

# Submitting a Request for Authorization to Test Online Through DOPL

*A Step-by-Step Guide for the Professional Licensing of Registered and Licensed Practice Nurses*

1. Go to: <https://dopl.utah.gov/nursing/exam-information>
2. Read the information on the page. Click on “Apply Online” on the dark blue oval. Here is the link for creating a UTAH ID: <https://idhelp.gov/account-creation.html>
3. Under new applicants, you will need to click the “Apply” dark blue button from the drop down menu. Select apply for a new license/registration, Nurse Rn-LPN Auth to Test, start application.
4. To apply via mail or in person, use the manual form on the DOPL website, <https://dopl.utah.gov/nursing/exam-information/> located at the bottom of the page and listed under the link “Apply via mail or personally”.
5. Please allow DOPL around 14-21 business days to process the LPN/RN Request for Authorization to Test application.
6. Please remember that registering/paying Pearson Vue is a separate process compared to submitting a Request for Authorization to Test through DOPL. Pearson Vue does not notify DOPL when you register/pay Pearson Vue. Do NOT submit a LPN or RN license application with your LPN/RN Request for Authorization to Test application. You must pass your NCLEX exam prior to submitting a LPN or RN license application.
7. If you are requesting testing accommodations, please be prepared to upload the following documents with your online application, or include copies of them with your paper application:
  - **Physician or Provider letter with diagnosis codes,**
  - **a letter from your school outlining the accommodations that you received in your program, and**
  - **your formal written request.**If these documents are not included with your application to test, it may delay your testing opportunities. Copies of these documents will need to be submitted for any retakes of failed examinations or you may not receive the accommodations.
8. If you need assistance with your UtahID please visit: <https://idhelp.utah.gov/>
9. **Exam retakes** - if you need to retake the NCLEX, you must register/pay Pearson Vue again and email [b7@utah.gov](mailto:b7@utah.gov) to request to retake the NCLEX. You will not need to submit a new LPN/RN Request for Authorization to Test application, but you will need to email [b7@utah.gov](mailto:b7@utah.gov) and let DOPL know that you have paid the fee to Pearson Vue to retest and you would like DOPL to approve the ATT.

