SUBMITTING AN APPLICATION

Requirements for Licensure by Examination

- Submit an application and fee for licensure by examination to the Minnesota Board of Nursing.
- Provide information regarding conduct that could warrant disciplinary action.
  - If you answer “yes” to any questions in the Grounds for Denial section, the Board will investigate prior to licensure.
- Register for the NCLEX® examination with Pearson Vue and pay the fee.
- Have the nursing program verify program completion.
- Take and pass the NCLEX® examination.

How to apply for Licensure by Examination

Applying online (takes 1 – 2 business days to process):

- To apply online, you must be able to pay the $115.50 fee using a MasterCard or VISA debit or credit card. All fees submitted are not refundable.
- Access the Minnesota Board of Nursing website at www.nursingboard.state.mn.us.
- Scroll over “Applicants” for a drop-down menu. Select “Apply for license” then click on “Apply by exam.”
- To begin the online application process, under the heading, “Apply online,” select “Licensure by Examination Application.” Follow the directions to complete the process.

Applying with a paper application (takes 7 – 10 business days to process):

- Access the Minnesota Board of Nursing web site at www.nursingboard.state.mn.us.
- Scroll over “Applicants” for a drop-down menu. Select “Apply for license” then click on “Apply by exam.”
- Print the form titled “Exam application packet for U.S. educated LPN/RN applicants.”
- Complete and submit the respective application by mail with a $115.50 fee (cashier’s check or money order only). All fees submitted are not refundable.
REGISTERING TO TEST

Before registering to test with Pearson Vue, Review the NCLEX® Candidate Bulletin.
- You are required to enter the program code for your nursing program when you register to test with Pearson Vue.
  - Search for your “program code” at https://www.ncsbn.org/NCLEX_Educational_Program_Codes.pdf.
  - Click on the “Click here to search” button.
  - Enter the name of your nursing program.
  - Program code will be listed under “program code” column.
- You are required to provide an email address at the time you register for the NCLEX examination regardless of whether you applied by telephone or online. Subsequent correspondence from Pearson Vue will arrive ONLY by email.

How to register to test with Pearson Vue

Registering online:
- To register to test online, you must be able to pay the $200 fee by credit card, using VISA, MasterCard, or American Express.
- To begin this process, access the NCLEX® candidate web site at www.vue.com/nclex and select the registration option.

Registering by telephone:
- To register to test by telephone, you must be able to pay the $200 fee by credit card, using VISA, MasterCard, or American Express.
- Call NCLEX® Candidate Services at 1-866-496-2539. A Pearson Vue customer service representative will ask you to provide the information requested on the registration form.

RECEIVING AUTHORIZATION TO TEST (ATT)

Get confirmation of program completion from your school. An official of the school must verify your completion of the nursing program to the Board of Nursing. The official of the school cannot verify your completion of the program prior to the completion date.

Watch for the test service to send your authorization to test (ATT) by email. Pearson Vue will send your ATT via email. Review the candidate bulletin regarding additional test center requirements. Failure to comply with requirements will result in denial of admission.

Schedule the examination at one of the testing centers after you receive an authorization to test (ATT). The ATT is only valid for 90 days; you must schedule and take the test within the designated 90 day time period as indicated on your ATT. If you do not test within the designated time period, your ATT becomes invalid; you will have to reregister to test with Pearson Vue and repay the fee.

Other: If you do not take the examination within one year of when the Board received your application, your application for licensure by examination will be nullified.
OTHER INFORMATION

Use the web to check progress of your application.

- Wait 1-2 business days after you have submitted your licensure by examination application online to the Board of Nursing.
- Access the Board of Nursing web site at www.nursingboard.state.mn.us.
- Click on “Online Services” button in the right column.
- Establish a user profile account by clicking on the “New Users Register Here” link; and follow the directions for registering as an “Applicant.”
- Next, log in as an applicant. After you have logged in as an applicant, a screen will appear listing your personal information with a box indicating your application status as “open licensure by exam.”
- Click on “open licensure by exam.” Another screen will appear. As you complete each step of the process, the date for each of the following will display:
  - Application received:
  - Registered with test service:
  - Confirmation of program completion:
  - Authorization to test issued:
  - Date scheduled to take exam:
  - Examination results:
  - License issued:

- If you have questions about your application status, please log into your applicant user account to view your application status. If you continue to have questions, you may contact customer service at 612-317-3000, Monday – Friday, 8:00 a.m. – 4:30 p.m.

Examination Results

- **Do not call the Board of Nursing for results. The Board does not provide this information by phone.**
- Watch for your test results. You will receive your test results via mail approximately 10 business days after you take the examination.
  - If you pass, you will receive your test result and license.
  - If you do not pass, you will receive a REQUEST TO RETAKE EXAMINATION packet and a diagnostic profile which helps you understand your performance on the examination.

- To view your test result on the Board of Nursing website, you must log into your applicant user account. Your test result will be posted 1-2 business days from when you took the exam. There is no fee for viewing the results on the Board of Nursing website.
- You may also request your test results directly from Pearson Vue. There is a fee for this service. To request your test results from Pearson Vue, you may go to their website at www.vue.com/nclex or contact them via phone (phone number is provided on your ATT).

Send notification to the Board if any change occurs in your name, address, or other information on your application after you have submitted it.

- If you have had a change of name, you must submit legal proof of name change, such as a copy of a marriage certificate or a copy of your court ordered name change.
Request for Special Accommodations

- Indicate your request for special testing accommodations for the NCLEX® by completing the Request for Special Accommodations on the Licensure by Exam Application.
- Submit supporting documentation regarding your request for testing accommodations due to a disability. At minimum, the documentation must include:
  - a letter from a qualified professional providing diagnosis, identification of the specific test/assessment given, scores from the testing, interpretation for scores and evaluations, and recommended accommodations
  - a letter from the disability services department of your school indicating accommodations provided, if any
- List the specific accommodations you are requesting. Examples of accommodations include:
  - Separate room
  - Reader
  - Recorder
  - Signer
  - Extra Time (specify amount of extra time)
- Call NCLEX® Candidate Services at the telephone number listed in the ATT when you are approved for testing with special accommodations and have received your ATT.

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