Oregon State Board of Nursing:

Application Process for License By NCLEX

Updated January 2026

Presentation content is based upon Oregon Revised Statutes (ORS) 678.010 to 678.410, Chapter 851 Oregon Administrative Rules (OAR), and OSBN Interpretive Statements. The information that is shared today, is intended for general knowledge only, is not to be used as a substitute for accessing and reading the ORS 678.010 to 678.410 or Chapter 851 OARs directly and is not legal advice on Oregon Nursing Law

Licensing and Fees

Eligibility: Applicants for examination are permitted to test up to **four attempts.**

Apply for License and Pay Required Fees

Get Fingerprints Taken

Register for NCLEX with Pearson VUE

Graduate! Program confirms in the Affidavit of Graduation (AOG)

OSBN makes you eligible to test

Pearson VUE issues Authorization to Test

Schedule, take, and pass the NCLEX

Board staff confirms all requirements complete

License is issued!

NCLEX Resources

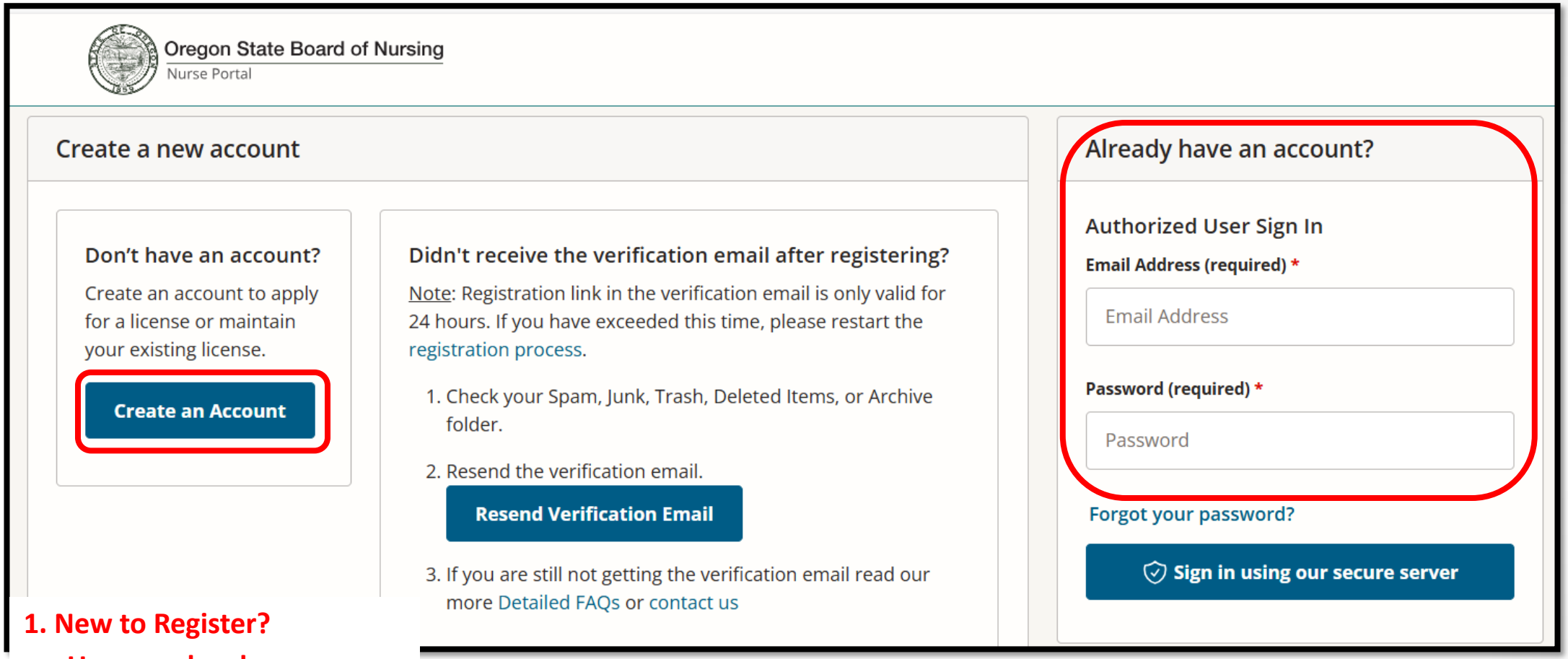
- NCLEX – Home page
- NCLEX – Prepare with sample case study
- NCLEX – Test plans with content area breakdowns
- NCSBN – Exam publications

OSBN Resources

Oregon State Board of Nursing

Pain Management Continuing Education

https://osbn.boardsofnursing.org/orbn



1. New to Register?

- **Use your legal name when creating an account.**
- **Use a personal email address to create your account**

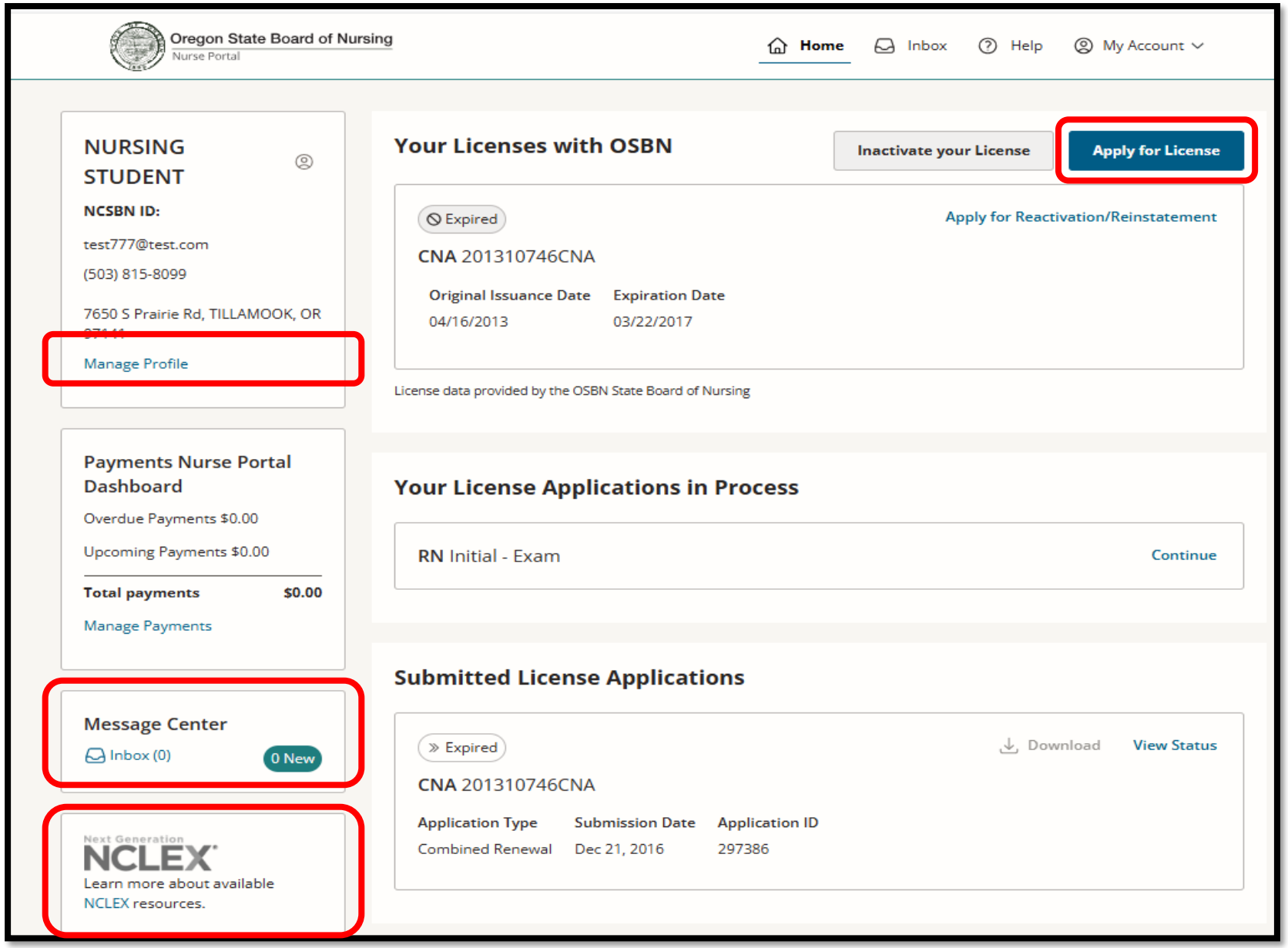
2. If you've previously registered, login with your email and password.

Nurse Licensing Portal

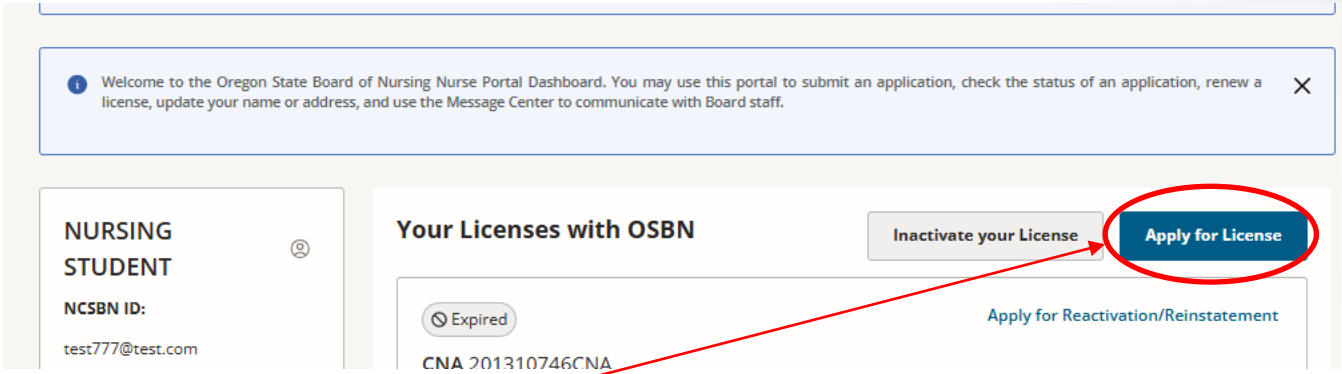
Applying for a License in the Nurse Portal

https://osbn.boardsofnursing.org/orbn

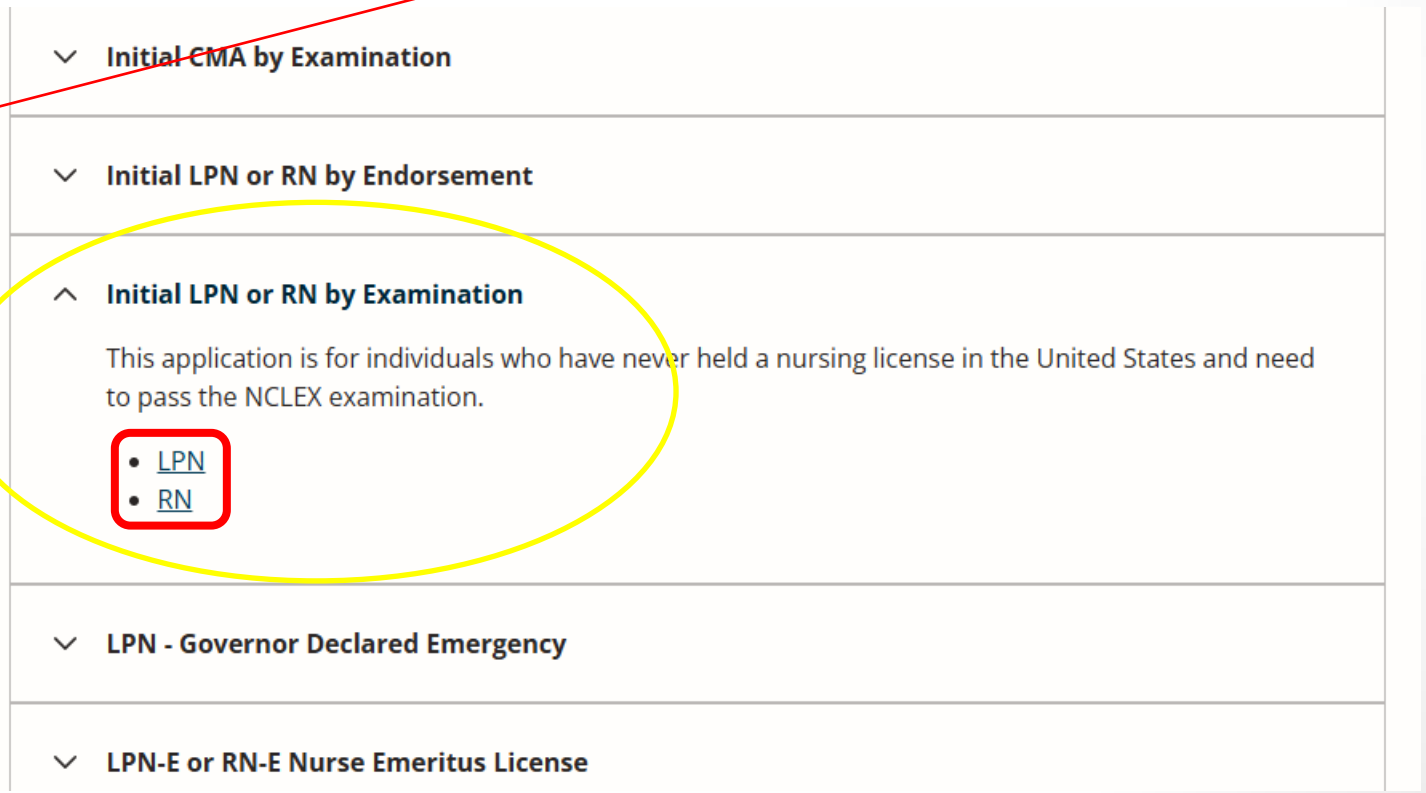
1. **Apply for a license**
2. **Manage Profile**
3. **Message Center**
4. **NCLEX Resources**



Applying for a License

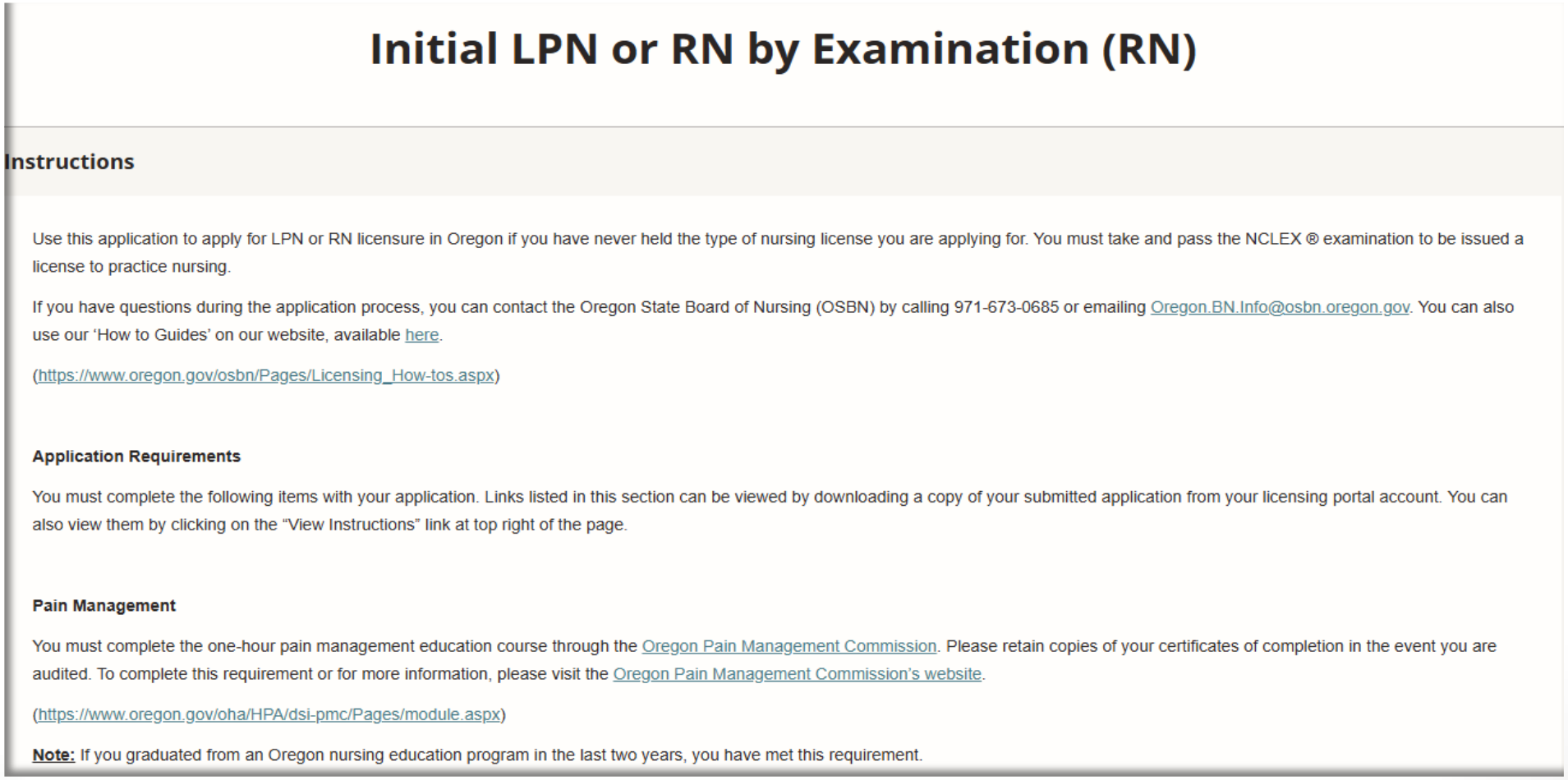


- On the Dashboard, click on button Apply for License
- Scroll down through application types
- Click on "Initial LPN or RN by Examination".
- Then click the link for the license type- LPN or RN- that you are applying for by exam



Instructions Page

TIP: Read over carefully when applying. Take a screenshot or download a copy of your application after you submit it – these instructions are on it.



Initial LPN or RN by Examination (RN)

Instructions

Use this application to apply for LPN or RN licensure in Oregon if you have never held the type of nursing license you are applying for. You must take and pass the NCLEX ® examination to be issued a license to practice nursing.

If you have questions during the application process, you can contact the Oregon State Board of Nursing (OSBN) by calling 971-673-0685 or emailing Oregon.BN.Info@osbn.oregon.gov. You can also use our 'How to Guides' on our website, available here.

(https://www.oregon.gov/osbn/Pages/Licensing_How-tos.aspx)

Application Requirements

You must complete the following items with your application. Links listed in this section can be viewed by downloading a copy of your submitted application from your licensing portal account. You can also view them by clicking on the "View Instructions" link at top right of the page.

Pain Management

You must complete the one-hour pain management education course through the Oregon Pain Management Commission. Please retain copies of your certificates of completion in the event you are audited. To complete this requirement or for more information, please visit the Oregon Pain Management Commission's website.

(https://www.oregon.gov/oha/HPA/dsi-pmc/Pages/module.aspx)

Note: If you graduated from an Oregon nursing education program in the last two years, you have met this requirement.

Livescan Electronic Fingerprinting

- **DO NOT** get your prints done before submitting your exam application.

Background Check

Fingerprinting is required for this application. The state of Oregon contracts with Fieldprint Inc to collect digital fingerprints for nationwide criminal background checks required by state agencies. Fieldprint Inc has collection sites in every state; you are not required to have your prints taken in Oregon.

If you are within 75 miles of a Fieldprint collection site, you must have your prints taken by appointment at a Fieldprint location. If you are over 75 miles away from a Fieldprint collection site, please contact us for an alternative process.

Go to http://www.fieldprintoregon.com to register with Fieldprint. Enter the OSBN code **FPORBoardNursingDAS** to schedule your appointment. Have your prints taken promptly; the timeline for results to be processed can vary by volume we receive.

Code: **FPORBoardNursingDAS**

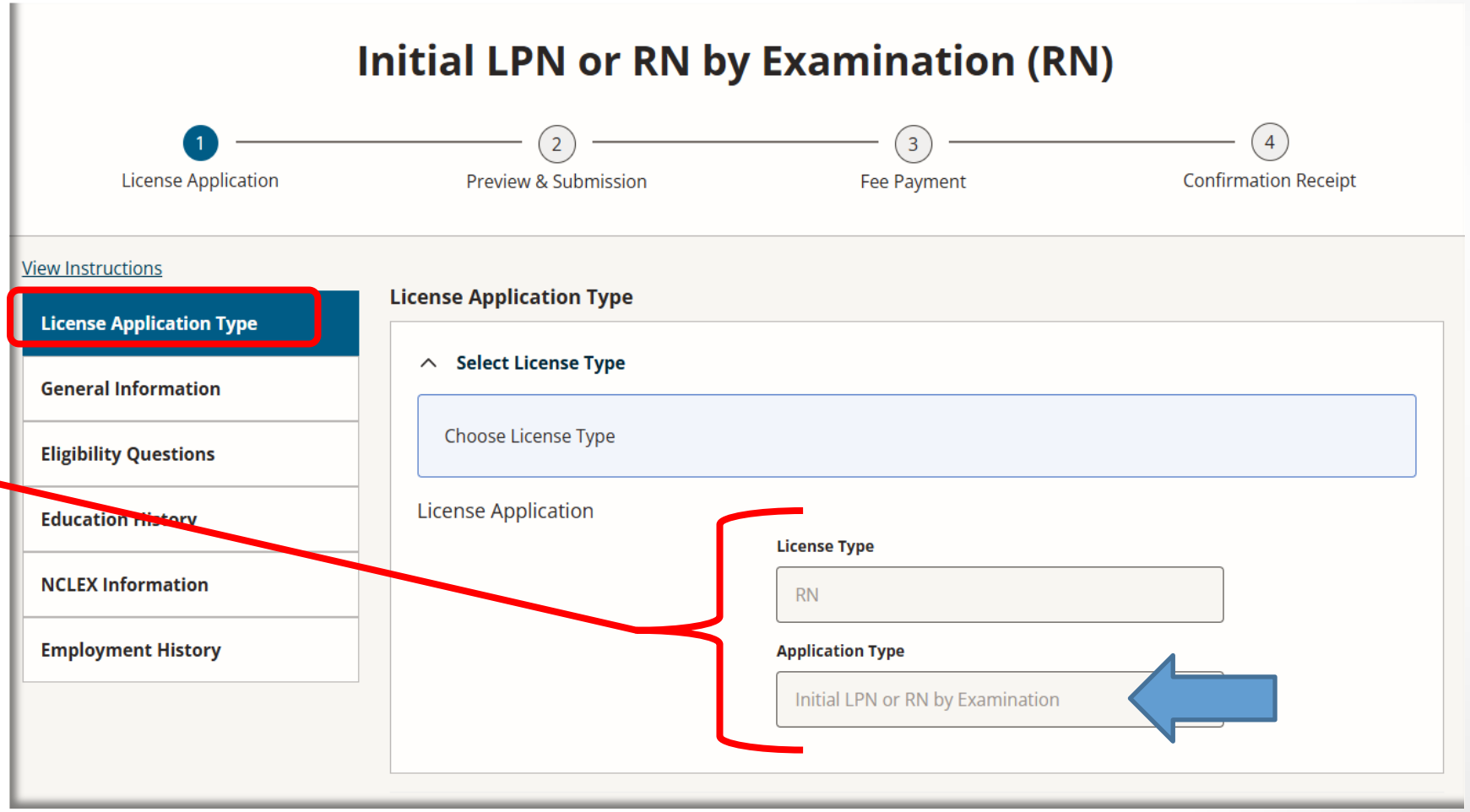
Fieldprint Website: www.fieldprintoregon.com

OSBN Code: FPORBoardNursingDAS

Completing the Application

License Application Type

- You always know what page you are on – it's the **blue box** on the tracker.
- **License Application Type Page**: Verify you selected the right application type.
- If not, click on "More Options" link, and then Discard Application link if needed.

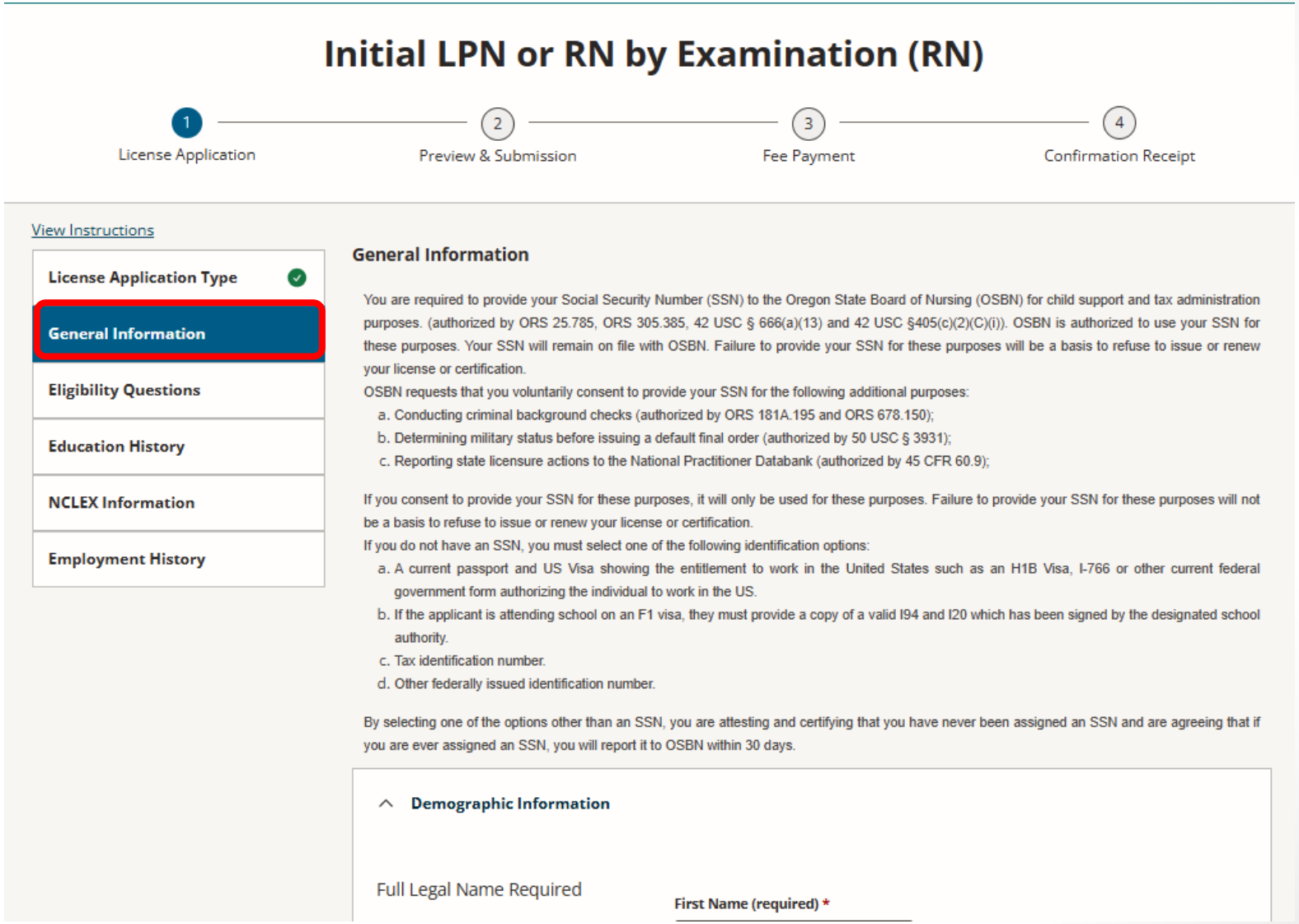


Completing the Application

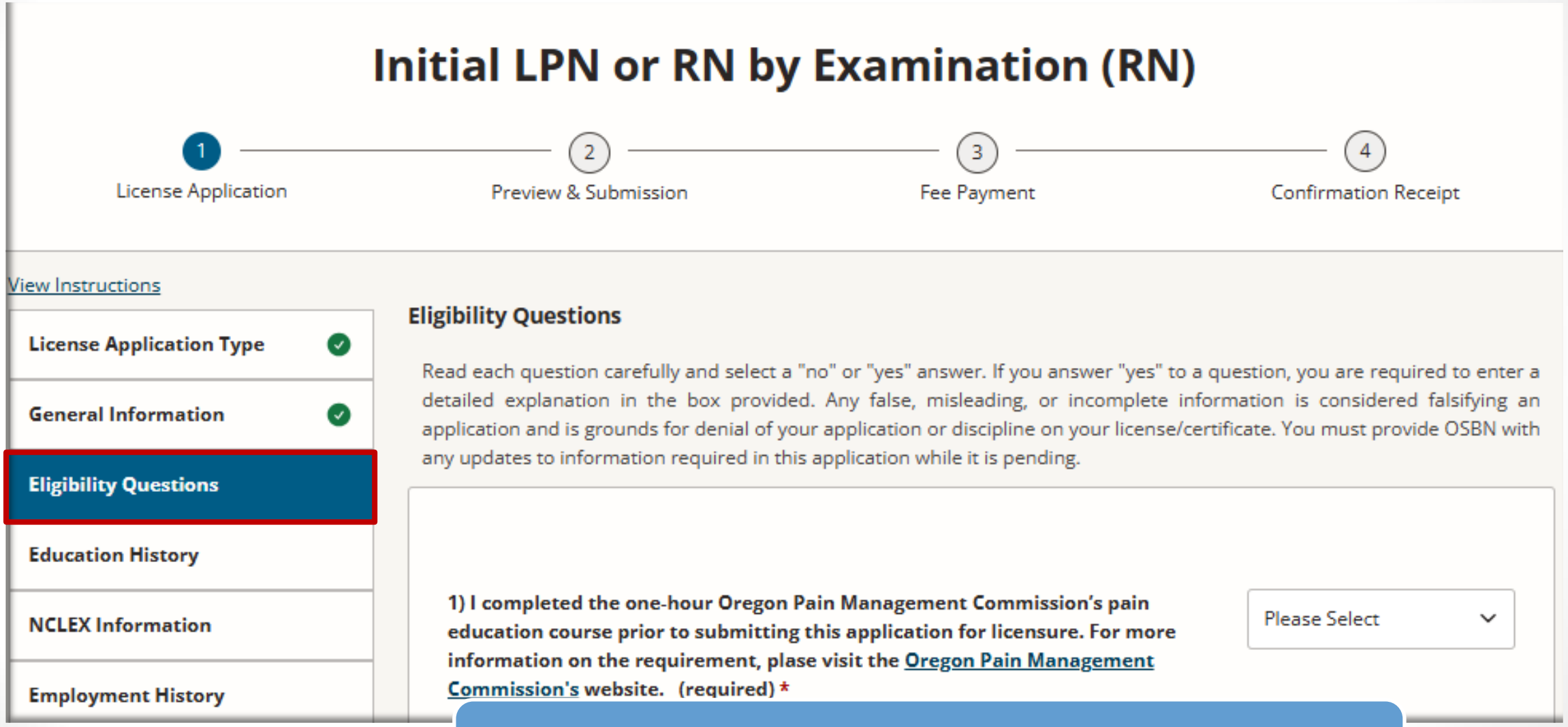
General Information Page

The general information page includes your personal identifier information and demographics.

Review all and fill out required items marked with an (*).



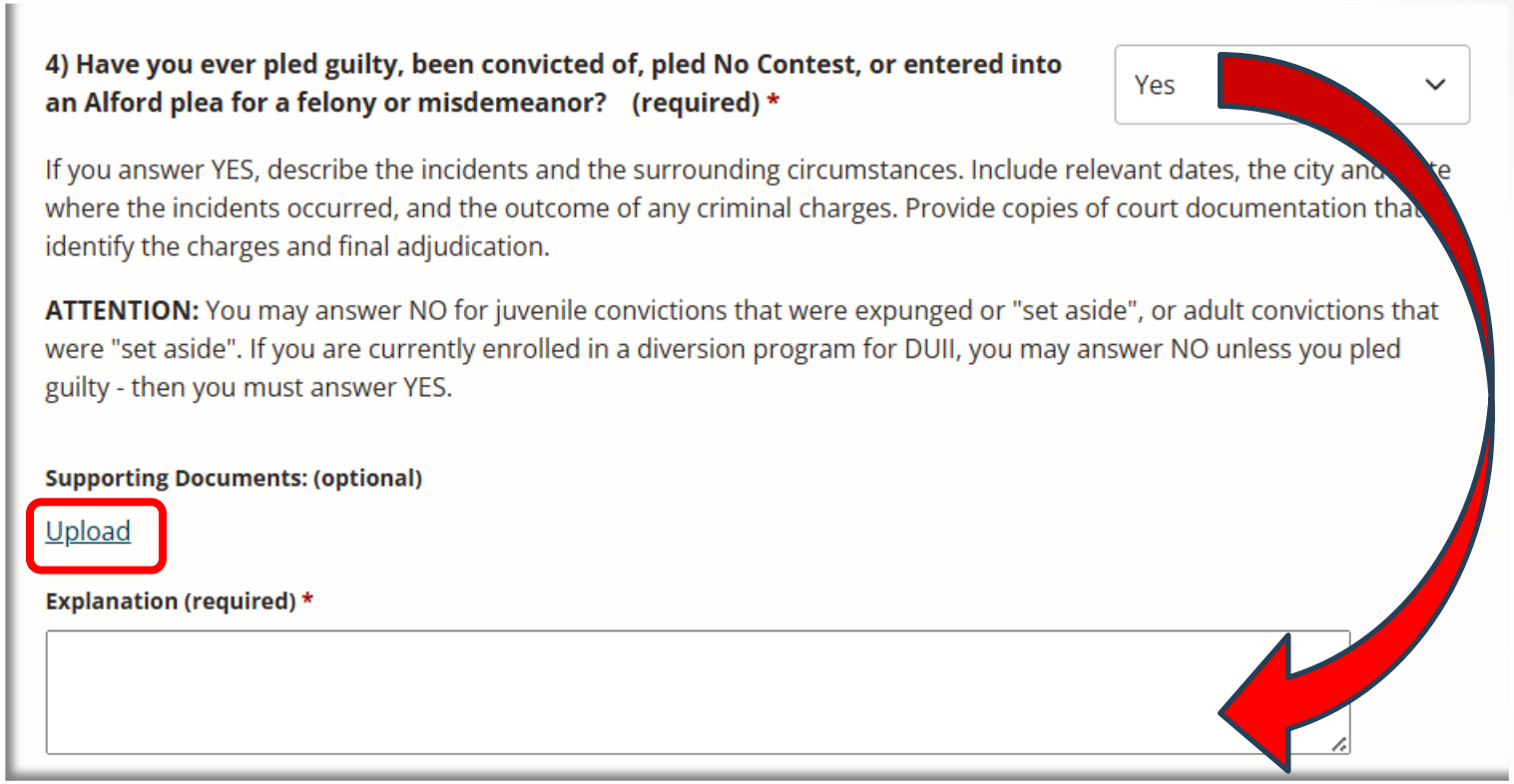
Completing the Application: Statutorily Required Education



https://www.oregon.gov/osbn/Pages/pain-management.aspx

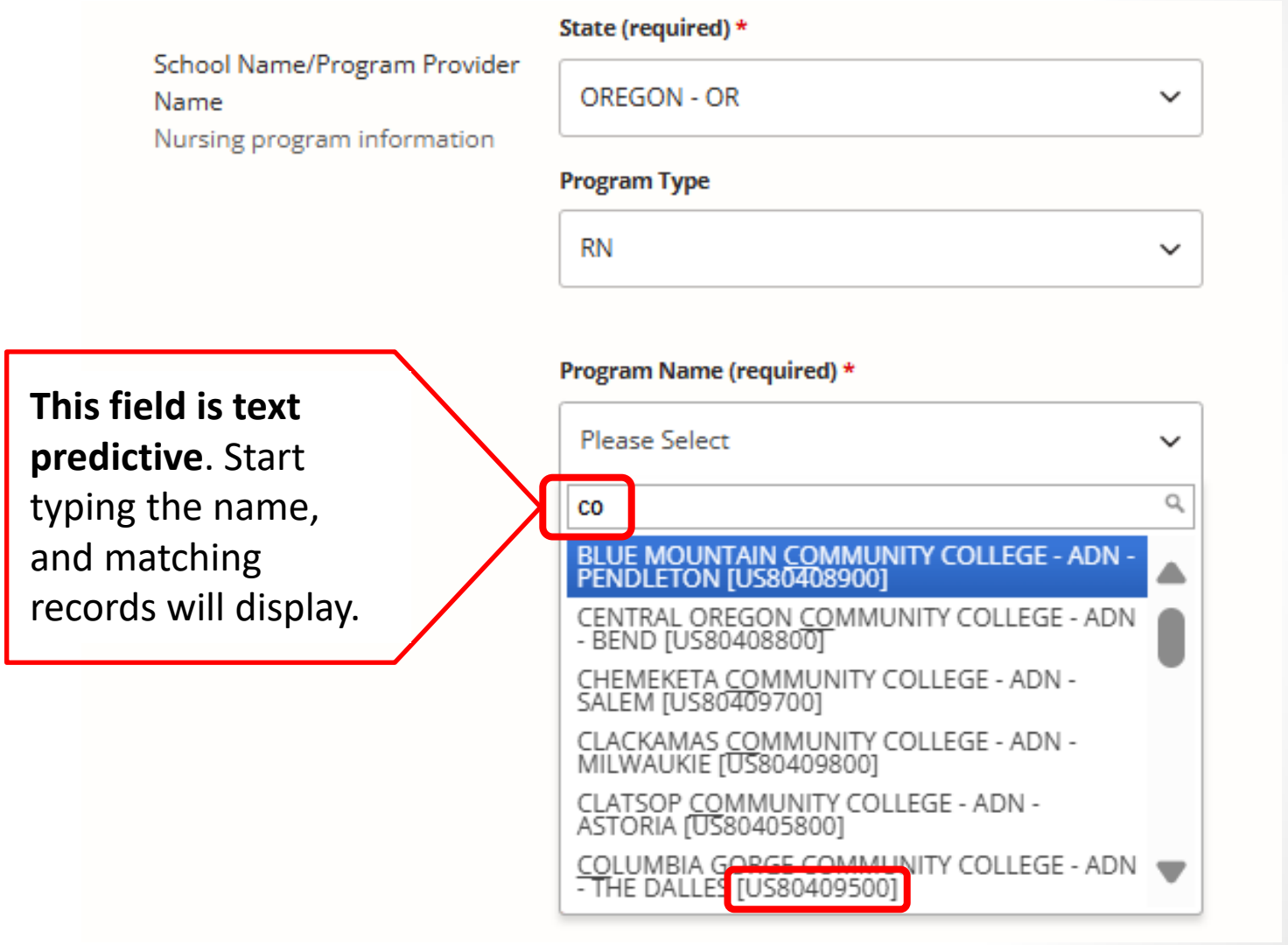
Completing the Application: Eligibility Questions

- If you answer “Yes” you must provide a brief explanation.
- Include relevant dates, city/state where occurred, etc.
- You may upload electronic court documentation directly with your application.

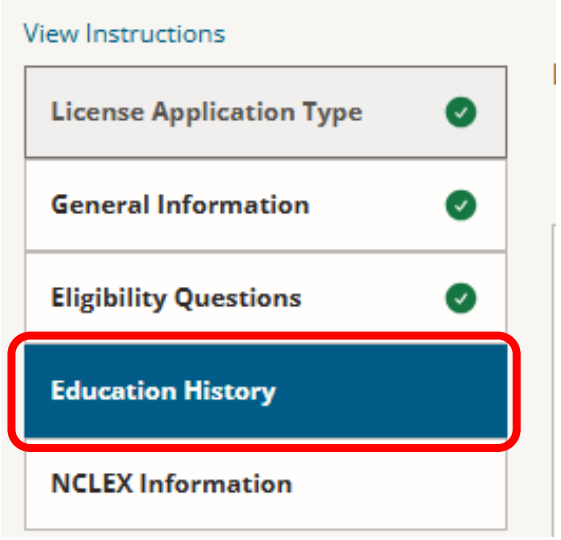


Completing the Application: Education History

- If you have been previously licensed in Oregon, prior education on file may appear here.
- **Program Name:** Scroll or type to find your program name/type/code at the end of the program name.



Completing the Application: Education Program Code



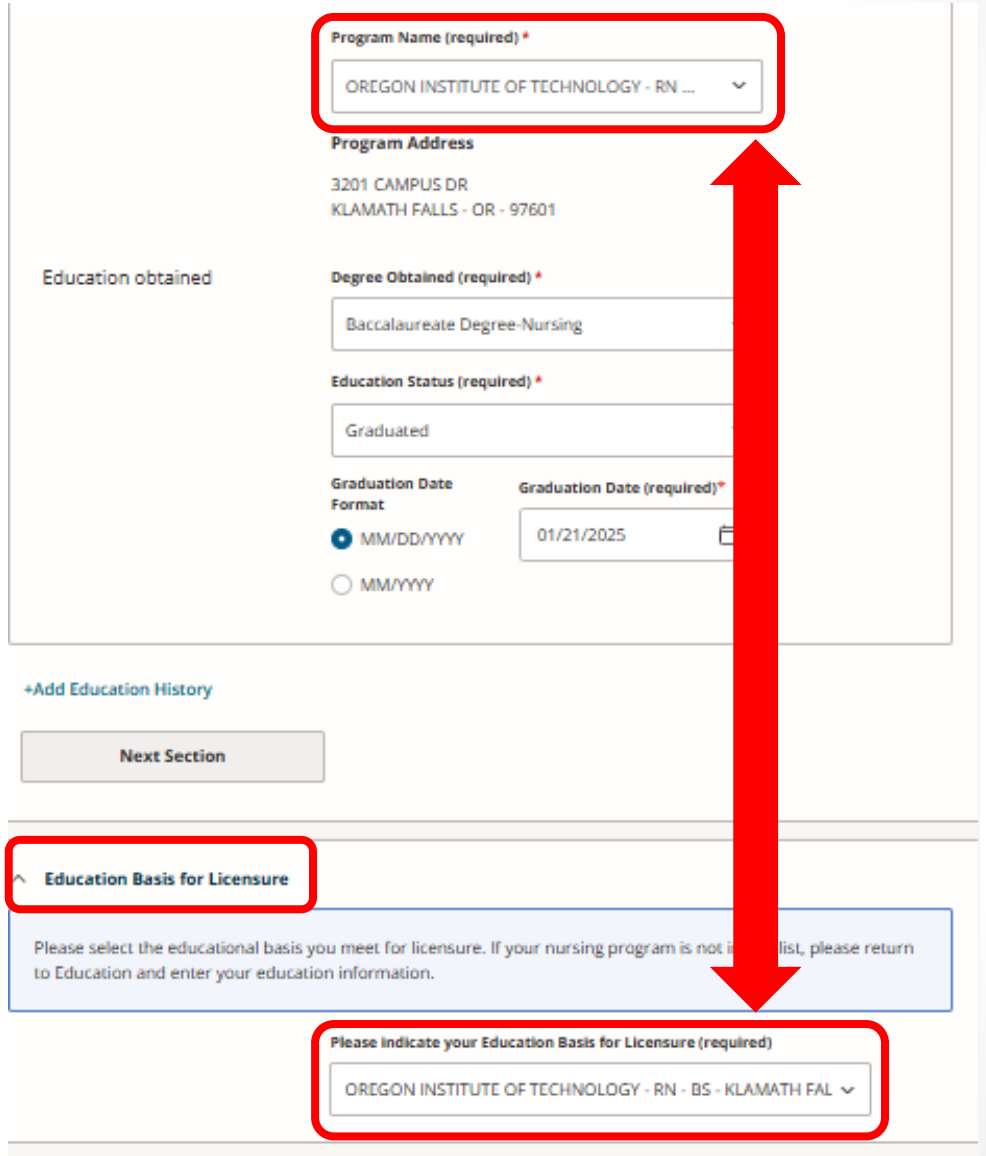
- Each nursing program at an academic institution has a different NCLEX® code. This is important when your school offers multiple nursing programs.

KLAMATH COMMUNITY COLLEGE - ADN - KLAMATH FALLS [US80410100]
LANE COMMUNITY COLLEGE - ADN - EUGENE [US80409000]
LINFIELD UNIVERSITY - ACCELERATED BS - PORTLAND [US80510300]
LINFIELD UNIVERSITY - PORTLAND - MSN - PORTLAND [US80510400]
LINFIELD UNIVERSITY- BS - PORTLAND [US80509800]
LINN-BENTON COMMUNITY COLLEGE - ADN - LEBANON [US80409400]
MT HOOD COMMUNITY COLLEGE - ADN - GRESHAM [US80409200]

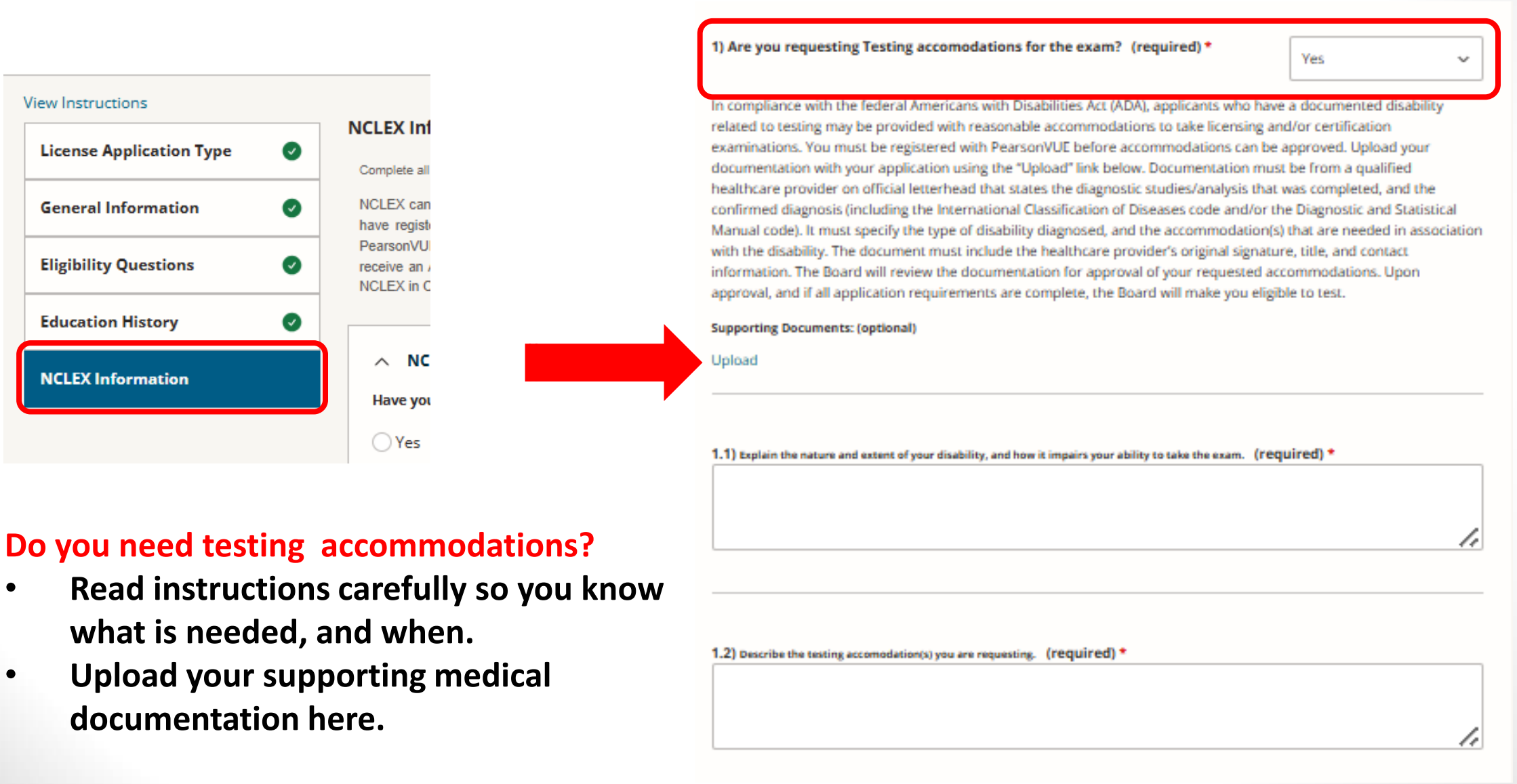
- **If you select the wrong program in your application:**
  - Your name will not appear on your school's Affidavit of Graduation (AOG) Portal list.
  - This will delay your Program Director from being able to approve you in the AOG, and for OSBN to make you eligible to test.

Completing the Application: Education Basis for Licensure

- Select your **Education Basis for Licensure**.
- **What's this?** You are telling us which of your education records on file qualifies you for the license you are applying for.
- **Select the matching program** from the drop-down list.



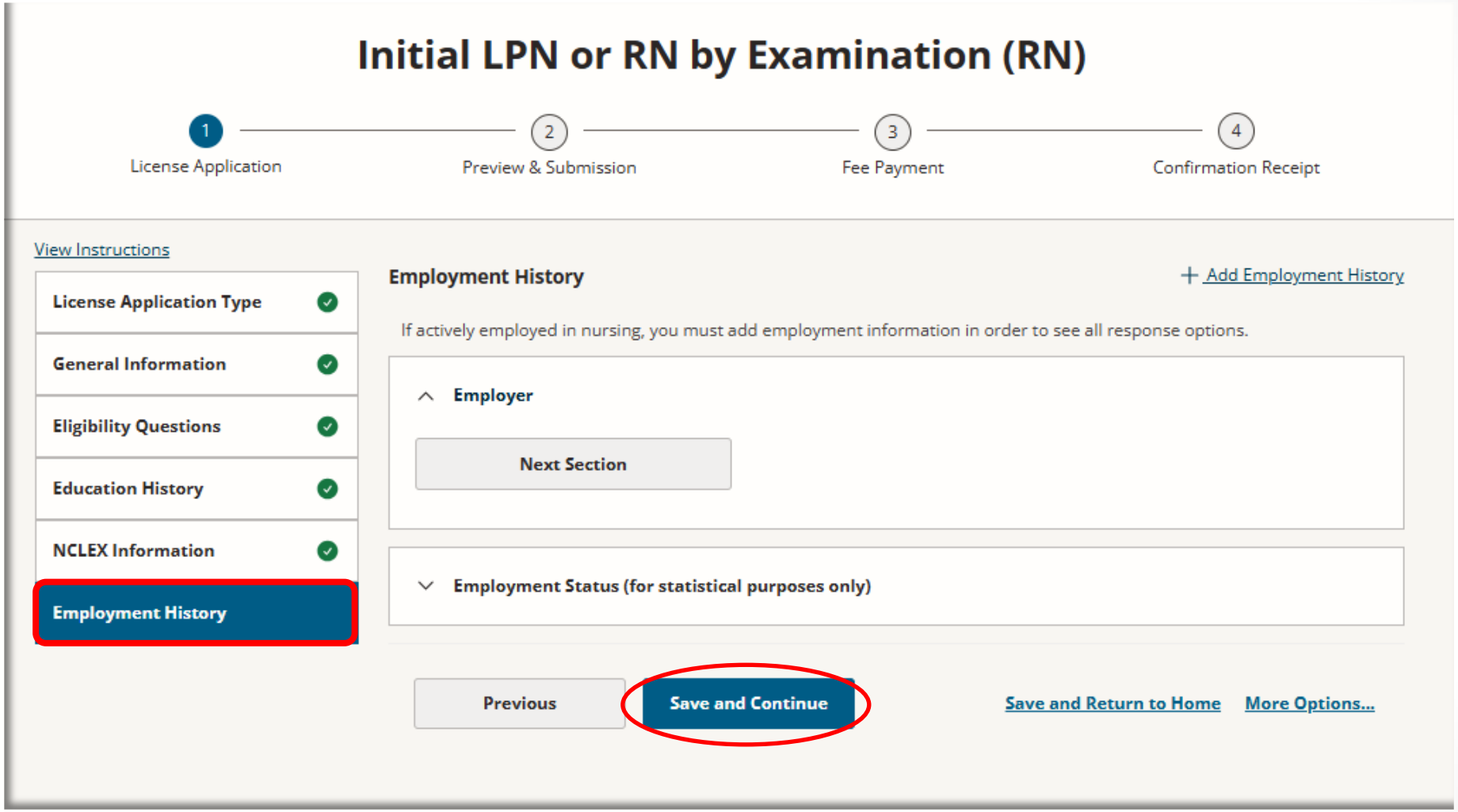
Completing the Application: Testing Accommodations



Do you need testing accommodations?

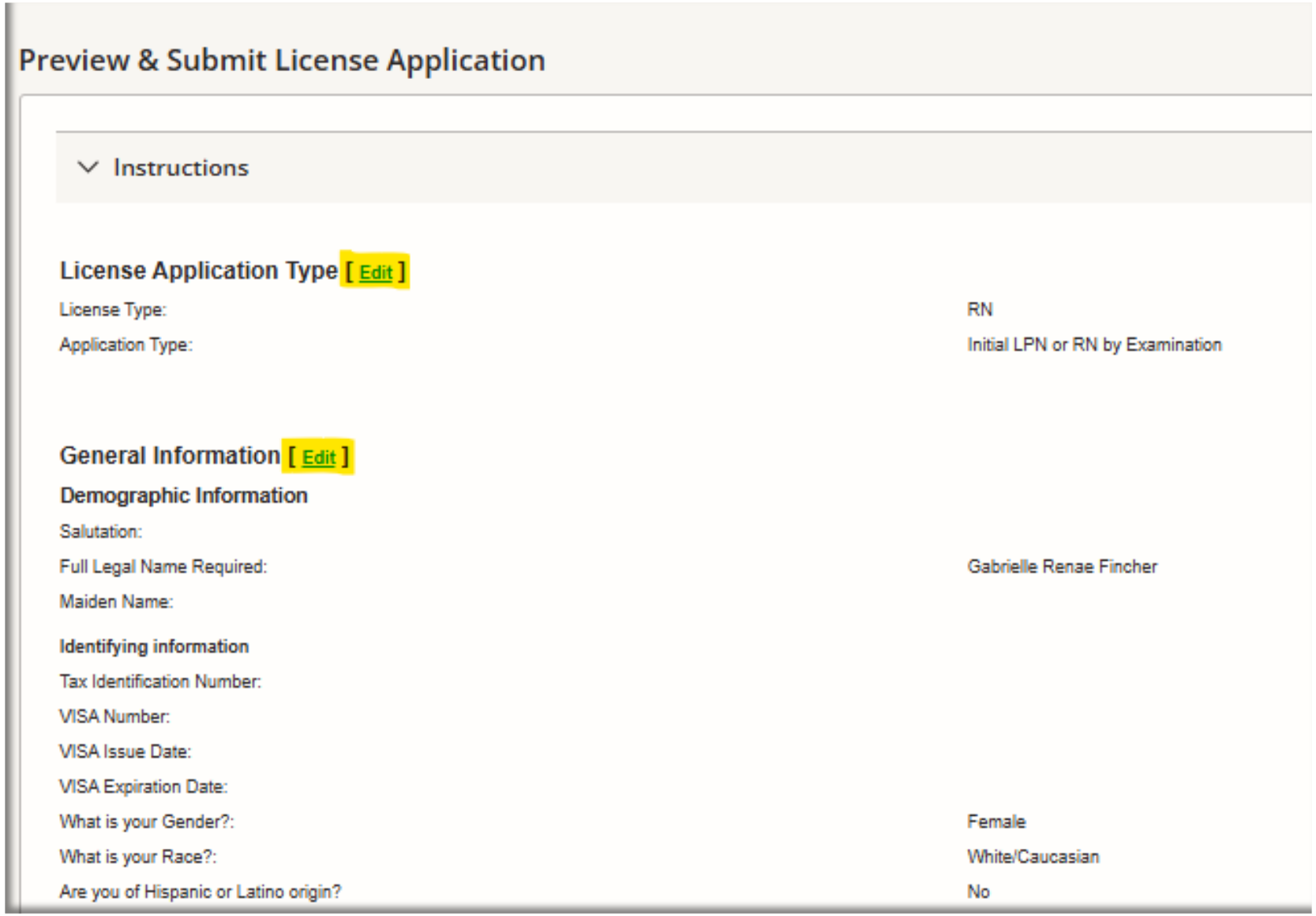
- **Read instructions carefully so you know what is needed, and when.**
- **Upload your supporting medical documentation here.**

Completing the Application: Employment History



Nursing practice history is not a requirement for this application type. You may bypass this page by clicking on the blue button at bottom of page, "Save and Continue".

Submitting the Application: Preview Page - Review Your Info for Accuracy



Preview & Submit License Application

Instructions

License Application Type [Edit]

License Type:	RN
Application Type:	Initial LPN or RN by Examination

General Information [Edit]

Demographic Information

Salutation:	
Full Legal Name Required:	Gabrielle Renae Fincher
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

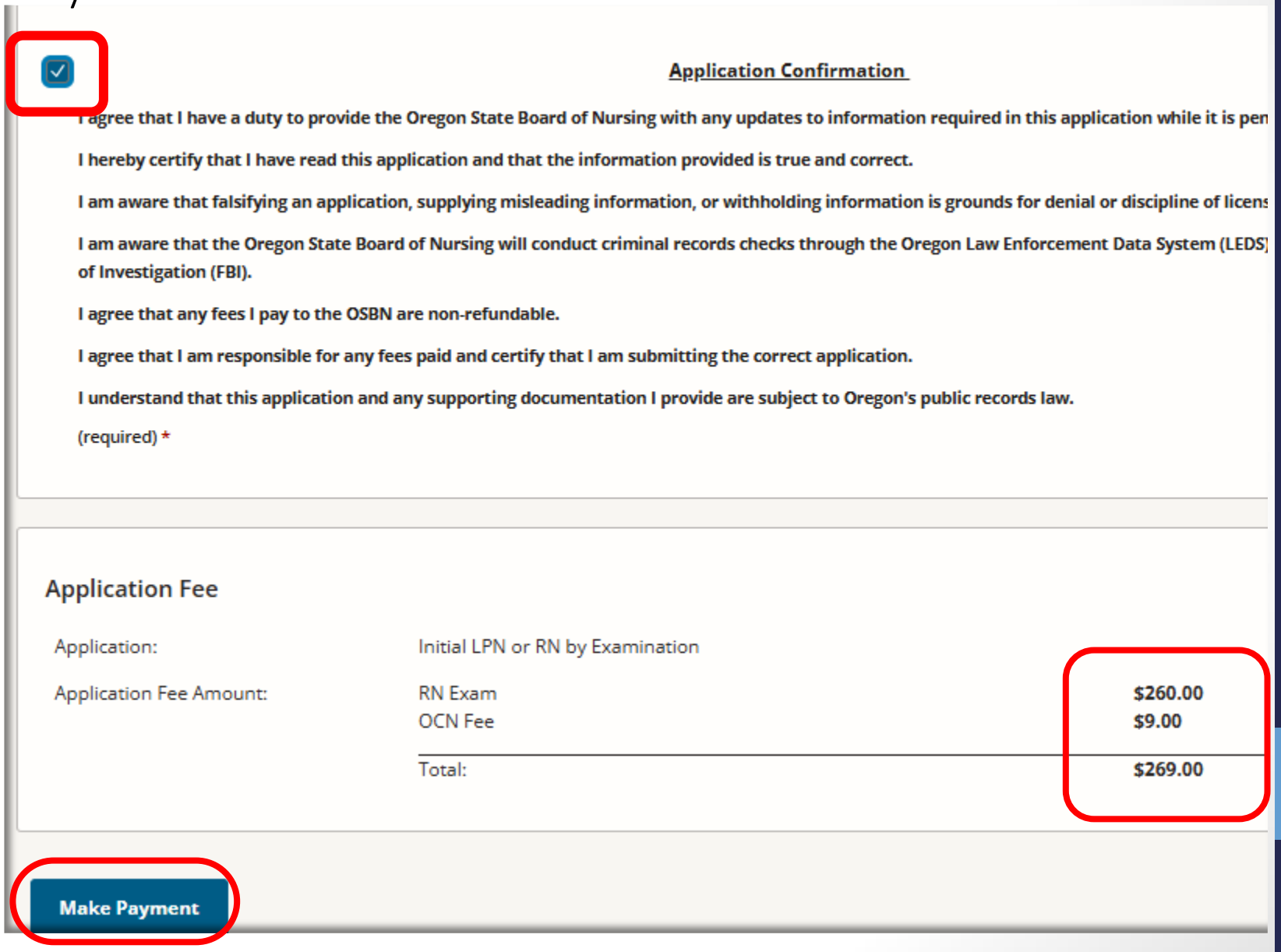
Submitting the Application

Preview Page- Authorization & Payment

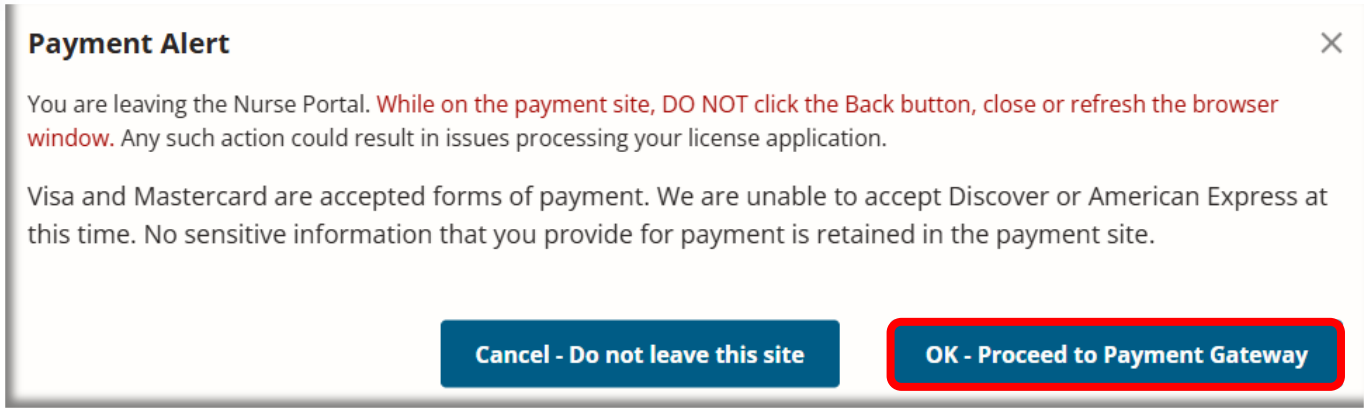
1. Check the tiny blue box to the left confirming your understanding.

2. Review the **Fee Section** and the breakdown of fees for your total.

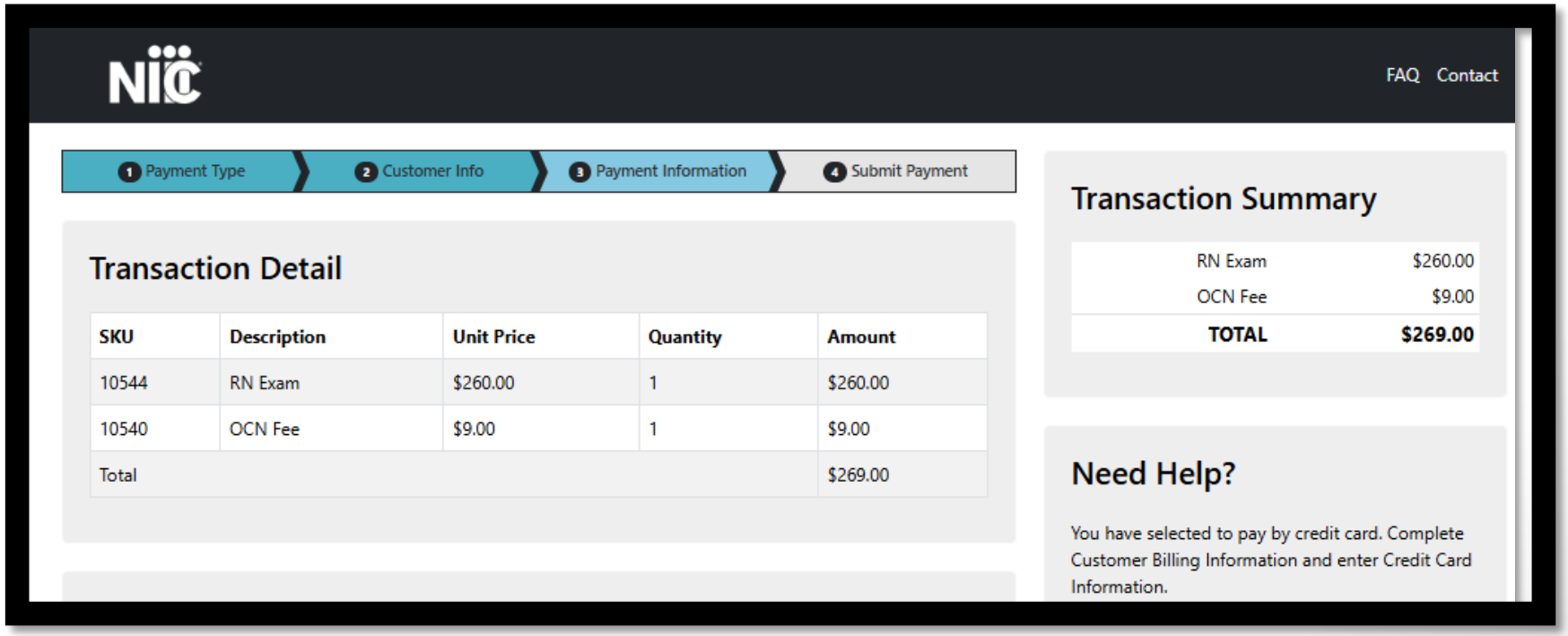
3. To be sent to the payment vendor, click on “Make Payment”.



Paying Application Fees

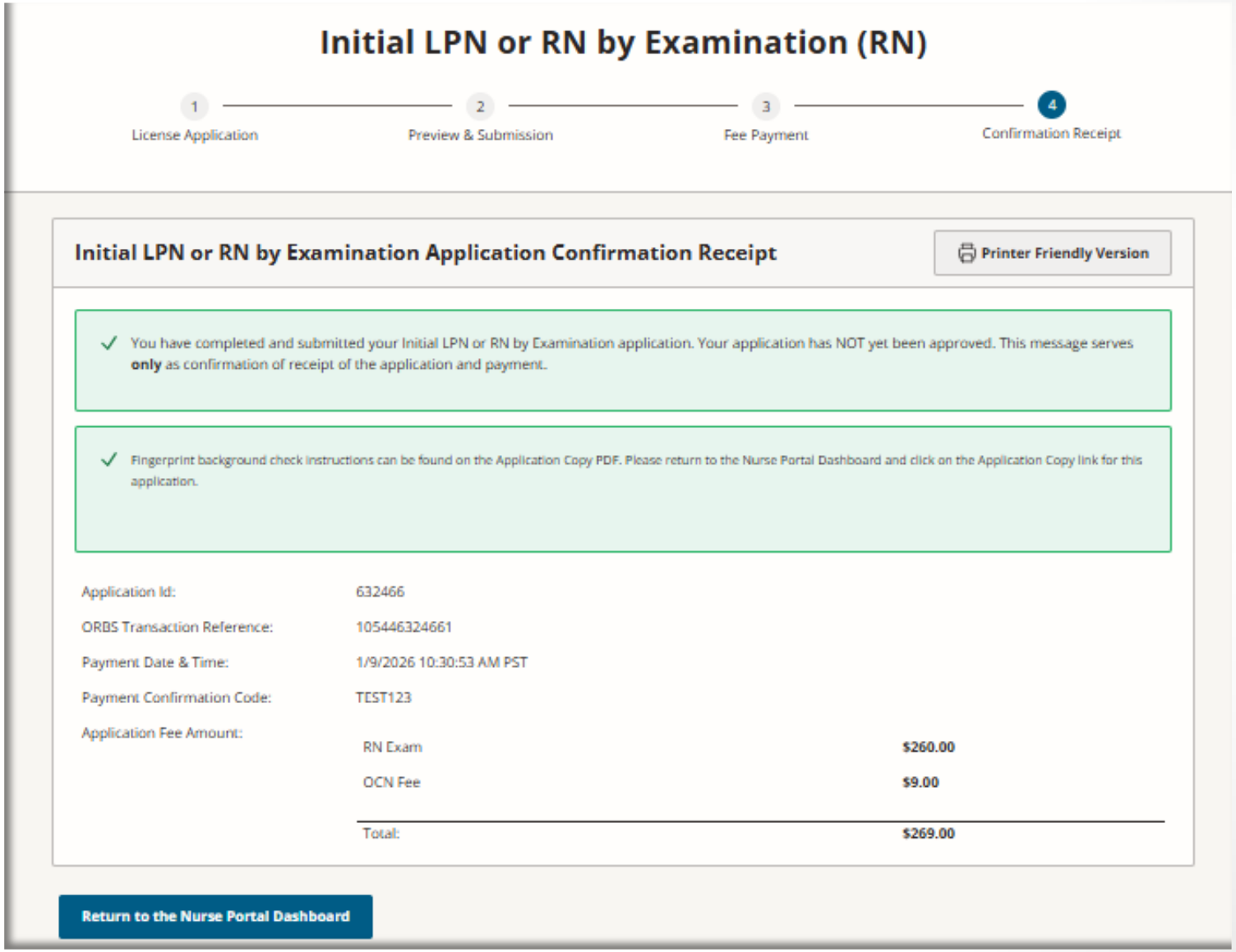


- To pay fees, you are sent to a third-party payment vendor to complete the transaction.
- To submit your application, you must make a payment on the vendor site.



Application Submission & Payment Confirmation

After paying, you are sent back to the OSBN Nurse Portal where your confirmation number and receipt of payment are displayed.



NCLEX Registration: https://www.nclex.com/register.page

Register only when you are ready.

The 90-day clock starts the moment you receive your ATT.

You receive your ATT from Pearson VUE after OSBN makes you eligible.

Legal Name

Register with your full legal name that appears on your government-issued ID.

Email

Use a personal email address to register

NCLEX Code

Know your program's specific code.

Oregon License by Exam

Make sure you select "Oregon" as state you are applying for licensure.

Authorization to Test

- You will receive your ATT (Authorization to Test) by email from Pearson VUE.
- OSBN will make you eligible after your administrator verifies your program completion.
- Your ATT is good for 90 days - you can only schedule within your ATT validity period.
- You can schedule your test at any national or international Pearson VUE test center.

Exam Day – Proof of Identity

- **Legal Name Verification**: If your first or last name on the ATT differs from the name on your ID, you must bring additional legal name-change documentation to the test center on your exam day.
- **If your ID does not meet requirements:**
  - Pearson VUE test administrators have the right to turn a candidate away.
  - May result in having to re-register and pay another examination fee.
- **Rescheduling**: If you get turned away at the testing center you will be charged $200 to reschedule your exam.

Acceptable Forms of ID | NCLEX

Exam Day - Logistics

- Palm scan
- Photo
- Electronic signature
- Phone/electronic storage is mandatory – lockers provided
- Ear plugs or noise canceling headphones are available
- Mask and gloves are permitted, if desired

NCLEX Results: PASS

WHAT NOW?

- OSBN receives results that you have passed the NCLEX.
- Staff will confirm you have met all licensure requirements.
- If complete, your license will be issued.
- OSBN sends a notification in the nurse portal that your license has been issued.
- You (and the public) can also view your license details on the OSBN License Verification Portal
- You can work as soon as you are issued a license!

NCLEX Results: NO PASS

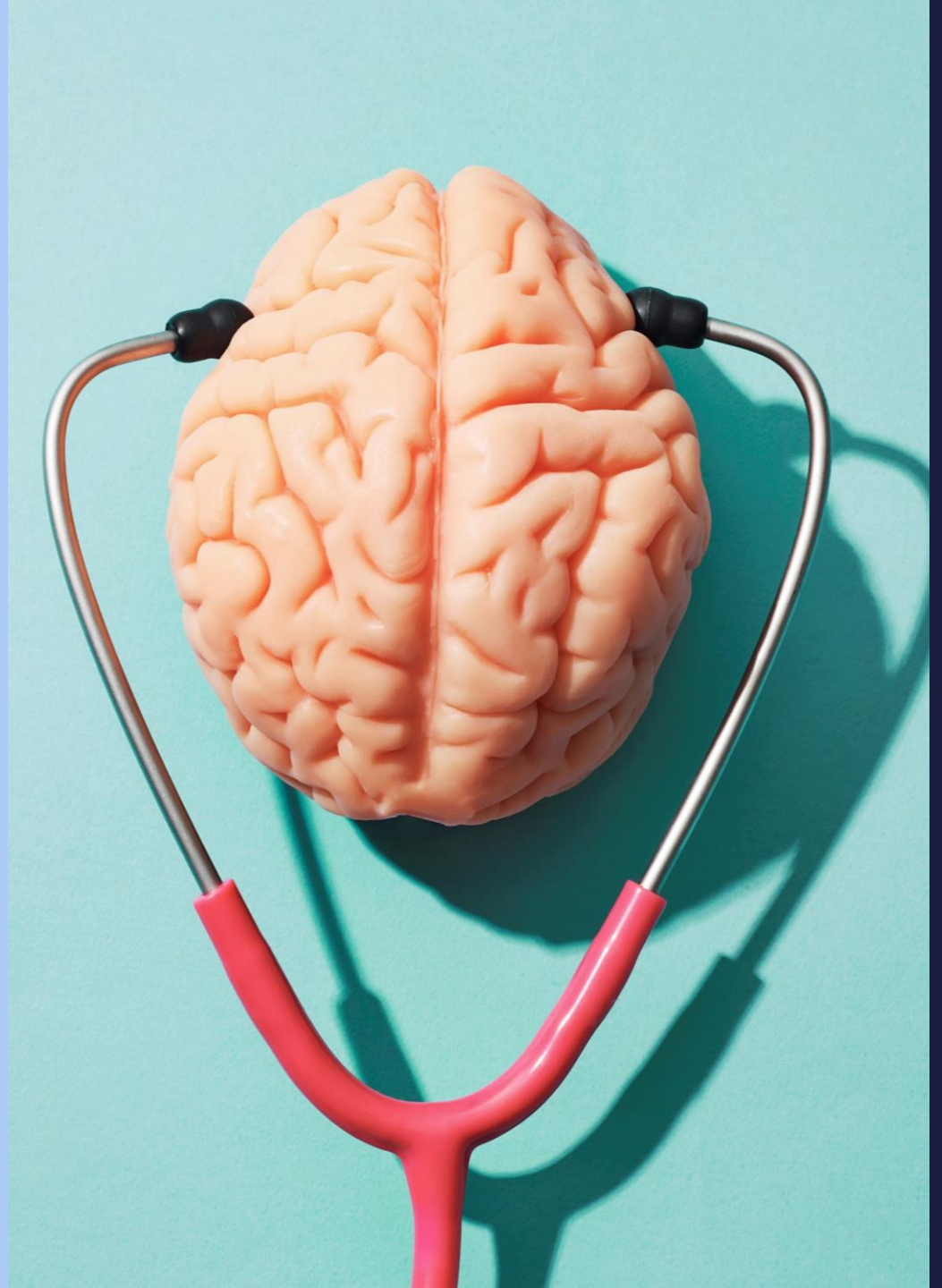
- OSBN will send you an exam result notice via the Message Center 3-5 days after your exam date which will include:
  - A 'Candidate Performance Report' that identifies your relative strengths and weaknesses related to each test area
  - Instructions for exam re-scheduling
- <u>Before you can test again</u>:
  - Submit/pay for the RN/LPN Exam - Retake Application ($25 fee) in the Nurse Portal
  - Re-register with Pearson VUE and pay the registration fee.

NCLEX Remediation

- If you do not pass the NCLEX within four attempts, there are options to allow further retakes:
  1. Complete an NCLEX prep or review course since your last NCLEX attempt. **OR**
  2. Complete an individualized study plan, demonstrating remediation since your last NCLEX attempt. Study plans must include an outline of:
     - NCLEX Domains / areas not passed
     - Content reviewed
     - Study methods, resources used
     - Total study hours
- Submit the certificate of completion or individualized study plan with your next retake application.

OSBN Email:

Oregon.BN.info@osbn.Oregon.gov

OSBN Contact Center:

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