

## The Eight Steps of the NCLEX Examination Process

1. **Apply** for licensure to the board of nursing in the state or territory where you wish to be licensed. Contact the state board for the requirements.
2. **Register** for the NCLEX examination with Pearson VUE by mail, telephone or via the internet.
  - A. The name with which you register must **match exactly** with the printed name on the identification you present at the test center.
  - B. **If you provide an e-mail address** when registering for the NCLEX examination, all subsequent correspondences from Pearson VUE will arrive **ONLY BY E-MAIL**. If you do not provide an e-mail address, all correspondences will arrive only through the U.S. 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** Confirmation of Registration from Pearson VUE.
4. **Receive** eligibility from the state board of nursing you applied for licensure with.
5. **Receive** the Authorization to Test (ATT) from Pearson VUE.

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 [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) 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 and your ATT on the day of the examination.
  - A. The only acceptable forms of identification in test centers in the U.S., American Samoa, Guam, Northern Mariana Islands and Virgin Islands are:
    - U.S. driver's license (not a temporary or learner's permit)
    - U.S. state identification
    - Passport
  - B. For all other test centers (international), only a passport is acceptable. All identification must be written in English, have a signature in English, be valid (not expired) and include a photograph. Candidates with identification from a country on the U.S. embargoed countries list will not be admitted to test.
  - C. You will not be admitted to the examination without acceptable identification and your ATT. If you arrive without these materials, you forfeit your test session and must re-register; this includes re-payment of the \$200 registration fee.
8. **Receive** your NCLEX examination results from the board of nursing you applied for licensure with within one month from your examination date.

**For more detailed information on the NCLEX examination and registration process consult the Candidate Bulletin by visiting [www.ncsbn.org](http://www.ncsbn.org) or [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex).**

| Questions About...   | Answers  |
|--|--|
| <ul style="list-style-type: none"> <li>• Registering to take the NCLEX® examination</li> <li>• Authorization to Test (ATT)</li> <li>• Lost Authorization to Test</li> <li>• Acceptable forms of identification</li> <li>• Comments about the test center</li> </ul>  | <p><b>Visit:</b> NCLEX® Candidate Web Site <a href="http://www.pearsonvue.com/nclex">http://www.pearsonvue.com/nclex</a>.</p> <p><b>Call:</b> NCLEX Candidate Services</p> <p><b>United States</b> – Call at (toll-free) 1.866.49NCLEX (1.866.496.2539), Monday - Friday, 7 am to 7 pm, U.S. Central Time.</p> <p><b>Asia Pacific Region</b> – Call NCLEX Candidate Services in Kuala Lumpur, Malaysia, at (pay number) +60.3.8314.9605, Monday - Friday, 8:30 am to 6 pm, Universal Time.</p> <p><b>Europe, Middle East, Africa</b> – Call NCLEX Candidate Services, at (pay number) +44.161.855.7455, Monday - Friday 8 am - 6 pm, Central European Time.</p> <p><b>India</b> – Call NCLEX Candidate Services at (pay number) 91.120.439.7837, Monday-Friday 9 am - 6 pm, Indian Standard Time.</p> <p><b>All other countries not listed above</b> – Call (pay number) 1.952.681.3815, Monday - Friday, 7 am to 7 pm, Central Time.</p> <p><b>Candidates with hearing impairments</b> who use a Telecommunications Device for the Deaf (TDD) – Call the U.S.A. Relay Service at (toll-free) 1.800.627.3529 or the Canada &amp; International Inbound relay service at (pay number) 605.224.1837. These services are available 24 hours a day, seven days a week.</p> <p><b>Write:</b> NCLEX Examination Program<br/> Pearson Professional Testing<br/> 5601 Green Valley Drive<br/> Bloomington, MN 55437-1099</p> <p><b>E-mail:</b> <a href="mailto:PearsonVUEAmericasCustomerServiceNCLEX@Pearson.com">PearsonVUEAmericasCustomerServiceNCLEX@Pearson.com</a>.</p> |
| <ul style="list-style-type: none"> <li>• NCLEX examination development</li> <li>• General NCLEX examination information</li> <li>• Unresolved concerns related to examination administration</li> </ul>  | <p><b>Visit:</b> NCSBN Web site, <a href="http://www.ncsbn.org">http://www.ncsbn.org</a></p> <p><b>Write:</b> National Council of State Boards of Nursing, Inc.<br/> NCLEX Examinations Department<br/> 111 E. Wacker, Suite 2900<br/> Chicago, Illinois 60601-4277</p> <p><b>Call NCLEX Examinations Department:</b> 866.293.9600</p> <p><b>Fax NCLEX Examinations Department:</b> 312.279.1036</p> <p><b>E-mail:</b> <a href="mailto:nclexinfo@ncsbn.org">nclexinfo@ncsbn.org</a></p>  |
| <ul style="list-style-type: none"> <li>• Name or address changes</li> <li>• Name corrections on your Authorization to Test (ATT)</li> <li>• Licensure</li> <li>• Endorsement</li> <li>• Interpretation of results</li> <li>• Candidate Performance Report</li> </ul> | <p><b>Write or call</b> your board of nursing.</p>   |
| <ul style="list-style-type: none"> <li>• Scheduling an appointment to test</li> <li>• Rescheduling or unscheduling your testing appointment</li> </ul>   | <p>Wait until you receive your Authorization to Test.</p>  |
| <ul style="list-style-type: none"> <li>• Examination results</li> </ul>  | <p>Examination results are sent to you by your board of nursing. Wait a minimum of four weeks following your examination for your results to arrive in the mail.</p>   |