DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING

Physical Address
DOPL
160 EAST 300 SOUTH
SALT LAKE CITY, UT 84111

Mailing Address
DOPL
P.O. Box 146741
SALT LAKE CITY, UT 84114
As a licensed professional, it is your responsibility to know the Practice Act and Practice Act Rules. You will find everything you need to know on DOPL’s website.

On www.dopl.utah.gov you will learn how to:

✓ Apply for a license
✓ Renew a license
✓ Verify a license
✓ Find Laws & Rules
NURSING LICENSURE PROCESS

Applying for the NCLEX
Initial Licensure as a Nurse in Utah
IT’S A TWO STEP PROCESS

First Step: Take & Pass the NCLEX

Second Step: LICENSURE
FIRST STEP: NCLEX REGISTRATION

Create an NCLEX account through Pearson VUE and pay the $200.00 testing fee.


The tester must ensure the correct program code is used when they set-up their account.

Example: If you graduate with an Associate’s degree in Nursing, DO NOT register for the NCLEX with a BSN degree in Nursing.
Submit a Request for Authorization to Test application. Apply Online or by a Manual Form.

Submit Official Transcripts.

There are three ways to submit official transcripts:

1) Mailed to DOPL by the Registrar.
2) Emailed to DOPL (b7@utah.gov) via 3rd party clearinghouse by the Registrar.
3) Submitted to DOPL by student or school staff member in a SEALED ENVELOPE.

Note: Transcripts must have the school seal, a date of graduation and a degree earned from an approved pre-licensure program.

* THE REQUEST FOR AUTHORIZATION TO TEST APPLICATION AND OFFICIAL TRANSCRIPTS MUST BE SUBMITTED AT THE SAME TIME *
REQUESTING TESTING ADA ACCOMMODATIONS:

DOPL requires **3 letters** for accommodations:

- **Physician or Provider** – This letter must provide the tester’s diagnosis with diagnosis codes, the recommended accommodations, and must be dated within six months of taking the exam.

- **Nursing Program** – This letter must state the testing accommodations that were made for the student while in the program.

- **The Tester’s Request** – This letter is a personal narrative requesting the accommodations and why it is needed.

* The Physician and Tester letters will need to address the same accommodations. Once reviewed and approved, DOPL will submit the requested accommodations to Pearson VUE. Pearson VUE will email the tester when the accommodations have been processed.*
NOTIFICATION OF NCLEX RESULTS:

- The tester will be notified via email from DOPL if they passed or failed the examination.
- If the tester passed, they may apply for their initial license.
- If the tester failed, they will be mailed a candidate report of their examination. The tester may then repay the $200.00 fee, email DOPL, and retake the examination in 45 days.
NCLEX RESULTS WILL BE EMAILED TO THE TESTER WITHIN 3 – 5 BUSINESS DAYS.

Note: Testers who failed the exam will receive a detailed candidate report in the mail within 5 – 7 business.
IF THE TESTER DID NOT PASS THE NCLEX...

The tester will need to repay the NCLEX fee to Pearson Vue and email DOPL at b7@utah.gov and request to be made eligible for the exam.
SECOND STEP: LICENSURE

✓ Apply for licensure by mail, online, or in person.
  • $95.00 fee
  • Two sets (hard copies) of fingerprints for criminal background checks on Form FD-258.

  Fingerprinting services are available at DOPL Monday – Friday from 8:00 a.m. to 4:30 p.m.

Applicants may also complete their fingerprinting at their local police department and mail in their fingerprint cards.

Note: The processing times for licensure applications without special circumstances (e.g., criminal history) can take up to 14 business days.
IMPORTANT NOTES & RECOMMENDATIONS

• DOPL will follow up with applicants if items are needed to complete an application. Frequent phone calls will only delay the processing of applications.

• Applications for Licensure: Read carefully and respond honestly to all questions on the application. If DOPL becomes aware that you misrepresented any information, your case will be submitted to the Investigations department and may result in a citation or discipline against your license.

• It is your responsibility to ensure that DOPL is notified of any changes in your contact information.
IMPORTANT WEBSITES

Division of Occupational and Professional Licensing: www.dopl.utah.gov
DOPL Nursing Page: www.dopl.utah.gov/nurse/
National Council of Stat Boards of Nursing: https://www.ncsbn.org/index.htm
Nursing Licensure National Database: www.nursys.com
Nurse Licensure Compact: https://www.ncsbn.org/nurse-licensure-compact.htm
DOPL CHECKLIST - APPLICATION

First Step: NCLEX

✓ Register and pay $200.00 for your NCLEX through Pearson Vue.
✓ Submit a Request for Authorization to Test to DOPL. (online or manual form)
✓ Submit official school transcripts.
✓ DOPL will make you eligible for the NCLEX.
✓ Schedule your examination.
✓ Take and pass your examination.
✓ If you fail your exam, you must repay with Pearson Vue and notify DOPL to make you eligible again.

Second Step: LICENSURE

(MUST HAVE TAKEN AND PASSED EXAM)

✓ Apply for your license. $95.00 (online or manual form)
✓ Complete your fingerprints at DOPL or at your local police department (mail to DOPL).
✓ It can take 14 business days to issue a complete application.
✓ You will see your license number on DOPL’s website the day after it’s active.
✓ You will receive a hard copy of your license in the mail within 10 business days.
DOPL CHECKLIST - ENDORSEMENT

✓ Apply for your RN/LPN license online or by manual form. $95.00
✓ Complete your fingerprints at DOPL or at your local police department (mail to DOPL).
✓ Verify at least one active license through www.nursys.com. If the state you’re licensed in doesn’t participate in NURSYS, contact that state nursing board and request a verification to be sent to DOPL.
✓ It can take 14 business days to issue a completed application.

* DOPL will contact you if any items are needed.*
APPLICATION CHECKLIST

FIRST STEP:
- Register with Pearson Vue and pay $200.00 for your NCLEX.
- Submit official school transcripts. Transcripts must have graduation date and degree earned.
  - You may submit transcripts one of three ways:
    - Mailed to DOPL by the Registrar.
    - Emailed to DOPL via 3rd party clearinghouse by the Registrar to 67@bullah.gov.
    - Submitted to the DOPL customer service window. Transcript must be in a sealed unopened envelope.
- Submit a Request for Authorization to Test application to DOPL.
  - You may register and apply on DOPL’s website or submit the manual form.
    - Once DOPL receives the authorization to test application and the transcripts, you will receive an email within 5 business days to schedule your exam.
- Schedule your NCLEX.
  - If you fail your exam, you must repay with Pearson Vue and notify DOPL to make you eligible.
  - You must have taken and passed your exam to proceed to this step.

SECOND STEP:
- Apply for your license. $55.00 (online or manual form)
  - If you’ve answered “Yes” to any questionnaire questions, provide the necessary documentation to support your answer.
- Complete your fingerprints at DOPL or at your local police department. Mail your two sets of fingerprints to DOPL.

FYI:
- It can take up to 14 business days to process a completed application and activate a license.
  - If DOPL needs additional documents, you will be notified with an official letter.
  - Once your license is issued, you will see your license number on DOPL’s website under Verify a License and will receive a hard copy of your license in the mail within 10 business days.

ENDORSEMENT CHECKLIST

APPLICANT:
- Apply for your UT license. $95.00 (online or manual form)
  - If you’ve answered “Yes” to any questionnaire questions, provide the necessary documentation to support your answer.
- Complete your fingerprints at DOPL or at your local police department. Mail your two sets of fingerprints to DOPL.
- Verify at least one active license through www.nursys.com. If the state you’re licensed in doesn’t participate in NURSYS, contact that state nursing board and request a verification to be sent to DOPL.

FYI:
- It can take up to 14 business days to process a completed application and activate a license.