

LICENSURE BY EXAMINATION APPLICATION INSTRUCTIONS

GENERAL INFORMATION

- ☐ **Submit an application for licensure by examination and fees.** The application fee is \$105.00 and the Criminal Background Check fee is \$32.00. The total due is \$137.00 in the form of a money order or cashier's check made payable to the Minnesota Board of Nursing. Fees are non-refundable. The application packet may be downloaded from the Minnesota Board of Nursing website.
- ☐ **Provide evidence you have not engaged in conduct warranting disciplinary action;** if you answer yes to any questions in the Grounds for Denial section of the application, the Board will investigate prior to licensure.
- ☐ **Watch for the Criminal Background Check program office to send you a fingerprint packet** by email the following business day after submitting your application. Follow the instructions and submit your fingerprints as soon as possible. The fingerprinting and criminal background check requirement for licensure with the Minnesota Board of Nursing is independent of any other fingerprinting or background check you may have done in the past or will have done in the future. You must complete the Minnesota Board of Nursing background check process as instructed.
- ☐ **Submit a completed Confirmation of Program Completion from your nursing program.** If you have completed a Minnesota nursing program, a school official can confirm completion on-line. Non-U.S. educated applicants – see additional requirements. Paper forms must be submitted to the Board directly from the Nursing Program.
- ☐ **Register with Pearson Vue to take the NCLEX®** (National Council Licensure Examination) and pay the required fee.
 - Register on the web at www.nclex.com
 - Register by phone by calling NCLEX® Candidate Services at 1.866.496.2539
- ☐ **Send notification to the Board office as soon as possible if any change occurs in your name, address, or other application information after you submit the application.** Submit legal proof of change in name, such as a copy of a marriage certificate or court order.
- ☐ **Watch for the test service to send your authorization to test (ATT)** by e-mail. To gain access to the NCLEX, you will be required to present one form of acceptable identification. The first and last name on your identification must match exactly the name you provided when registering.
- ☐ **Schedule the examination** at one of the testing centers **after** you receive an authorization to test (ATT) from the test service. The ATT is valid for 90 days. If you do not take the examination within one year of receipt of your application, your application with the Board, will be nullified. If you do not take the examination within 90 days of receipt of your ATT, your registration with Pearson Vue will no longer be valid.
- ☐ **Watch for your license. The Board will mail your license approximately 10 business days after you take the examination.** If you do not pass the examination, you will receive an EXAMINATION RETAKE REQUEST packet and a diagnostic profile to help you understand your performance on the NCLEX® examination.

ADDITIONAL REQUIREMENTS FOR APPLICANTS WHO COMPLETED A NURSING PROGRAM MORE THAN FIVE YEARS AGO

- ☐ **Complete a Review Course.** If it has been five years or more since you completed either a professional or practical nursing program, or if you have not successfully passed the NCLEX® within 5 years of completing your

professional or practical nursing program, you are required to complete a Review Course before taking the NCLEX®. The review course must be completed after the Board has received your most recent licensure by exam or exam retake application. Information about this requirement is available on the Board's website.

REQUEST FOR SPECIAL TESTING ACCOMMODATIONS

- ☐ **Indicate your request for special testing accommodations for the NCLEX®** by completing the Request for Special Accommodations section on the LICENSURE BY EXAMINATION APPLICATION.
- ☐ **Submit supporting documentation regarding your request for testing accommodations** due to a disability. At a minimum the documentation must include:
 - a letter from an appropriate professional confirming the disability and providing information as to what accommodations are appropriate; **and**
 - a letter from the Disability Services department of your school indicating what modifications, if any, were granted by the program.
- ☐ **List the specific accommodations you are requesting.** Examples of modifications include:
 - separate room
 - reader
 - extra time (state **specific** amount of extra time you are requesting.)
 - recorder
 - signer
- ☐ **Call NCLEX® Candidate Services** at the telephone number listed in the ATT letter when you are approved for testing with special accommodations and have received your ATT.

ADDITIONAL REQUIREMENTS FOR APPLICANTS EDUCATED IN CANADA

- ☐ **Submit verification of licensure** from the original Canadian province in which you were first licensed and the U.S. jurisdiction in which you were most recently licensed as an RN.
- ☐ **Submit an official transcript** if you are not or have never been licensed in Canada, from your Canadian nursing education program or a Confirmation of Program Completion form.
- ☐ **Pass an approved English proficiency test** if you were educated in Quebec; schools approved for exemption of this requirement are: McGill University, Dawson College, Vanier College, John Abbott College, and Heritage College.

ADDITIONAL REQUIREMENTS FOR APPLICANTS EDUCATED IN A FOREIGN COUNTRY OTHER THAN CANADA

- ☐ **Submit a Credentials Evaluation Report.** A nursing education program determined to be equivalent to the education required in the same type of nursing education programs in the United States as evaluated by a credentials evaluation service.
 - **TruMerit (CGFNS) - Credentials Evaluation Service (CES) Professional Report.** Request CGFNS send the credentials report to the Board. Forms are available on the TruMerit website.
TruMerit
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651 USA
1.215.222.8454
info@cgfns.org (email)
www.trumerit.org (website)
- ☐ **Pass an approved English proficiency test (must be taken in person).** Unless you graduated from a nursing education program conducted in English and located in an English-speaking country.

- **International English Language Testing System** (IELTS Academic overall score of 6.5 with a minimum score of 7.0 in the speaking module and a minimum of 6.0 in all other modules). Request the International English Language Testing System send the Academic Test Report Form to the Board.
IELTS
www.ielts.org
- **OET** (minimum speaking score of 350 (B+) with a minimum score of 300 (C+) in all other modules.) Request OET to send the Occupational English Test Report Form to the Board.
OET
www.oet.com
- **Test of English as a Foreign Language** (TOEFL iBT overall score of 4.5 with a minimum score of 5.0 in the speaking module and a minimum of 4.0 in all other modules). Request the Education Testing Service to send the TOEFL report to the Board using the Minnesota TOEFL code of 9416.
TOEFL Services
1.877.863.3546 (inside the United States, US territories and Canada)
1.609.771.7100 (outside the United States, US territories and Canada)
toefl@ets.org (email)
www.ets.org (website)

Countries exempt from English proficiency or English testing requirements:

The Board determines who may provide an acceptable credentials evaluation and the acceptable service, TruMerit (CGFNS), has determined the following to be countries exempt from English proficiency or English testing requirements, if their entry-level professional education (with language of textbooks and verbal instructions in English) was from the following countries:

Australia
Barbados
Canada (except Quebec, schools approved for exemption of this requirement are: McGill University, Dawson College, Vanier college, John Abbott College, and Heritage College)
Ireland
Jamaica
New Zealand
South Africa
Trinidad and Tobago
United Kingdom (England, Scotland, Wales & Northern Ireland)
United States

Applicants from any other country must pass an English speaking proficiency exam (must be taken in person).

The Minnesota Board of Nursing application fee is non-refundable. You may want to complete the credentials evaluation and English proficiency exam before applying for licensure with the Board of Nursing. If the Board has not received the credentials evaluation and a report of a passing score on the English proficiency exam within one year of your application, the application will be nullified, and you must apply for licensure and submit a new fee.

CHECK THE PROGRESS OF YOUR APPLICATION

- ☐ **Access the Board of Nursing website at mn.gov/boards/nursing**
- Click on "Online Services" (located below the mission statement under "Applicants")
 - All users must register to access the site and create an online account. (*Exception: if you have created a login after May 8, 2017, you have already registered to our current site.*)
 - Click on "Register to Access Site" (located below the login area)
 - Click on type of Registration "New User", "Applicant", or "Licensee"
 - Click "Register" and follow the prompts to create a password
 - Click "Next" and follow the prompts to complete the New Account Detail
 - Click "Finish"
 - Enter the Username and Password you just created and click "Login"

- A screen will appear with cards for general information, current open applications or licenses, and your profile view
- Click on the application you would like to review (*if more than one is open*)
- Review the checklist of requirements on the bottom of this page to see which items are still open
- Note: a button may appear on the bottom of the screen if you have options available to you – for example “Apply for Exam Retake”
- Refer to the main website at mn.gov/boards/nursing for instructions and forms for any items that are still open
 - Click on the Licensure Tab
 - Click on Apply for a License and choose your license type
 - Click on applicable packet under “Apply using downloadable forms” for forms and instructions

- ☐ **Contact the Criminal Background Check program office for any questions** related to fingerprinting and your Criminal Background Checks. Criminal.Background.Check@state.mn.us or 1.651.201.2822

EXAMINATION RESULTS

- ☐ **Check your examination results:**
- On the Board of Nursing website. There is no fee for viewing the results on the web. The Board does not provide results over the phone.
 - On the Pearson Vue website at www.nclex.com. There is a fee for the online results service.
 - By phone. Pearson Vue provides the phone number with your authorization to test (ATT). There is a fee for the phone results service.

EXAMINATION RETAKE REQUEST APPLICATION

- ☐ **Submit the EXAMINATION RETAKE REQUEST** within eight months of the last failed examination. You must retake the examination within one year of the last failed examination or your application will be nullified and you will need to reapply.
- ☐ **Access the Board of Nursing website at www.nursingboard.state.mn.us to apply to retake the NCLEX®.**
- If you have not registered to access the site, register and follow the prompts.
 - If you have registered with the site, log in and apply for licensure retake.
- ☐ **Watch for the test service to send your authorization to test (ATT)** by e-mail. To gain access to the NCLEX, you will be required to present one form of acceptable identification. The first and last name on your identification must match exactly the name you provided when registering. The ATT is valid for 90 days.

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