MEMORANDUM

DATE: March 17, 2016

TO: May 2016 CNL Degree Candidates

FROM: Marcia Lachniet LaFleur
School of Nursing Registrar’s Office

Please read this entire memorandum carefully for important information concerning Registered Nurse Licensure.

Remember these websites: https://www.license.dhp.virginia.gov/apply/ (for Virginia application) and https://portal.ncsbn.org/ (for NCLEX application).

Application for Licensure - Registered Nurse

1. If you plan to be licensed in a state other than Virginia, you must contact the State Board of Nursing in that state to request an application for licensure. The link to the application for the Registered Nurse Licensure in Virginia is posted above.

2. Many states, including Virginia, have online registration. You are responsible for determining the registration process for your state and either registering online or mailing your application for licensure, including the Registration Fee, to the State Board of Nursing of the state in which you plan to be licensed. Be sure to read all instructions and attachments that come with the application, as some details you enter will affect certain processes. The name on your registration form must match the printed name on the identification you present at the test center.

3. Application deadlines vary by state. Make sure you request the application for licensure in time to complete all requirements prior to the deadline of the state in which you plan to be licensed. The application for licensure in Virginia must be completed and sent to the Virginia Board of Nursing at least 60 days prior to the first day of the month in which you expect to take the exam. The application fee in Virginia is $190.

4. You need to order an official transcript from the University Registrar to be mailed to the State Board of Nursing after degrees are conferred in May. DO NOT REQUEST THEM NOW. These transcripts will be available for mailing the week of May 22nd and could be as late as Friday, the 27th. We strongly encourage you to view an unofficial transcript from your Student Center in SIS to confirm that your degree has been posted before ordering a transcript (you can check beginning the evening of the 24th). If you try to order one before degrees are posted, it will not say “degree conferred.” Transcripts can be requested online, by mail, or in person. For more information, see http://www.virginia.edu/registrar/transcript.html. The School of Nursing Registrar CANNOT print and send transcripts.

5. Some states require photos. Instant passport pictures may be purchased at Wal-Mart, CVS, and other drug stores. Prices vary.

6. Some forms must be officially notarized by a notary public. Students are responsible for acquiring the services of a notary. Notaries can typically be found at banks, check cashing services, the UPS store, the County Courthouse, in Newcomb Hall, etc. Diane Washington is a notary and her office is CMN 3113.

7. Please follow the instructions for each state VERY CAREFULLY. Some states, for example, require you to have your passport picture signed by a Director or Associate Dean (Virginia DOES NOT). If you fail to do so the application will be mailed back to you and this might cause you to miss the deadline.

8. Students requiring their applications to be signed by the Registrar/Dean/Director must submit their applications to the SON Registrar. Some applications can be signed before graduation, others must be signed afterward. The procedure for each is as follows:
National Council Licensure Exam (NCLEX) Registration Form

1. The link to the NCLEX Registration form and information booklet is posted above. If you are applying for licensure in Illinois or Massachusetts, you must follow the registration procedures established by that jurisdiction. The NCLEX registration form linked above is required of all other applicants wishing to take the licensure exam. Please read the information booklet carefully before completing the NCLEX registration form. The cost of the NCLEX is $200.

2. You are responsible for mailing your NCLEX registration form to Pearson in MN or following the online application instructions.

3. The following information may be useful to you as you complete certain questions on the NCLEX registration form:
   - For which test are you registering: Registered Nurse RN (Please note: an error in this item will require a $50 fee to correct.)
   - Work telephone number: If you have no work phone, leave blank. Do not use the School of Nursing phone number.
   - Email Address: Fill in if you want correspondence via email.
   - Other last name you have used: Fill in this box only if you have used another name to register for NCLEX or apply to a Board of Nursing for licensure.
   - Indicate the last date other name was used: Fill in this box only if you have used another name to register for NCLEX or apply to a Board of Nursing for licensure.
   - Education Program: University of Virginia – MS
   - Code: US28599000
   - Address: Charlottesville, Virginia USA
   - Do you have CGFNS Certification: No. This applies only to graduates of foreign nursing schools.
   - Board of Nursing from which you are seeking licensure: fill in only one (Please note: an error in this item will require a $50 fee to correct.)
   - Your current mailing address: If this is still required, be sure to use the same address as what is on your driver's license.

Authorization to Test

The Authorization to Test will be mailed to you from Pearson after your board of nursing makes you eligible. In order for your state board to make you eligible to take the NCLEX-RN, they must receive your application at least 60 days prior to testing, all required fees, and a transcript verifying completion of your degree. You are responsible for mailing the licensure application and required fees to your state board. You are required to order your transcript as soon as it is released by the University Registrar's Office. Please be sure to specify where it is to be sent.

Note that most of our graduates do not test before the last week in June (at the earliest). Please plan your vacation accordingly.