

Nursing Application by Examination Process and What to Expect

Applications for Licensure by Examination for Graduates of U.S. Nursing Schools

Print, complete, and submit most current application from website with \$50 application fee or submit new application online with fee. Email sent immediately after application entered if paper application submitted.

Submit Criminal Background Check (CBC)

School to submit Certificate of Completion or transcripts

Pay NCLEX fee when certain all graduation requirements are fulfilled

Submit statement for positive response on application. Will need copies of court documents if any.

If positive response on application or record on CBC, will need review and/or personal appearance before the board

Applications for Licensure by Examination for Graduates of Foreign Nursing Schools

Complete the Certification Program (CP) through the CGFNS. The CP includes an NCLEX predictor exam, the Credential Evaluation Service (CES), and an English proficiency exam. If education standards are met or exceeded, applicant may proceed to apply for licensure.

Print, complete, and submit most current application from website with \$50 application fee or submit new application online with fee. Email sent immediately after application entered if paper application submitted.

Submit Criminal Background Check (CBC)

CGFNS to submit CP certificate with CES report upon applicant request

Pay NCLEX fee when certain all requirements are fulfilled

Submit statement for positive response on application. Will need copies of court documents if any.

If positive response on application or record on CBC, will need review and/or personal appearance before the board

Once all requirements are fulfilled and approved by Board, the applicant will be made eligible for the NCLEX. The email from Pearson Vue with the Authorization to Test (ATT) is then sent within 24 hours. The results are normally processed 24-48 hours after the exam is taken.

NCLEX passed → The license is issued immediately after the NCLEX score is processed. An email notification is sent during the afternoon the day the license is issued.

NCLEX failed → The application is denied when NCLEX score is processed. A letter with repeat application information is mailed with the score report the same day the score is processed.

- ❖ Be sure to read all communication from the IPLA in its entirety. We may request a notification from the applicant by email when a requirement is complete to expedite the processing of the application and the requirement.
- ❖ This flowchart is intended to provide an idea of the application process. Please review the information and checklist documents at <https://www.in.gov/pla/4070.htm> for full details.