Multistep Process to Getting Your License

Content is applicable to the nursing education program graduate.

Product of OSBN Licensure Department

What is the NCLEX?

NCLEX, which stands for **National Council Licensure Examination**, generally refers to one of the two standardized tests nurses need to pass to become either a licensed practical nurse (LPN) or a registered nurse (RN). The NCLEX is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. Both the NCLEX-RN and the NCLEX-PN are variable length, computerized, adaptive tests. The NCLEX is not offered in paper-and-pencil or oral examination formats.

NCLEX results are an important component used by nursing regulatory bodies (NRBs) to make decisions about licensure/registration.

What is the Board, and what does it mean it be licensed?

The Board exists for the **safety of the public** by regulating nursing education, licensure, and practice.

Graduation from a nursing program or passing the NCLEX does not mean you will be automatically awarded a license.

The Board has the ultimate determination if you meet all standards including application, education, examination, background check, and if you will be awarded a license.

Licensed means you may practice as a nurse within the scope of practice at the level of license held.

Division 45 – Standards and Scope of Practice for the LPN and RN of the Oregon Nurse Practice Act: Oregon Secretary of State Administrative Rules

Eligibility

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

Steps to Licensure

1. Candidate applies with OSBN and pays required fee.

3. Candidate registers with Pearson Vue and pays required fee.

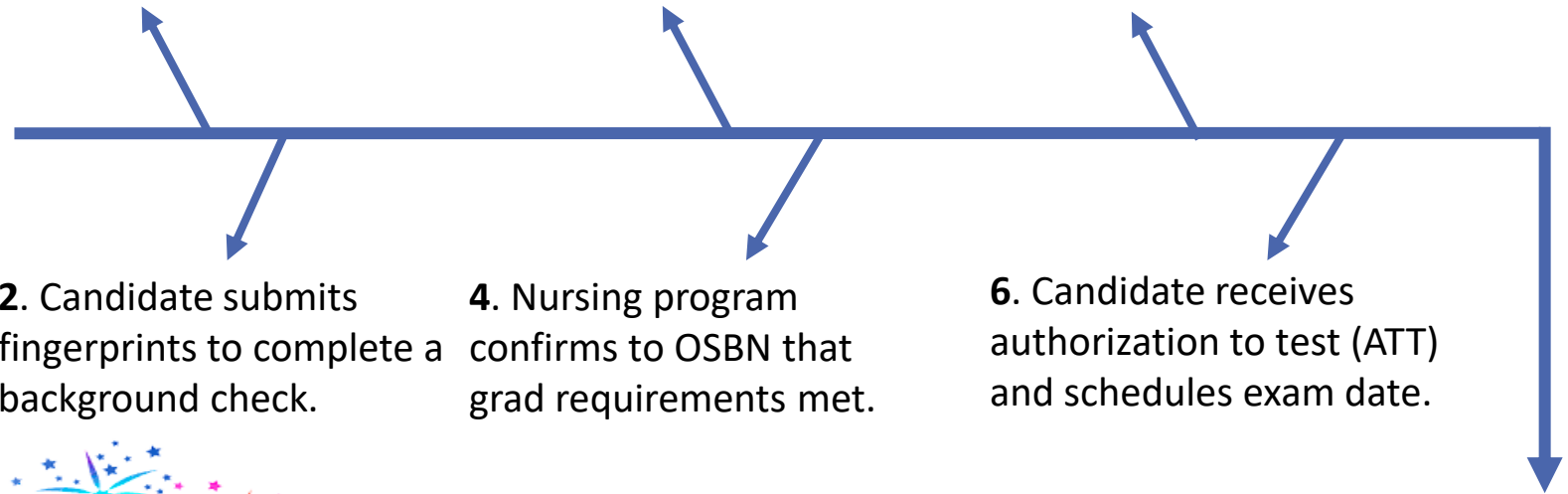**5**. OSBN informs Pearson Vue that student may test.

2. Candidate submits fingerprints to complete a background check.

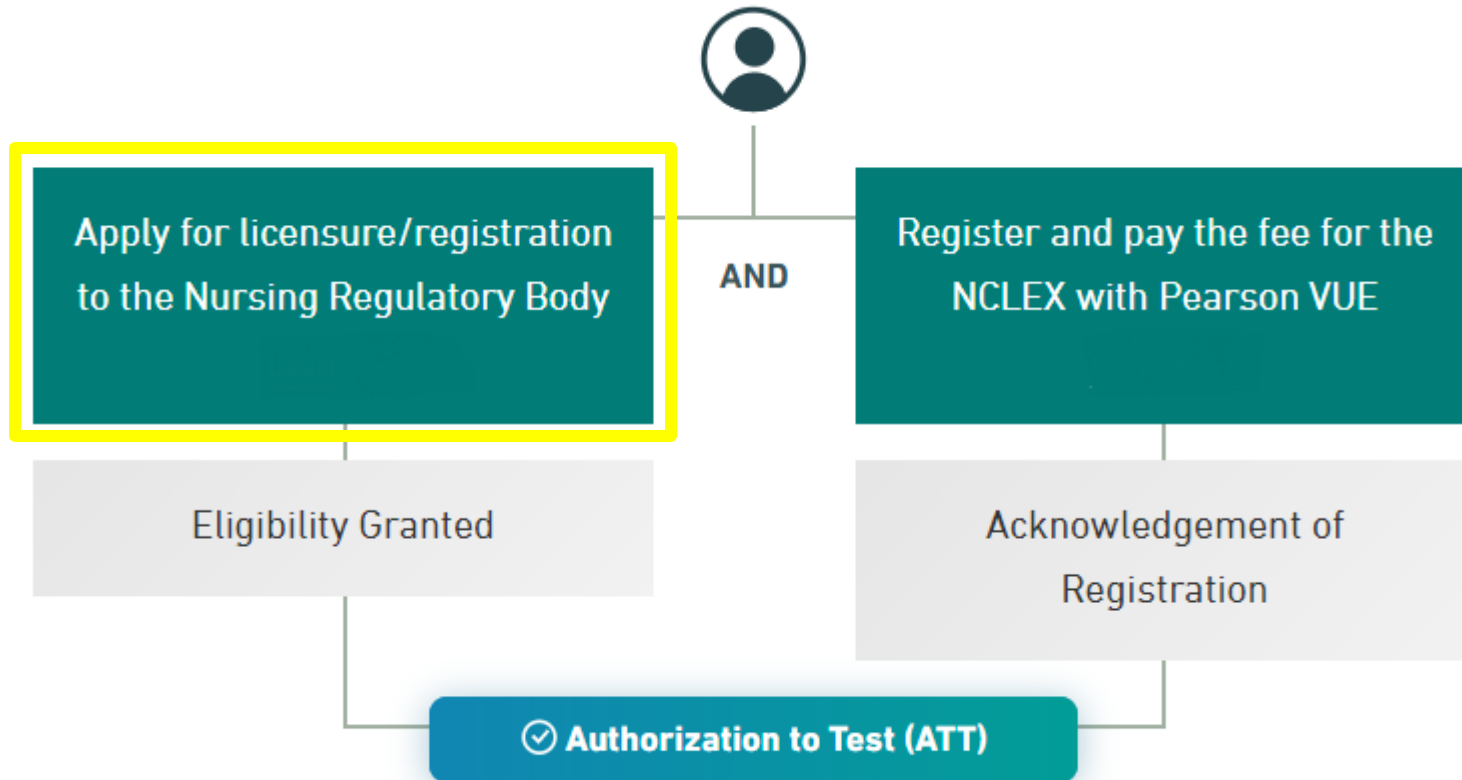**4**. Nursing program confirms to OSBN that grad requirements met.

6. Candidate receives authorization to test (ATT) and schedules exam date.

License is issued!

8. Board staff confirms all application requirements are complete.

7. Candidate takes and passes exam.

Candidate Registration Process

Apply for licensure/registration to the Nursing Regulatory Body

AND

Register and pay the fee for the NCLEX with Pearson VUE
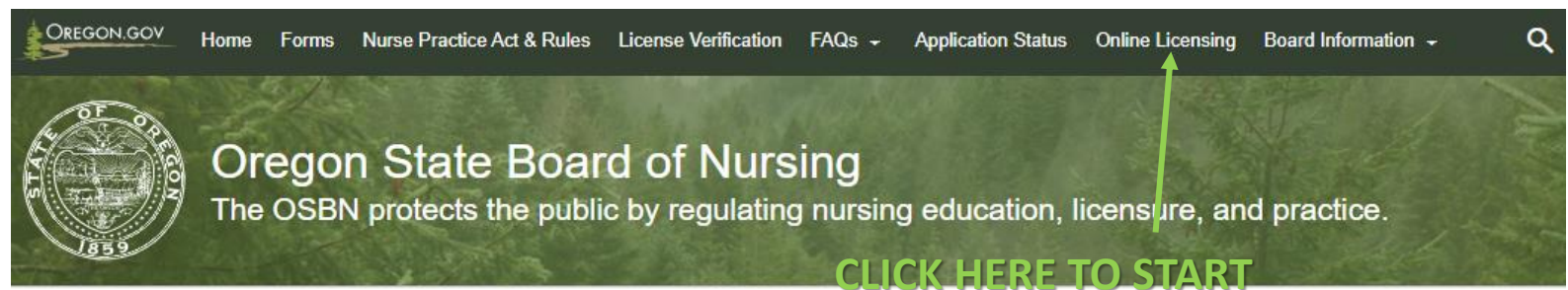
Eligibility Granted

Acknowledgement of Registration

⊘ Authorization to Test (ATT)

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

Applying with OSBN

1) Visit www.oregon.gov/osbn

CLICK HERE TO START

Use a computer. The OSBN website does not work properly on phones or tablets. Many errors are made when using these devices.

Nurse Portal Log in Page

or have previously held an Oregon license. Follow the directions to create an account. If you are a current or former licensee, you will need to search for your name and verify your identity with your year of birth and last four digits of your SSN. Use your personal email address to establish your account; emails sent to your work or school email may be blocked by the institution. Click here for more information regarding the OSBN's database migration.

☆ All applicants for a new license type or reactivation of a license must provide fingerprints for a state and federal criminal history record check after they submit an application. **Click for information on Fingerprint Requirements.**

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

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

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 🔒

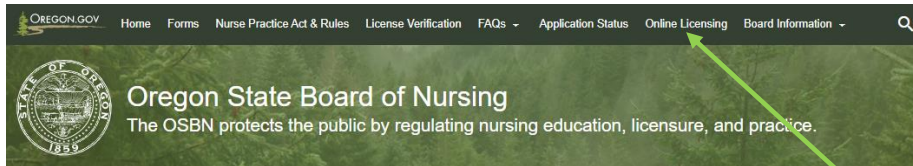# Create a New Account if You Do Not Already Have One

Select "Create an Account" located on the left side of the log in page

- Use a personal email address to register. Do not use a school or work email address because you will lose access to that address when you graduate or change jobs.
- Carefully enter all requested information including your <u>full legal name</u> as shown on your government issue, your Social Security Number, and Date Of Birth.
- Incorrect identification information will prevent you from scheduling or taking the exam and can delay licensure.

- Before you can log in for the first time, **you must validate your email address!**
- You will receive a validation email at the address you registered with.
- Check your inbox. If nothing is there, check your junk mail, spam, and trash folders!
- Click on the link in the message to validate your email address.
- If you do not validate your email address within 24 hours, you will need to restart the registration process.

Log in to Your OSBN Account

Submit NCLEX Exam Application

☆ **All applicants for a new license type or reactivation of a license must provide fingerprints for a state and federal criminal history record check _after_ they submit an application. 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

License Type	Application Type	Edit
No applications are in progress		

Submitted License Applications

License Number	License Type	Application Type	Status	Submission Date	Application Id

Submit NCLEX Exam Application (continued)

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.

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

Then hover over and click on the license type

Application Instruction Page

Make sure to read the application instruction page as it contains important information regarding the application and licensure requirements.

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

You can access the instructions after you submit the application by selecting "Application copy" in the "Submitted License Applications" section in your Nurse Portal

Background Questions

- Answer disclosure questions truthfully.

- If you are not sure about disclosing something – DISCLOSE IT!
  Not answering truthfully can delay the application process.

- If you answer yes to a disclosure question, provide a detailed explanation and upload any related documentation you have.

- If you need to send the documentation after you submit your application, send it using the Message Center within the Nurse Portal.

Nursing Education

IMPORTANT!

Select the correct degree and school.

Your school may have multiple nursing programs and your program administrator cannot confirm your program completion if you entered it wrong. **Making a mistake here will delay your ability to exam!**

If you are unsure what school to select, check with your program before continuing.

Application Review Page

1 → **2** → **3** → **4**

1 — Review this page for accuracy! Click the edit button if you need to make a change to any section.

2 — Read the confirmation attestation information thoroughly before submitting the application.

3 — Once you have submitted your application, you can not make changes.

4 — If everything is correct, click on the pay button to direct you to another website: $169 OSBN application fee, payable by credit/debit card, Visa or MasterCard only.

Your application is submitted!

Candidate Registration Process

Apply for licensure/registration to the Nursing Regulatory Body

AND

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Eligibility Granted

Acknowledgement of Registration

⊘ **Authorization to Test (ATT)**
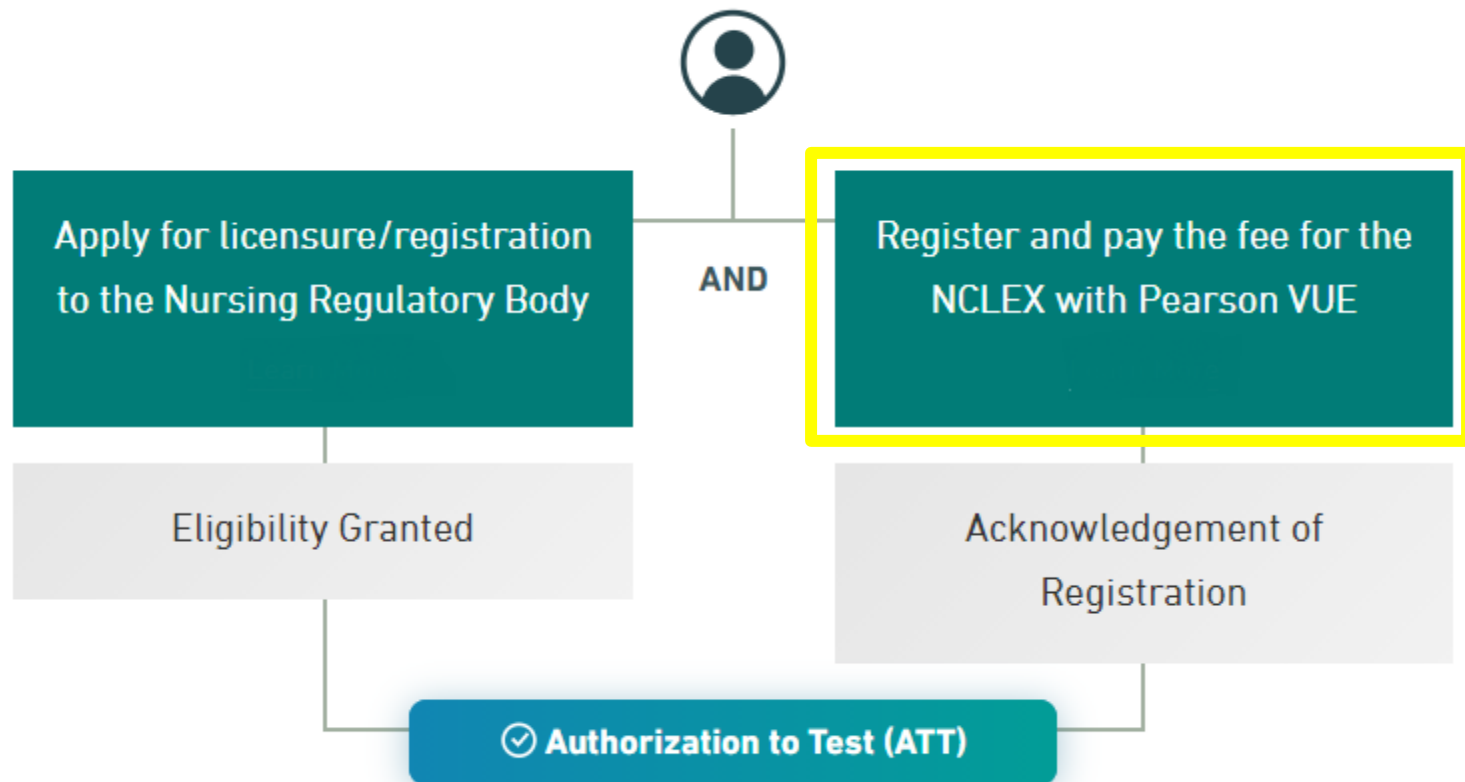
Registering with Pearson Vue

www.pearsonvue.com/nclex/

Home > Test taker home > NCLEX® Examination

> Learn more about testing for Essential Services in the U.S. and Canada during COVID-19. See FAQs »
>
> Learn more about Pearson VUE test delivery during COVID-19.

The NCLEX® Examination

Under the guidance of its membership, the National Council of State Boards of Nursing, Inc. (NCSBN®) develops and administers two nurse licensure examinations; the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) and the National Council Licensure Examination for Practical Nurses (NCLEX-PN®)*. These two examinations are used by Nursing Regulatory Bodies to test entry-level nursing competence of candidates for licensure/registration as Registered Nurses and as Licensed Practical/Vocational Nurses*. The NCLEX examinations are provided exclusively as computerized adaptive tests.

Français

NCSBN
Leading Regulatory Excellence

To schedule, reschedule or unschedule an exam:

Click here to begin ➡️ Sign in   Register

- Forgot my username
- Forgot my password

🔍 Find a test center

❓ Need help? Contact customer service

Downloads	Format	Size
Candidate Bulletin and Information	Link	
NCLEX® International, U.S. and Canadian Educational Program Codes	PDF	950 KB
Palm Vein FAQ for NCLEX® Candidates	PDF	507 KB

Pearson Vue Registration Details

- Register only when you are ready! The 90-day clock starts ticking the moment you receive your ATT.
- Pearson Vue registration fee is $200. *There will be no refund of NCLEX fees.
- Register with your full legal name as shown on your government issued ID. **Pearson Vue will check your ID at the exam and it must match your registration exactly!**
- Make sure your SSN and DOB are correct.
- 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!

Candidate Registration Process

Apply for licensure/registration to the Nursing Regulatory Body

AND

Register and pay the fee for the NCLEX with Pearson VUE

Eligibility Granted

Acknowledgement of Registration

⊘ **Authorization to Test (ATT)**
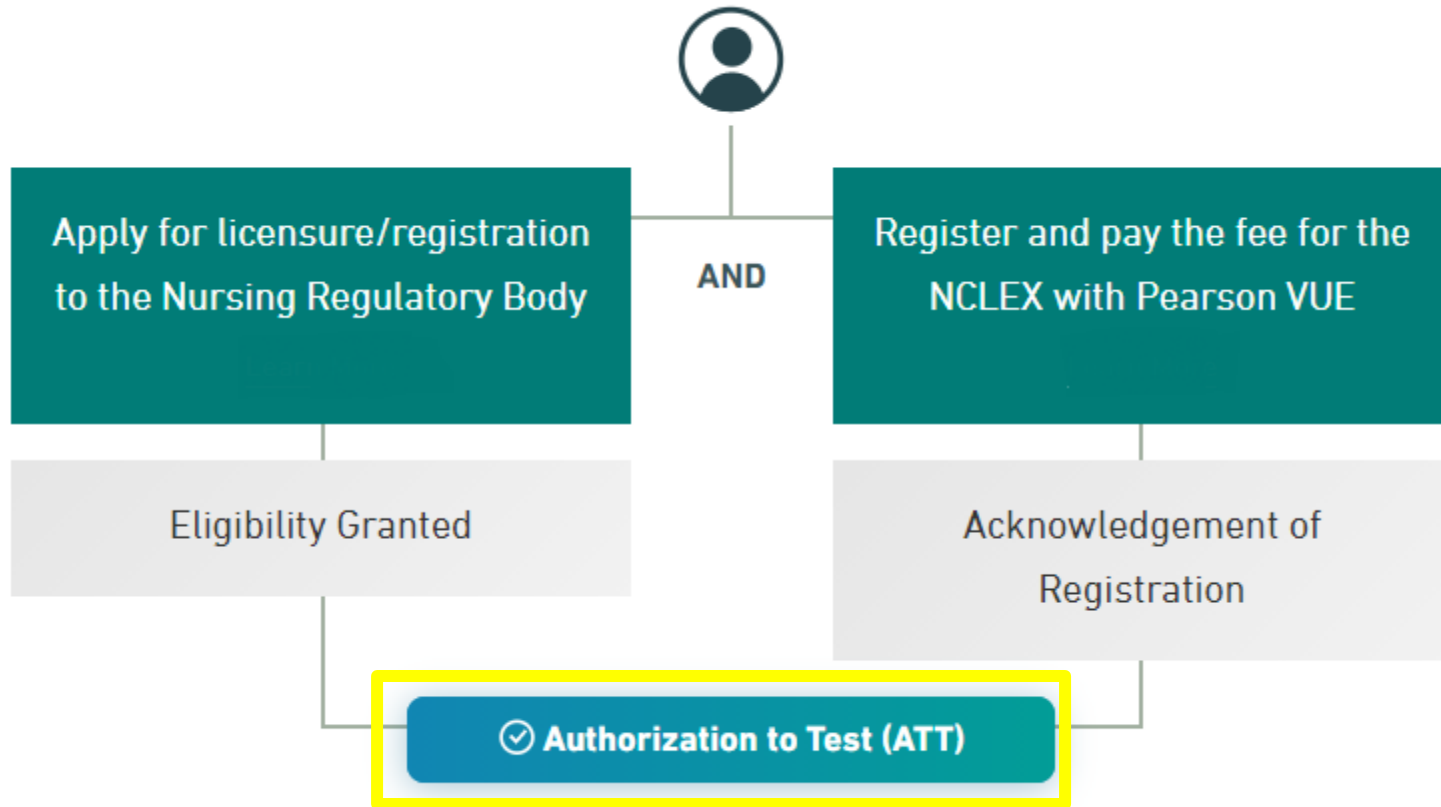
Authorization to Test

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.

ATT validity 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.

Need Testing Accommodations?

DO NOT SCHEDULE YOUR EXAM until OSBN has approved your request. <u>Accommodations cannot be applied to scheduled exams.</u>

You must complete the "Request for Accommodation" form (LIC-614) found in the forms section of the OSBN website (oregon.gov/OSBN). Submit the form to OSBN <u>with</u> the required supporting documentation.

Preparing for the Exam

1. ## Read the NCSBN NCLEX Candidate Bulletin
    www.ncsbn.org/candidatebulletin.htm
    This resource serves as your guide from before to after the NCLEX, including important contact information, details on how to register, the NCLEX Candidate Rules and results processing.

2. ## Study the NCLEX test plans
    www.ncsbn.org/testplans.htm
    The test plans serve as blue prints to outline the content to be tested and guide the item writing process. The test plan contains in-depth information regarding exam content, exam administration and item writing exercises.

3. ## Learn about Computer Adaptive Testing
    www.ncsbn.org/1216.htm
    This resource explains how the CAT process adapts the questions to your ability and the pass/fail rules.

Preparing for the Exam (continued)

4. Review the Exam Day Process
   www.ncsbn.org/1219.htm
   In-depth look the candidate exam day process and what to expect.

5. NCSBN NCLEX site
   www.ncsbn.org/nclex.htm
   This is the Encyclopedia of NCLEX, it contains all the above links and much more.

   Most important of all… take care of yourself! Eat healthy meals and snacks, stay hydrated, move your body, get fresh air, and take time to rest.

Preparing for the Exam (continued)

BE PREPARED! Did you review the resources provided?

ARRIVE EARLY - Plan to arrive 30 minutes before your exam. If you are more than 30 minutes late, you may have to forfeit, reregister and pay another exam fee.

BRING PROPER ID – You are required to present one form of acceptable, valid identification that meets all of the following requirements: Government-issued, non-expired, full name, recent photo, and your signature. **If the name on your ID and ATT email do not match, you will be turned away.** If you changed your name: bring a marriage license, divorce decree, or court legal name change document.

PROVIDE YOUR BIOMETRICS - In order to take the exam, the following biometrics will be taken: signature, photograph and palm vein scan.

TRAVEL LIGHT - You're required to leave large jewelry, bags, hats, scarves, gloves and coats outside of the testing room. A locker is provided. Electronic devices must be sealed into a provided plastic bag and cannot be accessed anytime during the exam.

NCLEX Exam Day

BE PREPARED! Did you review the resources provided?

ARRIVE EARLY - Plan to arrive 30 minutes before your exam. If you are more than 30 minutes late, you may have to forfeit, reregister and pay another exam fee.

BRING PROPER ID – You are required to present one form of acceptable, valid identification that meets <u>all</u> of the following requirements: Government-issued, non-expired, full name, recent photo, and your signature. **If the name on your ID and ATT email do not match, you will be turned away.** If you changed your name: bring a marriage license, divorce decree, or court legal name change document.

NCLEX Exam Day (continued)

RECEIVE MATERIALS – This is not an open book test! You may not bring in paper or writing instruments for this computer-administered exam. An on-screen calculator and erasable note board/marker for making notes will be provided.

SET YOUR PACE - The NCLEX is a computer adaptive test and can be anywhere from 70 to 135 items. Regardless of the items administered, you'll have up to five hours to complete the exam, including the short tutorial and two optional breaks (the first two hours into testing, the second after 3.5 hours of testing). Take time to analyze each question carefully—once you submit an answer you can't return to that question.

AFTER THE EXAM - For quality control purposes, every NCLEX exam is scored twice; once by the computer at the test center and then after the exam record has been transmitted to Pearson VUE.

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.

- Sent within 3-5 business days of exam date

- Licenses are good for two years. However, because of the process of determining expiration dates, your initial expiration may be in as little as 6 months or in as many as 30 months, depending on the date you were licensed and your next qualifying birthdate.
- License expiration is determined based upon your birthdate and numerical sequence of the year you were born. If you were born in an odd year, your license will expire in an odd year on your birthday. If you were born in an even year, your license will expire in an even year on your birthday.

Results (continued)

Fail

You will receive a fail notice with your Candidate Performance Report and instructions for exam re-scheduling.

- Sent within 3-5 business days of exam date via the Message Center in your Nurse Portal

- The Candidate Performance Report identifies test areas and your relative strengths and weakness related to each of them. **Important! Review the CPR and study for your next examination.**

- Before you can re-exam, you must: 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 eligibly period. However, per NCSBN policy, you will need to wait a minimum of 46 days between each exam. Your eligibility to schedule an exam will be reflected in the new ATT validity dates.

How Long Will it Take to Get My License?

It all depends on you!

Steps:

1. Apply with OSBN

2. Register with Pearson Vue

3. Submit fingerprints per OSBN directions

4. Pass the exam

5. Complete **all** application requirements.

The application timeline is different for each person, and you may not have the same experience as a friend or classmate.

A Few Important Things to Note…

The Board <u>does not</u> expedite applications for any reason, such as a pending job offer. We recommend you do not accept a job before you are licensed.

Due to the variable nature of the application process, we cannot provide you with a timeline.

Disclosures or background check matters can extend application processing. Please have patience, we must review every circumstance to ensure we fulfill our mission to protect the public.

Questions?

Check the "View Status" section of your submitted applications in your Nurse Portal first! Many things, like fingerprint results, are processed individually by hand by members of Board staff. It may take time for checklist items to be marked complete.

To contact OSBN staff, use the Message Center in your Nurse Portal. Please allow at least 2 business days for a response.

Good Luck!

Product Of OSBN Licensure Department

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