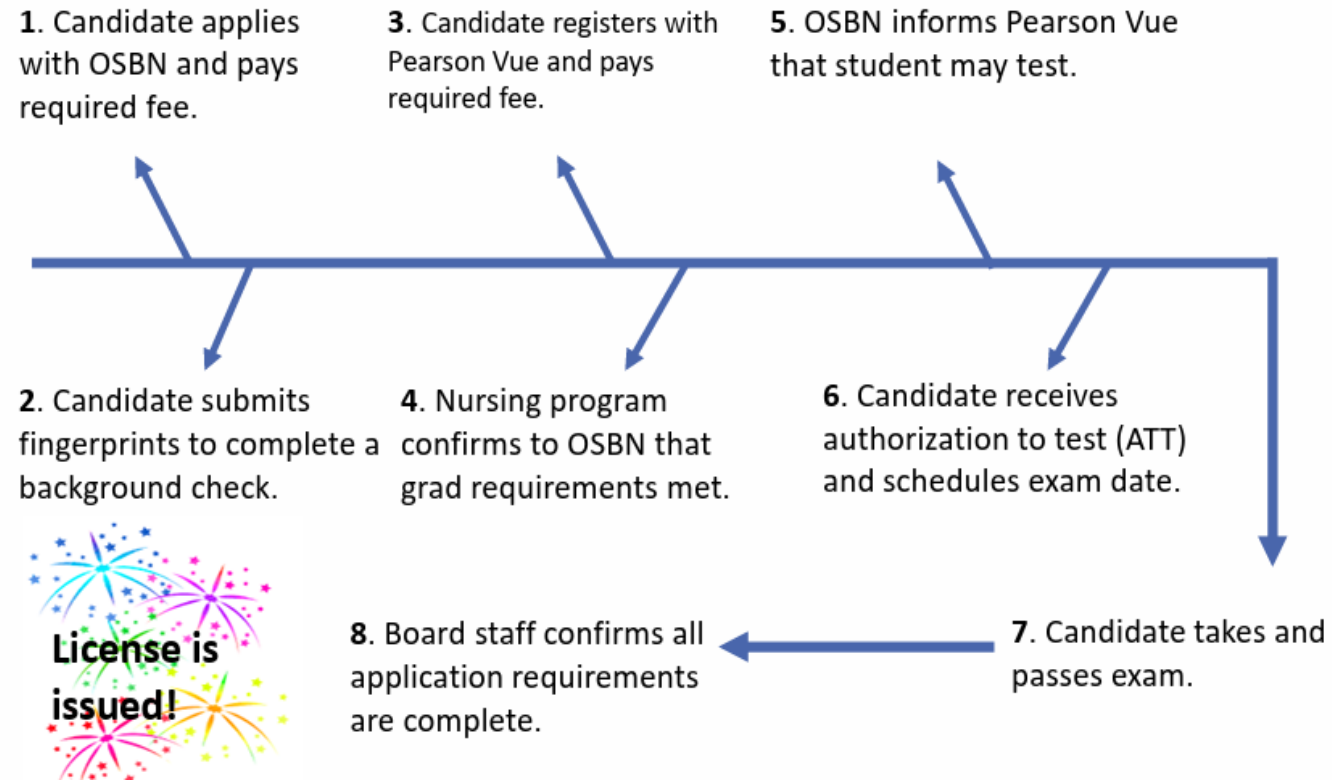
Oregon State Board of Nursing

Application Process to License By NCLEX

Revised April 2024

OSBN Application Process

- **Eligibility:** Applicants for initial licensure by examination (those not previously licensed in another state or country) shall be permitted to test up to **two years following graduation.**



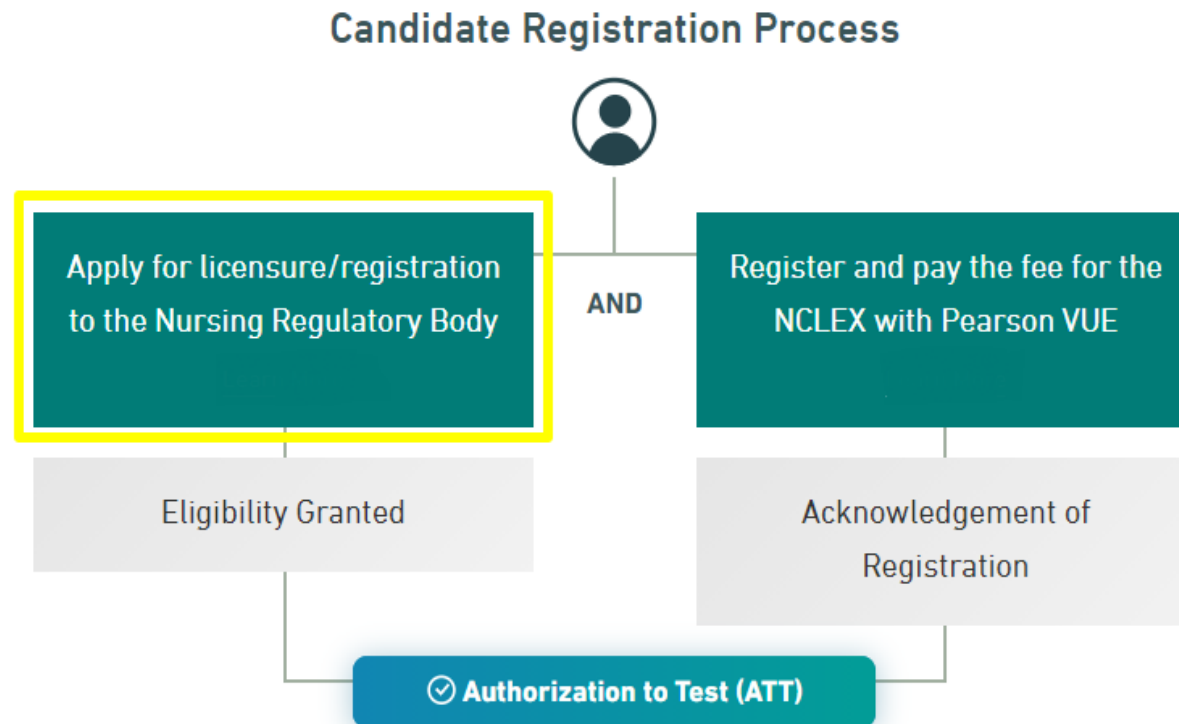
NCLEX Resources

- [Home | NCLEX](#)
- [Prepare | NCLEX](#)
 - You can preview what the NCLEX looks like, and see a sample case study
- [Test Plans | NCLEX](#)
 - This is the breakdown of the different content areas on the exam!
- [Exam Publications | NCSBN](#)

OSBN Resources

- [Oregon State Board of Nursing](#)
- [Pain Management Continuing Education \(CE\) : State of Oregon](#)
- [Cultural Competency Continuing Education \(CE\) : State of Oregon](#)

Overview of the Process



IMPORTANT! You should apply with OSBN before you register with Pearson Vue or your registration status may not sync with OSBN.

Nurse Portal Login

- <https://osbn.boardsofnursing.org/orbn>

The screenshot shows the login page for the Nurse Portal, divided into two main sections: "Create a new account" and "Already have an account?".

Create a new account

- Don't have an account?**
Create an account to apply for a license or maintain your existing license.
Create an Account (button)
- Didn't receive the verification email after registering?**
Note: Registration link in the verification email is only valid for 24 hours. If you have exceeded this time, please restart the registration process.
 1. Check your Spam, Junk, Trash, Deleted Items, or Archive folder.
 2. Resend the verification email.
Resend Verification Email (button)
 3. If you are still not getting the verification email read our more [Detailed FAQs](#) or [contact us](#)

Already have an account?

Authorized User Sign In

Email Address (required)

Password (required)

[Forgot your password?](#)

Sign in using our secure server (button)

Annotations:

- A blue arrow points to the "Create an Account" button.
- A red box highlights the text: "Make sure to use your legal name when creating account".
- A blue arrow points to the "Sign in using our secure server" button.

- New to Register? Click on “Create an Account”.
 - Or log in with your email address and password if you already have created an account.
 - Once you log in, the system will route you to your account Dashboard.

OSBN Resources

1. Update your contact information
2. Submit a legal name change
3. Check the status of a submitted application

4. Download a copy of your application
5. Search the NCLEX Resources section
- 6. Submit a license application**

The screenshot shows the OSBN Nurse Portal Dashboard. On the left, there is a user profile for 'STUDENT, NURSING' with contact information and a 'Manage Profile' link. Below that is a 'Message Center' showing '0 new' messages. At the bottom left, a 'Payments Nurse Portal Dashboard' shows 'Overdue Payments Total' and 'Upcoming Payments Total' both at '\$0.00'. The main content area features a blue notification banner about fingerprint requirements, a welcome message, and a section titled 'Your Licenses with OSBN'. In this section, there is a table with columns for License Number, License Type, License Granted Date, License Expiration Date, and License Status. Below the table, it states 'No licenses found'. A red box highlights the 'Apply for License' button in the top right corner of the 'Your Licenses with OSBN' section, with a red arrow pointing to it from the right. At the bottom of the dashboard, there is a section for 'Your License Applications in Process'.

☆ All applicants for a new license type or reactivation of a license must provide fingerprints for a state and federal criminal history record check. [Click for information on Fingerprint Requirements.](#)

Welcome to the Oregon State Board of Nursing Nurse Portal Dashboard. You may use this portal to submit an application, check the status of an application, renew a license, update your name or address, and use the Message Center to communicate with Board staff.

Your Licenses with OSBN [Apply for License](#)

License Number	License Type	License Granted Date	License Expiration Date	License Status
No licenses found				

License data provided by the OSBN State Board of Nursing

Your License Applications in Process

Finding the correct license application...

STUDENT, NURSING

Apply for License

Licenses and Applications with OSBN

- ▶ Nurse Intern License - Needs Exam
- ▶ RN Endorsement - International Nursing Education
- ▶ RN Endorsement - U.S. Nursing Education
- ▶ RN/LPN By Exam - International Nursing Education
- ▶ **RN/LPN By Exam - U.S. Nursing Education**
- ▶ RN/LPN Exam - Retake Application

Applications provided by the OSBN State Board of Nursing.

For more information, please contact [Nursys e-Notify Support](#).

- ▶ Nurse Intern License - Currently An Active Oregon CNA
- ▶ Nurse Intern License - Needs Exam
- ▶ RN Endorsement - International Nursing Education
- ▶ RN Endorsement - U.S. Nursing Education
- ▶ RN/LPN By Exam - International Nursing Education
- ▶ **RN/LPN By Exam - U.S. Nursing Education**
- ▶ RN/LPN Exam - Retake Application

Applications provided by the OSBN State Board of Nursing.

Don't see the application you're looking for? Select (Other Applications button)

Other

▶ RN/LPN By Exam - International Nursing Education

▼ RN/LPN By Exam - U.S. Nursing Education

Click to apply if you are going to graduate from, or have graduated in the last two years from an RN/LPN nursing program in Oregon or another state and have never been licensed as an RN/LPN. You must pass the NCLEX exam to be issued an Oregon License.

- LPN
- RN

 Pick One

▶ RN/LPN Exam - Retake Application

Applications provided by the OSBN State Board of Nursing.

Fingerprint Information (on the Application)

IMPORTANT:

Fingerprinting is required for this application: If the instructions below are not followed correctly, board staff cannot review your background check information, and you will need to have your fingerprints taken again.

The state of Oregon contracts with Fieldprint Inc. to collect digital fingerprint images from applicants for the background check process.

Fieldprint Inc has collection sites in every state. If you are within 75 miles of a collection site, you must visit a Fieldprint Inc location to submit your fingerprints. If you are over 75 miles away from a Fieldprint Inc collection site, please contact us for an alternative process.

Applicants may have their fingerprints imaged by appointment only at any Fieldprint collection site across the country. Use this link <http://www.fieldprintoregon.com> to register (do not use other Fieldprint sub-sites), and then enter the code **FPORBoardNursingDAS** when prompted, and schedule an appointment on Fieldprint's website. Please submit your prints promptly; the timeline for results to be generated, returned to, and reviewed by board staff is unpredictable and can, in some cases, exceed 12 weeks.

Again, the code **FPORBoardNursingDAS** must be used when you schedule your fingerprinting appointment to ensure the background check reaches the board for review.

Next

Cancel

- Fingerprint Takeaways:

- **Website:** www.fieldprintoregon.com
- **Code:** FPORBoardNursingDAS

DO NOT complete fingerprints prior to submitting your application! If you do, we will not be able to match the results to your application and you will need to pay to have them taken again.

License Application Type

RN/LPN By Exam - U.S. Nursing Education (RN)

The screenshot shows a web interface for a license application. On the left is a navigation menu with items: 'License Application' (selected), 'View Instructions', 'License Application Type' (checked), 'General Information', 'Eligibility Questions', 'Education History', and 'NCLEX Information'. A blue arrow points from the 'View Instructions' button to a red-bordered text box. The main content area is titled 'License Application Type' and contains a 'Select License Type' section with two dropdown menus: 'License Type' (set to 'RN') and 'Application Type' (set to 'RN/LPN By Exam - U.S. Nursing Education'). Blue arrows point from these dropdowns to another red-bordered text box. At the bottom, there are four buttons: 'Save and Continue', 'Save and Return to Home', 'Cancel', and 'Discard Application'. The 'Save and Continue' and 'Save and Return to Home' buttons are highlighted with red boxes.

If you click on instructions, you will populate the instructions from the last screen. It will have the background/fingerprinting website and code.

Ensure these are correct. If you selected the wrong application, discard and start over.

Save and Continue **Save and Return to Home** Cancel Discard Application

Enter Your Information

RN/LPN By Exam - U.S. Nursing Education (RN)

1 License Application 2 Preview & Submission 3 Fee Payment 4 Confirmation Receipt

[View Instructions](#)

License Application Type	<input checked="" type="radio"/>
General Information	<input checked="" type="radio"/>
Eligibility Questions	<input type="radio"/>
Education History	<input type="radio"/>
NCLEX Information	<input type="radio"/>

General Information

A U.S. SSN is required if applicant has been assigned one. If you have not been assigned an SSN, you must select one of the following identification options.

- (a) A current passport and US Visa showing the entitlement to work in the United States such as an H1B Visa, I-766 or other current federal government form authorizing the individual to work in the US.
- (b) If the applicant is attending school on an F1 visa, they must provide a copy of a valid I94 and I20 which has been signed by the designated school authority.
- (c) Tax identification number
- (d) Other federally issued identification number

Note: If your SSN is currently on file with the Board or if you have provided your SSN at the time of creating your Nurse Portal account, you will not be prompted to provide your SSN in the Identifying Information section below.

Demographic Information

Full Legal Name
Required

First Name (required)

NURSING

Middle Name (required)

A

Last Name (required)

STUDENT

[Request Name Change](#)

Maiden Name

1 License

View Ins

License A

General

Eligibility

Education

NCLEX I

1) I confirm that I have completed two hours of cultural competency education in the past two years per legislative requirement. I am able to provide evidence of completion upon request. (required)

To continue your application, you must have completed two hours of cultural competency continuing education in the past two years and attest below. Please contact the Oregon Health Authority if you need help locating education.

Cultural Competency Continuing Education

2) Please input the date (mm/dd/yyyy) you completed the Pain Management Education Course (more details available at <https://www.oregon.gov/osbn/Pages/pain-management.aspx>). (required)

mm/dd/yyyy



To continue your application, you must have completed two hours of cultural competency continuing education in the past two years and attest below. Please contact the Oregon Health Authority if you need help locating education.

Cultural Competency Continuing Education

2) Please input the date (mm/dd/yyyy) you completed the Pain Management Education Course (more details available at <https://www.oregon.gov/osbn/Pages/pain-management.aspx>). (required)

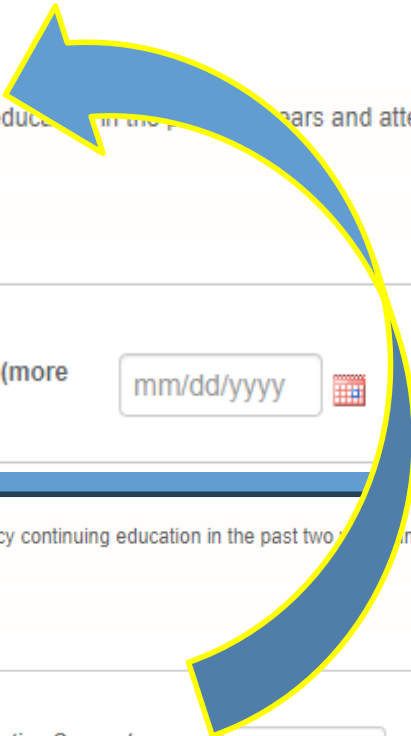
mm/dd/yyyy



Updated 4/22/2024

Eligibility Questions

If your program did not cover cultural competency & pain management requirements, there are modules linked on the OSBN homepage



Eligibility Questions

Eligibility Questions

Read each question carefully and select a "no" or "yes" answer. If you answer "yes" to a question, you are required to enter a detailed explanation in the box provided. Any false, misleading, or incomplete information is considered falsifying an application and is grounds for denial of your application or discipline on your license/certificate. You must provide OSBN with any updates to information required in this application while it is pending.

4) In the last two years, have you been diagnosed with or treated for a substance use disorder? If yes, include your sobriety date in your explanation. (required)

Yes

You may answer NO if: You are currently enrolled in Oregon's Health Professionals Services Program (HPSP) as a Self-Referral. "Self-Referral" means that you have independently and voluntarily enrolled in HPSP, and are being monitored. If you have had a Board investigation that resulted in your enrollment, you must answer YES.

If you answered YES to this question, describe your alcohol/drug use history and details of any treatment you have undergone with relevant dates. Provide any available documentation of your sobriety (e.g. letters, program records, or certificates of completion) if applicable.

Describe your alcohol/drug use history and details of any treatment you have undergone with relevant dates. Provide any available documentation of your sobriety (e.g. letters, program records, or certificates of completion) if applicable.

Supporting Documents: (optional)

Upload

Explanation (required)

If you answer yes to any of these questions an explanation box will populate with an option to upload any supporting documentation.

Education History

Be very intentional about this page. If you enter any of the fields incorrectly you will not populate to your schools approved list. This will delay your licensure.

RN/LPN By Exam - U.S. Nursing Education (RN)

1 License Application 2 Preview & Submission 3 Fee Payment 4 Confirmation Receipt

View Instructions

- License Application Type ✓
- General Information ✓
- Eligibility Questions ✓
- Education History**
- NCLEX Information

Education History

Provide information for the nursing education you completed that makes you eligible to sit for the NCLEX examination in Oregon. If you have not yet graduated, list the anticipated date.

Nursing Education

Remove

State (required)
Please Select

Program Type
Please Select

Program Name (required)
Please Select

Education obtained Education Status (required) Degree Obtained (required)
Please Select Please Select

+Add

Education Basis for Licensure

Please select the educational basis you meet for licensure. If your nursing program is not in this list, please return to Education and enter your education information.

Please indicate your Education Basis for Licensure (required)
Please Select

If you have prior education on file with OSBN, you may need to +Add education to continue.

Education History

Program Name (required)
OHSU - LAGRANDE - BS - LAGRANDE [US80500200]

Program Address 1 University Blvd
LaGrande - OR - 97850

Education obtained Education Status (required) Degree Obtained (required)
Expected Graduation Baccalaureate Degree-Nursing

Attended From (required) Expected Graduation Date Expected Graduation Date (required)
05/09/2023 Format MM/DD/YYYY MM/YYYY 06 / 2023

These fields should match.

+Add

Education Basis for Licensure

Please select the educational basis that you meet for licensure. If your nursing program is not in this list, please return to Education and enter your education information.

Please indicate your Education Basis for Licensure (required)
OHSU - LAGRANDE - BS - LAGRANDE [US80500200]

Previous

Save and Continue

Save and Return to Home

Cancel

Discard Application

1 License Application

2 Preview & Submission

3 Fee Payment

4 Confirmation Receipt

[View Instructions](#)License Application Type General Information Eligibility Questions Education History NCLEX Information

NCLEX Information

Complete all required fields. When you are finished entering information, click "Save and Continue" to proceed.

NCLEX INFORMATION CANDIDATE RESOURCES: available at <https://www.ncsbn.org/nclex.htm> CANDIDATE REGISTRATION: Do not send the NCLEX registration form and fee to the Oregon State Board of Nursing. Materials must be sent directly to Pearson VUE. After you register for NCLEX, you will receive acknowledgment of your registration directly from Pearson VUE. After the Oregon State Board of Nursing notifies Pearson VUE of your eligibility to test, you will receive an Authorization to Test (ATT) directly from Pearson VUE to the email address that you provide to them during registration. AUTHORIZATION TO TEST (ATT): is valid for 90 days and can't be extended.

Have you ever taken the NCLEX®? (required)

 Yes No

Testing Accommodations

Indicate if you require testing accommodations (required)

 Yes No

Testing Accommodation

In compliance with the federal Americans with Disabilities Act (ADA), applicants who have a documented disability related to testing may be provided with reasonable accommodations to take licensing and/or certification examinations. Before submitting your request, review the Frequently Asked Questions (FAQ's) document on testing accommodations for the type of license/certificate you are applying for. This will help to ensure you are submitting a complete request. Both documents are available on the OSBN website under OSBN Frequently Asked Questions at: <https://www.oregon.gov/OSBN/Pages/FAQs.aspx>

If you are requesting that reasonable accommodations be provided to take the NCLEX-RN® and/or NCLEX-PN®, please download the "Oregon State Board of Nursing Request for Testing Accommodations" form by accessing: https://www.oregon.gov/osbn/documents/Form_LIC-614.pdf Please complete and submit the form as directed.

Registration with Pearson Vue must be in place before reasonable accommodations can be approved. Candidates requesting reasonable accommodations will not be approved to take the NCLEX-RN® or NCLEX-PN®, or receive an online authorization to test until the reasonable accommodations for testing have been approved by the Board of Nursing.

Upload Special Accomodation for NCLEX Request Form (required)

If you need testing accommodations this is the place to upload your approval form.

You must upload with your application to be able to use on the NCLEX!

Preview and Submission

- 1 License Application
- 2 Preview & Submission
- 3 Fee Payment
- 4 Confirmation Receipt

Preview & Submit License Application

If you click on instructions, you will populate the instructions from the first screen. It will have the background/fingerprinting website and code.

Preview

▶ Instructions

License Application Type [Edit]

License Type: RN
Application Type: RN/LPN By Exam - U.S. Nursing Education

General Information [Edit]

Demographic Information

Salutation:
Full Legal Name Required: NURSING A STUDENT
Maiden Name:

Identifying information

Tax Identification Number:
VISA Number:
VISA Issue Date:
VISA Expiration Date:
What is your Gender?: Female
What is your Race?: White/Caucasian
Are you of Hispanic or Latino origin? No

Contact Information

(Also Mailing Address) 555 Main street 555
Salem OR 97317
UNITED STATES

Phone Number(s)

Cell: (503) 555-6789 (Primary Phone)

Shared Information

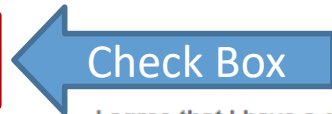
I opt-in to share my name and address with non-state agencies or for non-public health planning purposes:

Eligibility Questions [Edit]

Ensure all your information is correct. If it's not, click on "Edit" for that section and fix it.

Updated 4/22/2024

Preview and Submission



Application Confirmation

I agree that I have a duty to provide the Oregon State Board of Nursing with any updates to information required in this application while it is pending.

I hereby certify that I have read this application and that the information provided is true and correct. I have personally completed this application.

I am aware that falsifying an application, supplying misleading information, or withholding information is grounds for denial or discipline of license/certification.

I am aware that the Oregon State Board of Nursing will conduct criminal records checks through the Oregon Law Enforcement Data System (LEDS) and/or the Federal Bureau of Investigation (FBI).

I agree that any fees I pay to the OSBN are non-refundable.

I agree that I am responsible for any fees paid and certify that I am submitting the correct application.

I agree that this application and any supporting documentation I provide (including transcripts and training certificates) are public documents subject to Oregon public records laws.


Application Fee

Application:	RN/LPN By Exam - U.S. Nursing Education	
Application Fee Amount:	RN Exam	\$160.00
	OCN Fee	\$9.00
	Total:	\$169.00



Be sure to submit your application AND make your payment. Once you select make payment you will be logged out of ORBS.

Fee Payment for Application



Payment Type **Customer Info** Payment Information Submit Payment

SKU	Description	Unit Price	Quantity	Amount
10544	RN Exam	\$160.00	1	\$160.00
10540	OCN Fee	\$9.00	1	\$9.00
Total				\$169.00

Transaction Summary

RN Exam	\$160.00
OCN Fee	\$9.00
TOTAL	\$169.00

Payment Type ✔

Credit/Debit Card

Customer Information

Complete all required fields [*]

Country *

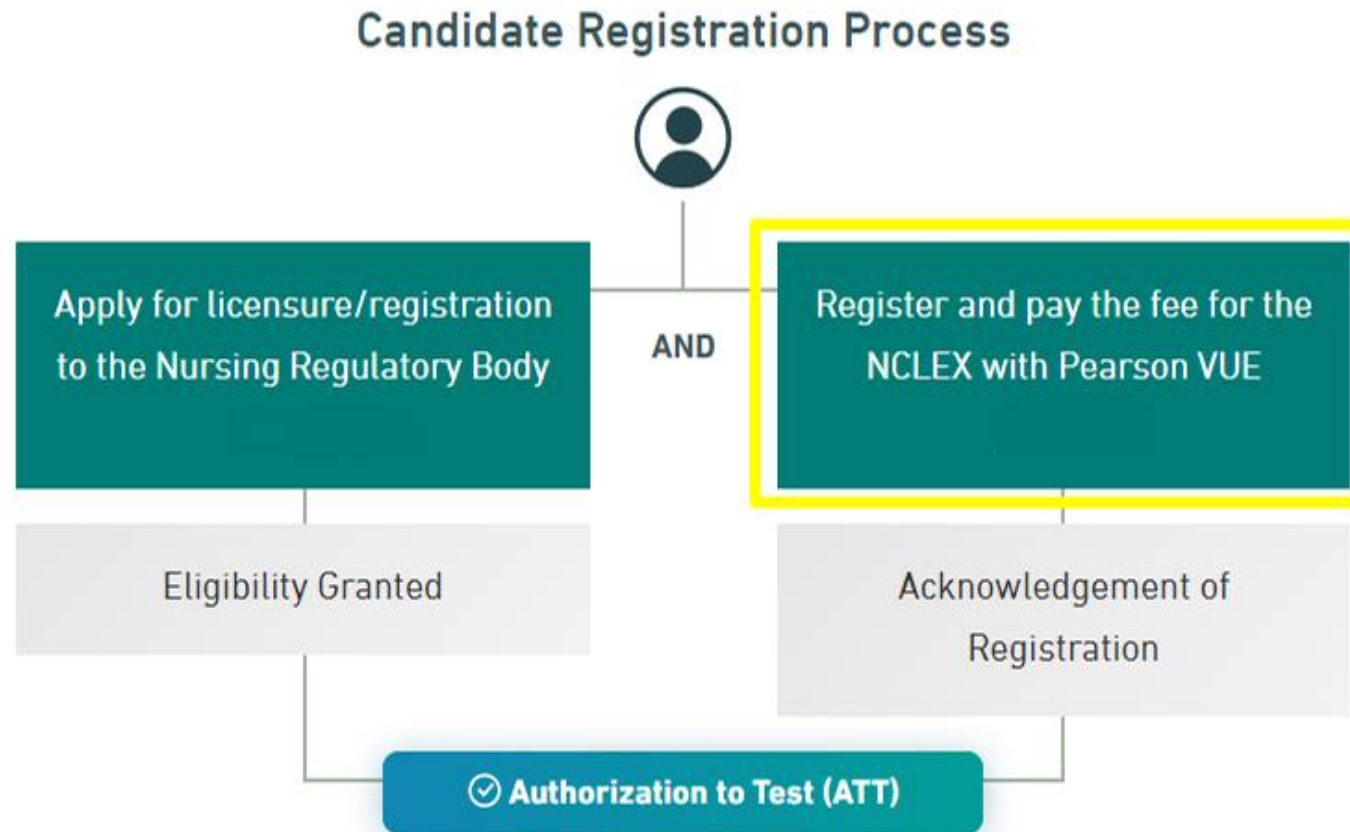
First Name * Last Name *

Company Name

Need Help?
Complete the Customer Information section and click Next.

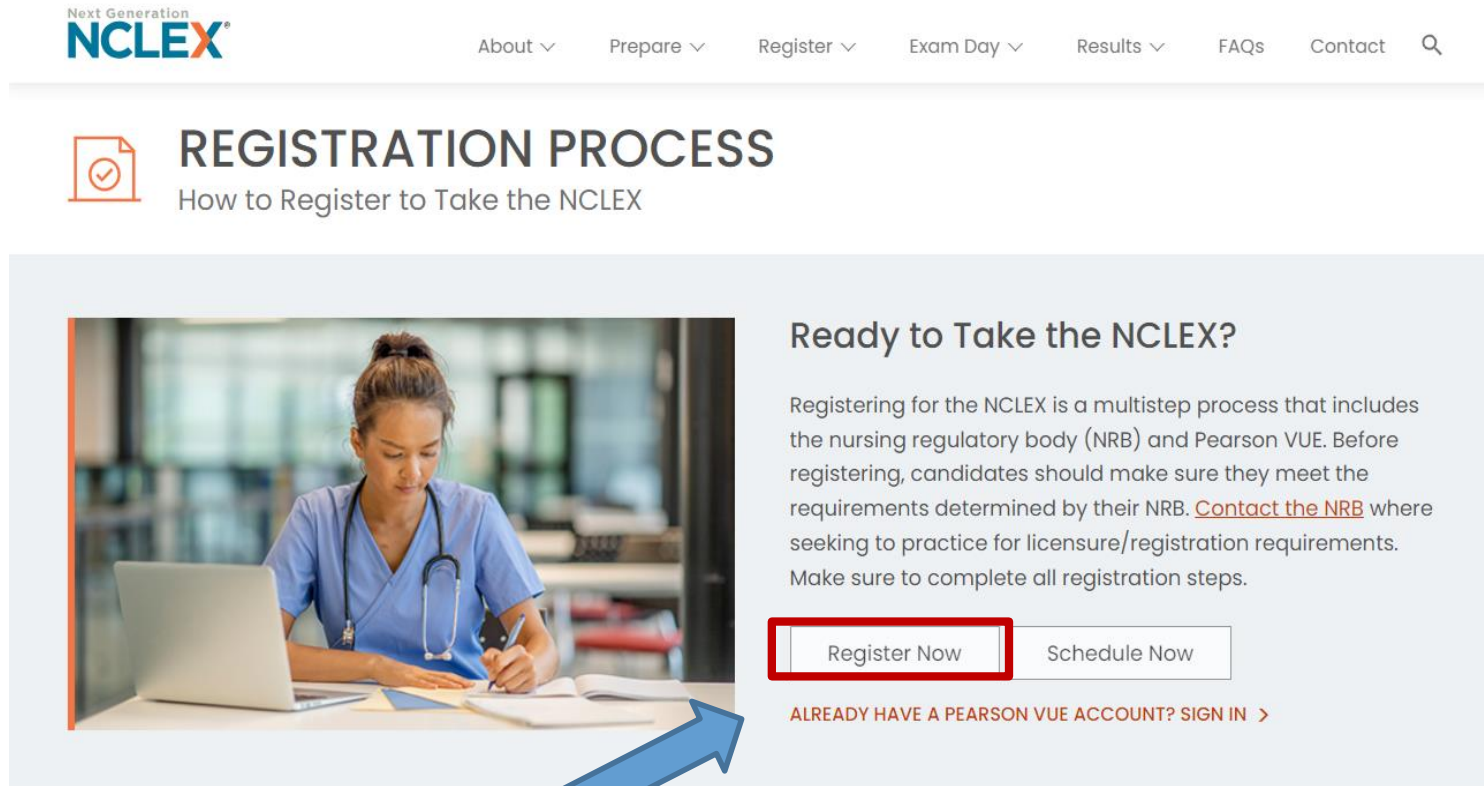
If you have a third-party payer there is no way for the OSBN to bill them. You must pay on this page.

Overview of the Process



Registering for the NCLEX


- [Register | NCLEX](#)




The screenshot shows the NCLEX website's registration process page. At the top is the NCLEX logo and a navigation menu with links for About, Prepare, Register, Exam Day, Results, FAQs, and Contact. Below the navigation is a section titled "REGISTRATION PROCESS" with a sub-header "How to Register to Take the NCLEX". The main content area features a photograph of a nurse in blue scrubs working at a laptop. To the right of the photo is the heading "Ready to Take the NCLEX?" followed by a paragraph explaining the registration process. Below the text are two buttons: "Register Now" (highlighted with a red border) and "Schedule Now". At the bottom of the content area is a link: "ALREADY HAVE A PEARSON VUE ACCOUNT? SIGN IN >". A large blue arrow points from the bottom left towards the "Register Now" button.

Next Generation
NCLEX[®]

About ▾ Prepare ▾ Register ▾ Exam Day ▾ Results ▾ FAQs Contact 🔍

 **REGISTRATION PROCESS**
How to Register to Take the NCLEX



Ready to Take the NCLEX?

Registering for the NCLEX is a multistep process that includes the nursing regulatory body (NRB) and Pearson VUE. Before registering, candidates should make sure they meet the requirements determined by their NRB. [Contact the NRB](#) where seeking to practice for licensure/registration requirements. Make sure to complete all registration steps.

[Register Now](#) [Schedule Now](#)

[ALREADY HAVE A PEARSON VUE ACCOUNT? SIGN IN >](#)

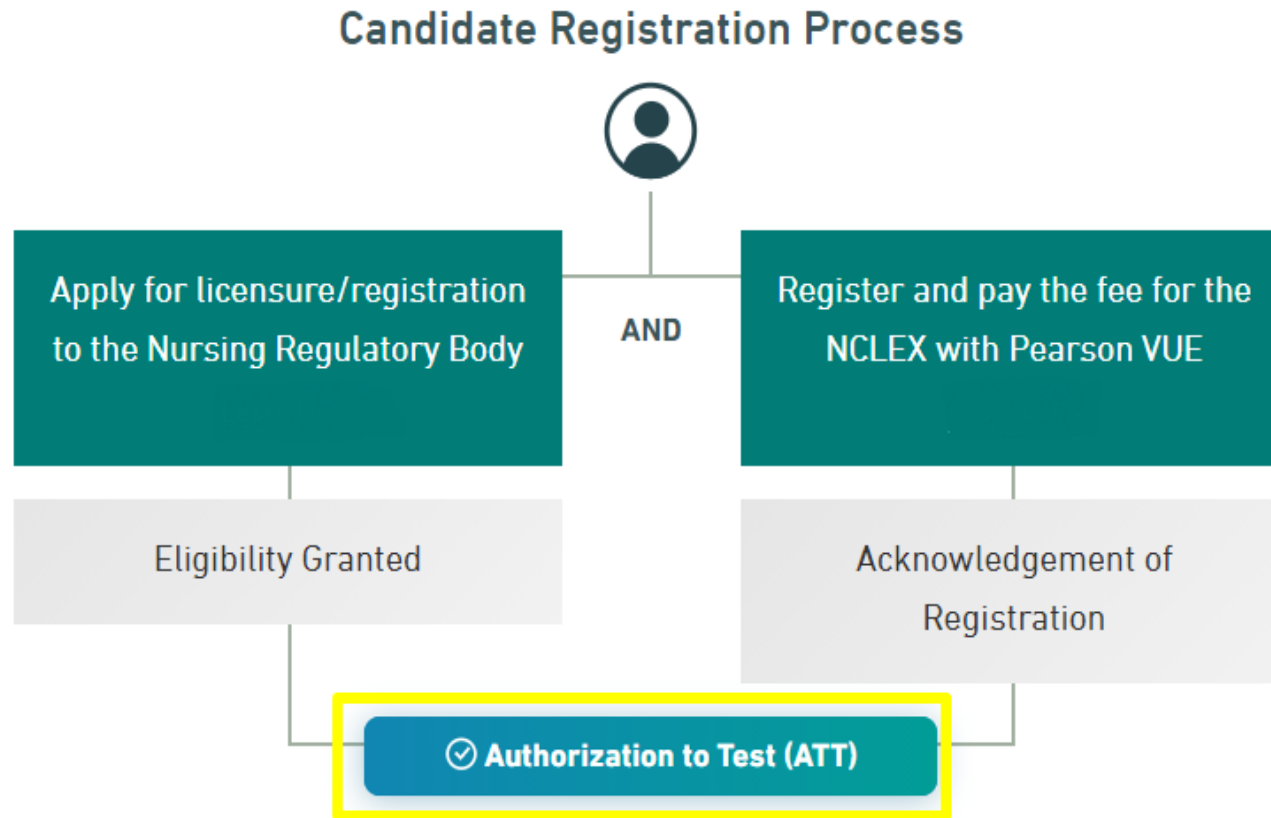
Pearson VUE registration details

- **Register only when you are ready!**
 - The 90-day clock starts the moment you receive your ATT.
- Register with your full **legal name** as shown on your government issued ID.
- Use a **personal email address** – not your school email.

IMPORTANT!

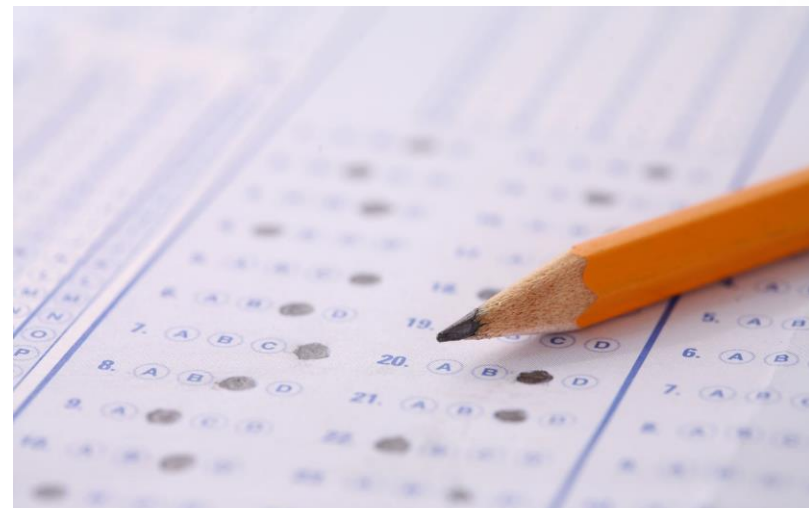
- Select the correct Nursing Program from which you graduated.
- Select the correct Nursing Regulatory Body from which you are seeking licensure.
 - *Selecting the wrong NRB will delay your ability to exam!

Overview of the Process



Authorization to test

- You will receive your ATT (Authorization to Test) by email from Pearson Vue *pending confirmation from your nursing program* that you meet grad requirements.
- ATTs are good for **90 days**
 - You can only schedule within your ATT validity period.
 - Dates cannot be extended for any reason.
- Must have your ATT to view available exam dates.
- You can schedule at any national or international Pearson Vue test center.
- 46 day waiting period between exam attempts.



Exam Day Check In

- If the first or last name on the ATT differs from the name on the presented ID, candidates must bring legal name-change documentation to the test center on the day of the test. If the ID does not meet these requirements.
 - Pearson VUE test administrators have the right to turn the candidate away
 - May result in the candidate having to reregister and pay another examination fee.
- If you get turned away at the testing center you will be charged \$200 to reschedule your test

Exam Day Check-In



- Biometric identity confirmations are required
- Palm vein scan done
- Photo taken
- Must sign in electronically
- A locker is provided – must bag phone/electronics
- Ear plugs or noise canceling headphones are available
- You may wear mask and gloves if desired

NCLEX Results

PASS:

- If you meet all application requirements. Your license will be issued, and you will receive an email confirming license number and expiration date. (Within 3-5 business days of exam date)
- You can work as soon as you have a license number!



NCLEX Results

FAIL:

- You will receive a failure notice with your Candidate Performance Report and instructions for exam re-scheduling
 - Look in the Message Center in your Nurse Portal in 3-5 days
- The Report identifies your relative strengths and weakness related to each test areas. Review and study for your next examination!
- Before you can re-exam, you will need to
 - 1) Submit the RN/LPN Exam- Retake Application (\$25 fee), and
 - 2) Re-register with Pearson Vue and pay the \$200 registration fee.
- You have unlimited attempts within your **two year eligibly period**.
- You will need to wait a minimum of 46 days between each exam.



How long will it take to get my license?

It depends on you!

Steps:

1. Apply with OSBN
2. Fingerprints
3. Register with Pearson Vue
4. Pass the NCLEX
5. Complete all application requirements

**The timeline is different for each person!
Applications cannot be expedited.**

Questions?





Thank You and Good Luck!