

NCLEX EXAMINATION PROCESS 2014

1. **Submit** an [application for licensure](#) to the board of nursing. Be sure to meet the board of nursing's application deadline.
2. **Register** and **Pay** for \$200 to [Pearson VUE](#) by:
 - [Internet Registration](#)
 - [Telephone Registration](#)
 - A. The name with which you register must match exactly with the printed name on the identification you present at the test center.
 - B. An **e-mail address** must be provided when registering for the NCLEX examination, all subsequent correspondences from Pearson VUE will arrive **ONLY BY E-MAIL**.
 - C. All NCLEX examination registrations will remain open for a 365-day time period during which a board of nursing may determine your eligibility to take the NCLEX examination.
 - D. There is no refund of the \$200 NCLEX registration fee for any reason.
3. **Receive** from Pearson VUE: Acknowledgement of Receipt of Registration
4. **Receive** from board of nursing: Eligibility Letter
5. **Receive** from Pearson VUE: [Authorization to Test \(ATT\)](#)

If more than two weeks have passed after you have submitted a registration for the NCLEX examination and received a confirmation from Pearson VUE, and have not received an ATT, please call Pearson VUE.

 - A. You must test within the validity dates of your ATT. These validity dates cannot be extended for any reason.
 - B. The printed name on your identification must match exactly with the printed name on your ATT. If the name with which you have registered is different from the name on your identification, you must bring legal name change documentation with you to the test center on the day of your test. The only acceptable forms of legal documentation are: marriage licenses, divorce decrees and/or court action legal name change documents. All documents must be in English and must be the original documents.
6. **Schedule** an appointment to test by visiting [Pearson Vue website](#) or by calling Pearson VUE.
 - A. To change your appointment date:
 - For exams scheduled on: Tuesday, Wednesday, Thursday and Friday, call Pearson VUE at least 24 hours in advance of the day and time of your appointment.
 - For exams scheduled on Saturday, Sunday and Monday, call Pearson VUE no later than the Friday at least 1 full business day in advance of the time of your appointment.
7. **Present** one form of acceptable identification
 - A. The only acceptable forms of identification in test centers are:
 - U.S. driver's license (not a temporary or learner's permit)
 - U.S. state identification
 - Passport
 - B. You will not be admitted to the examination without acceptable identification. If you arrive without proper identification, you forfeit your test session and must re-register; this includes re-payment of the \$200 registration fee.
8. NCLEX examination **results** will be sent to your email address shortly after they have completed their exam.