

Process for Penn Nursing Students to Apply for Initial RN licensure in Pennsylvania

Note: This application process is for BSN graduates who want to apply for initial licensure and take the NCLEX in Pennsylvania. Students wishing to apply in any other state should consult that state's board of nursing policy.

1. Student in their final semester should meet with their academic advisor and/or log onto Penn in Touch and view their academic worksheet well in advance of applying to sit for the NCLEX® to check that they will meet all the academic requirements for graduation by the completion of the semester. If corrections or course waivers must be processed, students should complete this process well in advance of applying to the Board. This will avoid delays in processing the student's Education Verification Form.
2. Students should request that their final semester instructors submit final grades as soon as possible upon completion of the course. This will ensure that students' Education Verification Forms are processed as early as possible.
3. Once a student graduates from the BSN program at Penn and wishes to sit for the NCLEX® exam and apply for initial RN licensure in Pennsylvania, they should go to the following website: <https://www.mylicense.state.pa.us>. The applicant should then scroll down and click the "Apply for Initial licensure" link under the heading "Initial Licensure". Applicants who have never held a license in the State of Pennsylvania and want to apply for their RN license for the very first time online should click the "Register" link and fill out all appropriate fields. Applicants should be sure to record the user ID and Password they created to access the online application so that they can check on the status of the application. (Note: Applicants without a social security number must submit a paper application, which is available through the PA Board of Nursing website).
4. After registering online, an application must be filled out. The applicant should select "Apply for NEW License", select "Nursing" from the Profession drop down menu, select "Registered Nurse" for the license type, and select "Exam (PA Program New Graduate)" for the Obtain by Method. Applicant should then complete all information, pay the required fee, and submit.
5. At the same time applicants submit their Board application they must register online with Pearson VUE and pay the required fee of \$200 to take the NCLEX: www.pearsonvue.com/nclex.
6. Once the Board receives all properly completed required documents, and the applicants has registered with Pearson VUE, the applicant should allow approximately 14 business days for the Board to process their application and receive an Authorization to Test from Pearson. The required form for ALL graduates includes the Nursing Education Verification Form. Additional forms are required for students with disciplinary or criminal backgrounds and for students requesting testing accommodation.
7. Once the applicant receives their Authorization to Test, they may register for the NCLEX®. When registering with Pearson Vue for the licensure exam, it is recommended that the applicant also download the NCLEX® Candidate Bulletin that will provide them with information about

testing procedures. Exam results are mailed directly from the Board to the applicant within 30 days of taking the Exam.

TIP for December 2014 BSN Graduates: Graduates should submit their application to the Board **before December 31, 2014** in order to avoid having to meet the new child abuse training requirement.

Disclaimer: Student should check the Pennsylvania Board of Nursing website for changes or updates in the process.