SUBMIT AN APPLICATION

Requirements for Licensure by Examination
- Submit an application and fee for licensure by examination to the Minnesota Board of Nursing.
- Provide evidence that you have not engaged in conduct warranting 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 $105 fee using a MasterCard or VISA debit or credit card. All fees submitted are not refundable.
- To begin this process, access the Minnesota Board of Nursing website at www.nursingboard.state.mn.us.
- In the Top User Links table, click on “Licensure by Exam Application” under the Applicant column. Follow the directions.

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.
- Click on “Download Forms” in the Applicant column in the Top User Links table.
- Print the form titled “Exam application packet for U.S. educated LPN/RN applicants.”
- Complete and submit the respective application by mail with a $105 fee (cashier’s check or money order only).

REGISTER TO TEST

Before registering to test with Pearson Vue
Review the NCLEX® Candidate Bulletin before selecting the registration method.
- Access the NCLEX® Candidate Bulletin on the Minnesota Board of Nursing web site at www.nursingboard.state.mn.us. Click on “Candidate Bulletin” in the Applicant column.
- If you provide an email address at the time you register for the NCLEX examination (whether by mail, telephone, or through the web), please note that all of your subsequent correspondence from Pearson Vue will arrive ONLY by email. If you do not provide an email address when you register, your correspondence from Pearson Vue will arrive ONLY by mail.
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.
- Answer each question as directed.

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.
- Before you register by telephone, access the NCLEX® Candidate Bulletin on the Minnesota Board of Nursing web site at www.nursingboard.state.mn.us. Click on “Candidate Bulletin” in the Applicant column.
- 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.

Registering by mail:
- You must pay the $200 fee by certified check, cashier’s check, or money order; and it must be made payable to the National Council of State Boards of Nursing in U.S. currency and drawn from a bank in the United States.
- You must complete the computer readable registration form. Send your request for the computer readable registration form by email to nursing.board@state.mn.us. Allow 4 weeks for processing the paper registration.

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 or mail. Pearson Vue will send your authorization to test (ATT) via email ONLY IF you provided an email address. If you did not provide an email address to Pearson Vue, you will receive your authorization to test (ATT) ONLY by mail. You must take your ATT with you to the test center. 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.
- 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.
- Access the Board of Nursing web site at www.nursingboard.state.mn.us.
- Click on “Online Services,” and click on “My Services.”
- 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:
  - Permit issued:
  - Permit expiration:
  - Examination results:
  - License issued:

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.

Watch for your test results. You will receive your test results via mail approximately 10 business days after you take the examination. If you passed, 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. Do not call the Board of Nursing for results. The Board of Nursing does not provide this information by phone.

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 a 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 your nursing program’s disability services indicating accommodations provided
- List the specific accommodations you are requesting. Examples of accommodations include:
  - Separate room
  - Reader
  - Recorder
  - Signer
  - Extra Time (specify amount of extra time needed)
Call NCLEX® Candidate Services at the telephone number listed in the ATT letter when you are approved for testing with special accommodations and have received your ATT.

**Acquiring a Permit to Practice**

If you plan to practice as a nurse between program completion and licensure, **you must request a permit within 60 days of completing your nursing program.** The permit is issued after the following has been received:

- application for licensure by exam with fee,
- permit request application with fee, and
- confirmation of program completion.

The permit is valid for 60 days from date of issue or until the Board receives your examination results, whichever occurs first. The permit becomes invalid when it expires, when you fail the exam, or once you become licensed. Allow 1 – 2 business days for processing an online application and 5 – 7 days for processing a paper application. The Board must process your application for licensure by examination before you may apply for a permit online.

1. To apply for a permit online:
   - You must be able to pay online by VISA or MasterCard, and you must have already submitted an application for licensure by exam.
   - Access the Board of Nursing website at [www.nursingboard.state.mn.us](http://www.nursingboard.state.mn.us).
   - Click on “Online Services.” Click on “My Services.”
   - Establish a user profile (if you have not already done so) by clicking on the “New Users Register Here” link and follow the directions for registering as an Applicant.
   - Log in as an Applicant using your name and password. A screen will appear that lists your personal information with a box indicating your application status.
   - Click on “Request for Permit” and follow the instructions.

2. To apply for a permit by mail using a paper application:
   - Access the Minnesota Board of Nursing website at [www.nursingboard.state.mn.us](http://www.nursingboard.state.mn.us)
   - Click on “Download Forms” in the Applicant column in the Top User Links table.
   - Click on the “Permit Request Form for New Graduates” form. Print and complete the request for permit form, and mail the request form with the $60 fee (no personal checks) to the Board of Nursing.

**Examination Results**

Examination results are available as follows:

- 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. **Do not call the Board of Nursing for results. The Board of Nursing does not provide this information by phone.**
- 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](http://www.vue.com/nclex) or contact them via phone (phone number is provided on your ATT).

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