NCLEX Examination
RN Nursing Licensure Preparation Spring 2020
All applicants are required to apply for Licensure online via BreEZE on the California Board of Registered Nursing Website www.rn.ca.gov

Use must register for a BreEZe account before you can start your application.

Once you have a BreEZe account, you can start your application by selecting 1-RN Initial Exam Application from the dropdown menu below “Start a New Application or Take an Exam”.

Once you submit your application, you will not be able to change it.

You will attach documents at the end of the process before you submit the application to the BRN.

A video tutorial is available at: https://www.dca.ca.gov/webapps/breeze/submit_app_breeze/submit_app_breeze.html

Information specifically about the application for an RN license can be found at:

http://www.rn.ca.gov/applicants/index.shtml

Select: Licensure by Examination in the State of California
Preparing to Apply

- Use the same name in APPLICATION AS ON your state issued identification (usually a Driver’s License).
  - If you change your name notify the Board immediately
- What you will need prior to submitting your application:
  - US Social Security or individual taxpayer identification number is MANDATORY – BRN will not process your application without it
  - A recent 2x2 passport type photo of head and shoulders only

Preparing to Apply
Online examination application form
http://www.rn.ca.gov/pdfs/applicants/examid.pdf

- Complete both pages
- Attach a 2X2 passport photo to the 2\textsuperscript{nd} page of the form in the space provided
- Be sure to use the same name on this application
- The live scan form can be found at https://www.rn.ca.gov/applicants/fpinstruct.shtml#
livescan
- Follow the directions on the instruction sheet and fill in all the items marked X
- You will need three completed forms when you go to the Live Scan Location - one goes to Live scan operator; the operator will keep one form, the second copy is the one you will submit to the BRN with your application, and the last is for your files.
- Fee approximately $7 - $50 depending on where you get it done
- To locate an approved live scan provider search the CA Department of Justice list https://oag.ca.gov/fingerprints/locations
- Submit to the BRN after you have submitted your application

DO NOT submit ink card fingerprints unless you need to because it will take longer to process
Application Information

- All students must submit the application and fees for licensure online using a **valid credit** card no more than 2-4 weeks prior to graduation ---- MAY 23, 2020
  - If you do not submit payment when you submit your application, your application will not be processed.
- Application fees are non-refundable
- BRN will make you eligible to test in the Pearson Vue system. Person Vue will send you an Authorization to Test via email once you are deemed eligible by the BRN.
- Processing times may vary, so do not accept a position that starts before you anticipate getting your license (**current processing time 10-12 weeks**).
  - You can check the current processing time @ [https://www.rn.ca.gov/times.shtml](https://www.rn.ca.gov/times.shtml)
- Once you are licensed your address of record will be disclosed to the public upon request
  - Usually employers
Accommodations

- Fill in the accommodations forms on the website.
- Will require verification of a disability from a licensed healthcare professional (review pages 18 – 22 of the application packet for more information. http://www.rn.ca.gov/applicants/lic-exam.shtml)
- Get paperwork to the BRN early since it takes longer to process your paperwork
Prior Convictions

- **MISDEMEANORS AS WELL AS FELONIES** – Motor vehicle infractions over $1000
- Will take longer to process application
- The BRN requires disclosure and evidence of rehabilitation (review documents for applicants with convictions [http://www.rn.ca.gov/enforcement/enfappdesk.shtml](http://www.rn.ca.gov/enforcement/enfappdesk.shtml))
  - Signed & dated letter of explanation
  - Certified arrest and court records (or out of state discipline documents)
  - Letters of reference
  - Current work performance evaluation for the last 2 years
- The burden of proof of rehabilitation is on the candidate
- Refer to FAQs

Contact me if this is your situation
Request for Transcripts

- Request for Transcript
  [http://www.rn.ca.gov/pdfs/applicants/end_transcript.pdf](http://www.rn.ca.gov/pdfs/applicants/end_transcript.pdf)
  - Complete and send to Hendra or Sarah
    - Allows us to bulk upload unofficial transcripts
      - No fee

Fill in the top:
Name of Professional Registered Nursing School:
CSU Channel Islands
Camarillo CA 93012
Years Attended
Year Graduated 2020

If we don’t have your completed and signed request for transcripts by 5/15/19, your transcripts will not be sent in the batch with other graduates to the BRN. This may delay your ability to take NCLEX
Application Tips

- **Educational History Section**
  - Leave expected graduation date field blank

- Provide any previous names you have had

- **IMPORTANT**
  - Double check all the information in the application to make sure it correct before you submit
Apply for licensure/registration to the regulatory body/board of nursing AND Register and pay the fee for the NCLEX with Pearson VUE

Eligibility Granted

Acknowledgement of Registration

Authorization to Test (ATT)
Pearson Vue

- Must register with Pearson Vue to take NCLEX when you submit your application to the BRN.
- Once you receive the Authorization to Test, you must take the exam within 90 days.
- You will need a government issued ID to enter the testing site https://www.ncsbn.org/1221.htm
  - Passport
  - Driver’s license
  - Government issued ID card
  - Permanent residence card
  - Military ID
- Review the candidate rules prior to taking the exam
  - https://www.ncsbn.org/1268.htm
Pearson Vue Information

- National Council State Board of Nursing website for 2020 NCLEX Examination Candidate Bulletin.
  
  https://www.ncsbn.org/1213.htm

- Program Code US04504300 Camarillo CSU Channel Islands

Pearson VUE Professional Testing Centers

- Closest Location to Camarillo
  - Westlake Corporate Center
  - 875 Westlake Boulevard Suite 108
  - Westlake, Village CA 91361

- Closest Location to Goleta
  - Gill Office Building
  - 1010 S. Broadway Suite F
  - Santa Maria, CA 93454
Preparation for the Exam

Resources available at BRN website

Virtual ATI 3-day Live Review scheduled for May 18, 19, 20

Set a preparation time frame
Time from Graduation to Licensure

- Time frame varies: All transcripts must be in before Authorization to Test is granted
  - Transcripts will not be ready for upload before late June
- Will not be able to test before that date at the earliest
- BRN and Pearson Vue Processing Time 10-12 weeks
- Plan your job search accordingly
  - Do not take a vacation, get married, have a baby or any other life changing event until after you have taken the exam

Time from Graduation to Licensure
Questions 75-265 Question or 6 hours

15 Questions are not scored

You should get the results shortly after taking the exam.

Do not contact the BRN for questions on processing time this slows down processing. There is a approximate processing time grid on the website.
Board of Registered Nursing
Examination and NCLEX Registration Process

APPLICANT

- APPLY to Board for Examination
- Examination Requirements Complete & Electronic Transcripts Received? ➔ YES ➔ Board Transmits Eligibility to Pearson VUE & sends Notice to Applicant
  - NO ➔ Deficiency Notice Sent

- REGISTER & pay the exam fee to Pearson VUE via Internet or Telephone
- Receive Acknowledgement of Receipt of Registration from Pearson VUE by email & Board makes you Eligible in the Pearson VUE System
  ➔ Receive Authorization to TEST (ATT) email from Pearson VUE

- SCHEDULE Exam Appointment via Internet or by Telephone with Pearson VUE
- Take NCLEX ➔ PASS ➔ License is Issued
  ➔ FAILED ➔ Reapplication Notice & Results Sent

- Reapplication Notice & Results Sent
Public Health Nurse Application

- After receiving your license apply for the Public Health Nurse certificate
  - **After you get your RN license**
    - Submit a request for transcripts To the Registrar and pay fees
    - **Official transcripts will be sent to the BRN. Do not request that they be sent to you.**
  - The application for the PHN Certificate can be found at http://www.rn.ca.gov/applicants/ad-pract.shtml#phn
Fees 2020

All fees are non-refundable - Total $935 (including interim permit)

BRN Application for licensure fee:
- $300

BRN Interim Permit
- $100

Pearson Vue fees for testing
- $200

Live Scan Fees:
- Approximately $35

BRN Public Health Nurse
- $300