

**Indiana State University**  
**College of Nursing, Health, & Human Services**  
**Application for Licensure and NCLEX-RN Application & Registration**  
**Brief Outline of Procedures for Senior Nursing Students**

(Further detail may be found in the instructions for application provided by the respective State Boards of Nursing and the NCLEX-RN Candidate Bulletin)

**PRIOR TO APPLICATION & REGISTRATION**

- Testing accommodations for candidates with special needs must be approved with the State Board of Nursing prior to registration to test. The candidate's written request for accommodation must be accompanied by a letter from an appropriate health professional and submitted with application for licensure.
- A professional quality photo of the candidate (see respective State Board of Nursing criteria for photo specifications) will be submitted to the State Board of Nursing by the school with the University seal and proper signatures affixed.
  - The school may arrange for a professional photographer to take photos on campus or in a local setting. Campus or distance students may choose to utilize this service when provided.
  - A composite of the photos for the graduating class will be displayed in the nursing building.
  - Campus-based students will submit 2 photos to the Office of Student Affairs in person. The candidate will sign the photos in the presence of a staff member.
  - Distance students will submit 2 photos to the Office of Student Affairs with the candidate's signature on the lower front of the photos (face clearly visible), leaving room for the Dean/Director/Designee signature to be affixed below candidate's signature.
  - A 3<sup>rd</sup> photo will need to be submitted for the composite of the graduating class if not utilizing the professional photographer arranged for by the school.

**STATE APPLICATION**

- Candidates must apply for licensure with the state in which they are seeking licensure. Go to <http://www.ncsbn.org> , Boards of Nursing, Contacts, then select the state for which contact information is desired.
- Exception - Distance students seeking initial RN licensure to practice in Georgia must obtain Indiana RN licensure first.
- Indiana Applicants:
  - *Instructions & Information for Completing the RN Application for Licensure by Examination for US Graduates* may be found at <http://www.in.gov/pla/2507.htm>
  - Print application and mail along with \$50 fee in form of a money order payable to Indiana Professional Licensing Agency (IPLA).
- A certificate of completion (page 3 of the IN application) or official letter of completion will be forwarded along with a photo to the respective State Board of Nursing by the Director of Student Affairs upon the student's completion of degree requirements and graduation.
  - Those making application in a state other than IN must:

- Forward the Certificate of Completion form (or comparable state document for that state) to the Student Affairs Office for completion; or
- Inform the Office of Student Affairs of the state in which licensure will be sought.

### **NCLEX-RN APPLICATION & REGISTRATION**

- Candidates may complete application on-line, via phone, or mail.
- NCLEX Examination Candidate Bulletin (viewed on-line <http://www.ncsbn.org/> see Resources, Publications; or at <http://www.pearsonvue.com/nclex> ). The bulletin contains the following information:
  - Step-by-step instructions for completing application
  - Test Plan & sample questions
  - Scoring
  - Program codes section for completion of application –see Indiana, Terre Haute, Indiana State University-BS, 48-574
- \$200 fee
  - Non-refundable
  - No personal checks
- Authorization to Test (ATT) should be received by student within 2 weeks of submission of all required information (application for licensure, application for NCLEX-RN, and certification from the school with photo).

### **TESTING**

- Candidate **MUST** have ATT & picture ID to be permitted to test.
  - Driver's license or other ID cannot be expired (check renewal date now!)
  - The name on your ID must match exactly to the name on your ATT. Sign all documents the same way (applications, picture).
- Take test at a Pearson Professional Center.
  - Go on-line <http://www.pearsonvue.com/nclex> to find a testing location and on-line tutorial for NCLEX Examinations.
  - Testing center does not have to be in the district where seeking licensure.
  - Student forfeits fee if testing is not done within specified dates as authorized.
- "Terms of Confidentiality"  
Sharing information about specific NCLEX test items compromises the integrity of the results and places the public at risk of having licensed, yet incompetent nurses in the workforce.

### **NOTE**

Application for licensure and registration for testing may be completed and submitted by the student anytime during the last semester of the senior year, providing all requirements for graduation will be met at the end of the semester.

- There are no refunds **\$\$\$\$\$** if your graduation is delayed.
- It is highly encouraged that students seek academic advisement to assure that graduation requirements will be met. Contact the Director of Student Affairs for a senior check-out.