



Graduates of Minnesota Nursing Programs Applying for Licensure by Examination in Minnesota

SUBMITTING AN APPLICATION

Requirements for Licensure by Examination

- Submit an application and fee for licensure by examination to the Minnesota Board of Nursing. The application fee is \$105.00 and the Criminal Background Check fee is \$32.00.
 - 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.
- Watch for the Criminal Background Check program office to send you a fingerprint packet by email. Follow the instructions and submit fingerprints as soon as possible.
- If it has been five years or more since you completed your nursing program, you will be required to complete a Review Course.
- Register for the NCLEX® with Pearson Vue and pay the fee.
- Have the nursing program verify program completion.
- Take and pass the NCLEX®.

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 \$137.00 fee (\$105.00 application fee + \$32.00 criminal background check fee) using a Visa, MasterCard, or Discover debit or credit card. All fees submitted are not refundable.
- To begin the online application process, go to:
<https://mn.gov/boards/nursing/licensure/apply-for-a-license/apply-by-exam.jsp>
 - Under “Apply Online,” click on the “Licensure by Examination Application” link.
 - Click “Register to Access Site”
 - Select “New User” and click Next
 - Follow the steps to create a username and password
 - Once logged in, click on “Online Services” and select “Submit an Application for Licensure”

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

- To obtain a paper application, go to <http://mn.gov/boards/nursing/licensure/apply-for-a-license/apply-by-exam.jsp>
 - Under “Apply using downloadable forms,” select and print the “Exam application for U.S. educated applicants.”
- Complete and submit the respective application by mail with a \$137.00 fee, (\$105.00 application fee + \$32.00 criminal background check 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.

- Access the NCLEX® Candidate Bulletin at <https://www.ncsbn.org/1213.htm>.
- 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® 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 <https://portal.ncsbn.org/> 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)

The Board of Nursing must receive confirmation of program completion from your nursing program. 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 and you will have to reregister to test with Pearson Vue and repay the fee.

OTHER INFORMATION

Checking Application Status Online

- To check for your application status, click on “Online Services” under the Applicants picture on the home page of the Board’s website. <https://mbn.hlb.state.mn.us/#/login>
- If you submitted the application online, log-in using the Username and Password that were created at the time you submitted the application. If you submitted the application by paper, you will need to create an account by clicking on “Register to Access Site”, select “Applicant” as the registration type and follow the prompts to create a log-in.
- Once logged in, a screen will appear listing your personal information with a box on the left titled “Application (RN or LPN)”
 - Click on “Application (RN or LPN)”
 - A Checklist of Requirements will show on the bottom of the page. As each step of the process is completed, the status will change to completed and a date will appear in the respective rows.
- 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.
- **Contact the Criminal Background Check program office for any questions related to fingerprinting and your Criminal Background Checks.**
Criminal.Background.Check@state.mn.us or 651-201-2822.

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 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 or contact them via phone (phone number is provided on your ATT).

Application Nullification

If you do not complete your application within one year of when the Board received your application, your application will be nullified. You will be required to reapply and resubmit required documentations.

Notifying the Board of Changes

If there are changes in your name, address, or other information, complete and submit the Change Request form (available here: https://mn.gov/boards/assets/Name_Addrs_Chng_5_2_17_tcm21-37129.pdf) to the Board.

- If you have 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.

RN or LPN Review Course

- If it has been five years or more since you completed your nursing program or if you have not successfully passed the NCLEX® within 5 years of completing your professional or practical nursing program, you are required to complete a Review Course before taking the NCLEX®.

Requesting 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.

Updated: February 2016

Reviewed August 31, 2016

Reviewed: January 19, 2017

Updated: July 25, 2017

Updated: November 20, 2017

Updated: December 5, 2017