

NCLEX Examination

RN NURSING LICENSURE PREPARATION SPRING
2018



Application for Licensure

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

All students must submit the application and fees for licensure online using a **valid credit** card no more than TWO weeks prior to graduation --
-- MAY 25, 2018

- If you do not submit payment when you submit your application, your application will not be processed.

Application fees are non-refundable

Do not register with Pearson Vue for testing until after you have received an eligibility notice from the BRN

- BRN will send you an Authorization to Test
 - Includes: authorization number, candidate identification number & expiration date

Application Information

Application available at BRN website

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

Licensure by Examination in the State of California

Processing times may vary, so do not accept a position that starts before you anticipate getting your license (**current processing time 10-12 weeks**)

Once you are licensed your address of record will be disclosed to the public upon request

- Usually employers

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

Application for Licensure first step register for an account on BreEZe

View the online video tutorial and RN Initial Exam Application Instructions prior to setting up a BreEZe account http://www.rn.ca.gov/online/breeze_online.shtml

Begin entering application information by selecting 1-RN Initial Exam Application

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

At the end of the application you will be able to attach documents

Preparing to Apply

Use the same name in APPLICATION AS ON your diploma, driver's license and/or photo ID

- If you change your name notify the Board immediately

You will need prior to submitting your application:

1. US Social Security or individual taxpayer identification number is MANDATORY – BRN will not process your application without it
2. You will need a recent 2x2 passport type photo of head and shoulders only
3. Live Scan or Hard Card fingerprints

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>)

- 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

<http://www.rn.ca.gov/applicants/lic-faqs.shtml>

Come see me if this is your situation

FORMS TO BE COMPLETED BEFORE YOU SUBMIT YOUR APPLICATION

Request for Transcript http://www.rn.ca.gov/pdfs/applicants/end_transcript.pdf

- Complete and give to Hendra or Sarah
 - Allows us to bulk upload unofficial transcripts
 - No fee

Request for Transcript Public Health Nurse Certification

- Complete and give to Hendra or Sarah
- After you get your RN license
 - Submit a request for transcripts from the [Registrar](#) and pay fees
 - Submit the request for transcripts on the BRN website – have the request sent to CSUSCI Records Office <https://www.csuci.edu/records-registration/>
 - Official transcripts will be sent to the BRN. Do not request that they be sent to you.

Fill in the top:

Name of Professional Registered Nursing School:

CSU Channel Islands

Camarillo CA 93012

Years Attended

Years Graduated 2018

Other Required Forms

1. Online examination application identification form

<http://www.rn.ca.gov/pdfs/applicants/examid.pdf>

- Attach the 2X2 photo to this form

2. Live scan form <http://www.rn.ca.gov/pdfs/applicants/livescan.pdf>

Home Tools EBLBSN_Survey_... livescan.pdf x 177%

A0391 **LICENSE, CERTIFICATION, PERMIT**
ORI (Code assigned by DOJ) **REGISTERED NURSE LICENSE**
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:
BOARD OF REGISTERED NURSING, DCA
Agency Authorized to Receive Criminal Record Information
PO BOX 944210
Street Address or P.O. Box
SACRAMENTO **CA** **94244-2100**
City State ZIP Code

05753
Mail Code (five-digit code assigned by DOJ)
ATTN: FINGERPRINT UNIT
Contact Name (mandatory for all school submissions)
FAX TO: (916) 574-8637
Contact Telephone Number

Applicant Information:

Last Name First Name Middle Initial Suffix
Other Name (AKA or Alias) Last First Suffix
Date of Birth Sex ☐ Male ☐ Female
Height Weight Eye Color Hair Color
Driver's License Number
Billing Number **APPLICANT PAYS ALL FEES**
(Agency Billing Number)
Misc. N/A

Live Scan- many locations in Ventura County

Be sure to use the same name on this application

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; one to BRN and one for you to submit with your application

Fee approximately \$50 - \$100 depending on where you get it done

For more information go to the www.livescanventura.com

In Santa Barbara County – go to Santa Barbara County Sheriff or Santa Barbara PD

DO NOT submit ink card fingerprints unless you have to because it will take longer to process

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

Fees 2018

All fees are non-refundable- Total \$620 (including interim permit)

BRN Application for licensure fee:

- \$150
- **BRN Interim Permit**
- \$50
- **Pearson Vue fees for testing**
- \$200
- **Live Scan Fees:**
- Approximately \$70
- **BRN Public Health Nurse \$150**

Pearson Vue Information

National Council State Board of Nursing website for 2018 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

Must register with Pearson Vue to take NCLEX prior to the ATT expiration date

- No extensions

You will need 2 forms of ID when you go to take the test

- 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>

Preparation for the Exam

Resources available at BRN website

ATI 3-day Live Review scheduled for May 21-23

Set a preparation time frame

Time frame varies: All transcripts must be in before Permission to test
Will not be able to test before that date at the earliest – turn around
BRN and Pearson Vue 2 weeks EARLIEST testing August 6, 2018. 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

Results

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.

Public Health Nurse Application

After receiving your license apply for the Public Health Nurse certificate

Request for Transcript Public Health Nurse Certification

- Complete and give to Hendra or Sarah ***before you submit your application for licensure***
- **After you get your RN license**
 - Submit a request for transcripts from the [Registrar](#) and pay fees
 - Submit the request for transcripts on the BRN website – have the request sent to CSUSCI Records Office <https://www.csuci.edu/records-registration/>
 - ***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>