

NURSING APPLICATION PROCESS: INITIAL LICENSURE IN UTAH

MARCH 2016

Information overview for new graduates who are applying for their INITIAL nursing license in Utah and need to take the NCLEX.

GENERAL INFORMATION:

1. Apply for *licensure in the state where you plan to practice*. In other words, just because you graduate from a program in Utah, you do not need to obtain licensure in Utah.

New graduates should look online for the application process specific to the state where they plan to initially license. Links to all State Boards of Nursing are available at:

<https://www.ncsbn.org/contact-bon.htm>

2. Pearson VUE is a national company. You can “take” the NCLEX wherever you want. In other words, *you do not need to schedule your test at a Pearson VUE location in the state where you plan to license*.

New graduates will need to set-up an account with Pearson VUE. Link to Pearson VUE for the NCLEX: <https://portal.ncsbn.org/>

UTAH PROCESS:

1. Register with Pearson VUE and pay the associated fees.
 - a. Make sure you enter the CORRECT program code when you set-up your Pearson VUE account. Program codes can be found at:
https://www.ncsbn.org/NCLEX_Educational_Program_Codes.pdf

This is essential record-keeping information for your program, the Board of Nursing, and the NCSBN. If you have questions, ask your nursing program for clarification.

- b. Make sure you enter your information correctly and that the name you use for your Pearson VUE account is exactly the same as the name on your government-issued identification.
2. Submit a complete* application when you are ready to take the NCLEX. If an application is not complete within 30 days of submitting it to the Division of Occupational and Professional Licensing (DOPL) the application will be *denied!*
 - **No application fees will be refunded** to applicant’s whose applications are denied.
 - Applications *must not* be submitted before graduation.

A complete* application includes:

- a. Licensure application (available on the DOPL website:
<http://www.dopl.utah.gov/licensing/nursing.html>);
- b. Two finger-print cards submitted on form: **FD 258** (fingerprints may be taken at your local police station or at the DOPL office: 160 East 300 South, Salt Lake City, UT 84111);
- c. **OFFICIAL** transcripts verifying completion of the nursing education program including the:
 - i. degree awarded; and
 - ii. date the degree was awarded.

- d. Any *additional documentation* needed (e.g., if you answered “yes” to any of the qualifying questions) for each and every incident, including:
 - i. Personal account of the incident;
 - ii. Police report(s);
 - iii. Court record(s); and
 - iv. Probation/Parole records.
 - e. All required fees (as outlined on the application).
3. Once you are made eligible for the NCLEX, you will receive an Authorization to Test (ATT) from Pearson VUE. Included with your ATT will be a deadline for testing. You must meet this deadline. If you miss this deadline you will have to re-register with Pearson VUE and pay all the fees again.
4. Once you have passed the NCLEX and the required background checks, the license will be issued. You will receive a hard-copy of your license in the mail. You can also verify your license on the DOPL website: <https://secure.utah.gov/llv/search/index.html>
5. Normal processing time for a complete application is 7-14 *business days* from the time it is received by the licensing specialists. Please do not call to ask about the status of your application until you have allowed sufficient time for processing.
6. Applications that are more complicated (e.g., reported misdemeanors or convictions) will require at least 5 additional business days for processing.
7. Be sure to read the qualifying questions carefully. One question refers to a 10-year timeframe; while another question asks if you have EVER experienced any of the events described. Be sure to respond honestly!
8. Failure to disclose has consequences. It is better to over-disclose than to not disclose any significant events. The background check includes arrests and charges from Utah and FBI databases (In other words, we will know about arrests and charges from states other than Utah). Submit all documentation requested on the application (Refer to the application and 2(d) above for more information).
9. Link to the DOPL nursing page and print off the CURRENT application for licensure (<http://www.dopl.utah.gov/licensing/nursing.html>). It is only a four-page document; if the application you have is longer than that you have an old version.
*ONLINE APPLICATIONS FOR LPN AND RN LICENSURE IS **NOT** CURRENTLY AVAILABLE!!*
10. If you do not pass the NCLEX, you will receive a letter from DOPL. If you pass the NCLEX, you will be issued a license. DOPL **will not** release NCLEX results over the phone.
11. If you have to retake the NCLEX, you will need to pay Pearson VUE fees again and you will need to reapply with DOPL and pay the associated fees.
 - a. You will not need to resubmit transcripts with a second application, but you will need to resubmit all other documentation (including fingerprints).
 - b. Do not resubmit an application for licensure to DOPL until at least 30 days has passed since you last took the NCLEX—you can only test every 45 days and DOPL only keeps applications for 30 days.