



Preparation for the NCLEX and Application for RN License

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Effective:	2.15.2019
Initiated by:	Admission, Progression, Retention and Graduation Committee
Relevant WAC:	WAC 246-840-519

Purpose

The purpose of this policy is to provide direction to students on how to prepare and apply for national council licensing examination (NCLEX) testing and licensure.

Policies and Procedures

Preparation for the NCLEX

Upon successful completion of the BSN curriculum, graduates will be eligible to sit for the [NCLEX examination](#) for licensure as a Registered Nursing (RN). Satisfactory completion of the NCLEX enables the graduate to be eligible for a license to practice as an RN in the state in which the new graduate has applied.

The Faculty and Director of the Heritage University BSN Program work with each student to determine readiness to sit for the NCLEX-RN examination and to recommend the time of testing. Students are advised to wait until demonstrating readiness to pass this examination given by [The National Council of State Boards of Nursing \(NCSBN\)](#).

NCLEX-RN Review Course

The Nursing Faculty will select an NCLEX-RN review course that is best matched to the students' learning needs. Students will attend the review course in the last academic year of the BSN program.

HESI Exit Exam

The HESI Exit Exam is administered as part of NURS 418L, Professional Role Integration, during the final semester of the BSN program. The criteria for passing NURS 418L and the incorporated HESI EXIT EXAM will be outlined in the NURS 418L syllabus. Students should aim for a 900 or higher benchmark score on the HESI exam before sitting for the NCLEX exam. However, a score of 850 will be considered passing for the HESI exit exam. As with all HESI exams, students are required to remediate the recommended materials following the HESI Exit Exam. Just like the specialty exams, a customized online remediation plan is created for each question missed. All students must remediate according to the guidelines outlined in the NURS 418L syllabus and submit proof of remediation before taking a second exit exam.

NCLEX (National Council Licensure Examinations)

Overview of Application Process

- Receipt of Application (your license will show pending)
- Criminal background check (Washington State Patrol or FBI if out of state resident)
- Review of Nursing Program completion
- Application approval by Nursing Commission
- Process will take approximately 4-6 weeks

Step 1: State Application

- Mail completed application and fee 30 days prior to graduation date.
 - Download [online application](#)
 - Send fee with application.
 - Personal check made out to the Department of Health (DOH).
 - If not a personal check a money order or cashier's check is acceptable.
 - Credit cards and cash are accepted only at the front counter in Tumwater.
 - HIV/AIDS training is taught in school you can indicate you received this training on the application.
- Keep your contact information current at all times with the Department of Health.
- Make sure to submit an email address on the application. (Main form of communication)
 - Application fee for RN is \$120.
<https://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NurseLicensing/RegisteredNurse#Fees>
- Criminal Background Check
 - A Washington State Patrol criminal (WSP) background check is conducted for all applicants.
 - FBI fingerprint background checks are conducted for applicants with an out-of-state address.
 - DOH sends a fingerprint card with instructions to these applicants once an application is pending.

Step 2: Register for Exam

- Register to take the NCLEX exam and submit the \$200 fee to Pearson VUE before graduation.
- Credit or debit card only.
- Pearson VUE is contracted by the National Council of State Boards of Nursing for test development and administration of the NCLEX Examination. www.pearsonvue.com/nclex
- When registering for the NCLEX exam please make sure:
 - Your email address is current and correct
 - When registering to test, Heritage University and BSN degree are correctly identified
 - ID matches your Pearson VUE registration exactly (Middle initials are fine).

Step 3: Receive Authorization to Test

- Washington State Nursing Commission receives the certificate of completion from your school of nursing.
- Washington State Nursing Commission will make you eligible to test.
- Pearson VUE sends you the Authorization to Test (ATT) via email.

Testing Availability

- The test date availability varies depending on the time of year.
- First-time test takers are guaranteed testing dates within 30 days.
- Repeat candidates with 45 days.
- You may decline and schedule further out, but this is not recommended.

Test Sites

There are five sites for testing in Washington:

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- Seattle (two sites)
- Renton
- Yakima
- Spokane

Tips on How to Avoid Delays in Getting Your License

- Ensure your application is COMPLETE and the CORRECT fee is sent when applying.
- Check with the school to ensure you signed all necessary paperwork to have your certificate of completion and transcripts sent to the nursing commission.
- When filling out the application for the nursing commission, make sure you indicate your current nursing program and graduation date under the professional education section.

Accommodations

NCLEX testing accommodations must be ADA approved and the following must be submitted with the application:

- A letter from applicant requesting accommodation and why.
- A letter from the school stating what accommodations were provided and why.
- A letter from the physician who made the diagnoses, what the diagnosis is, and what was recommended for the diagnosis.

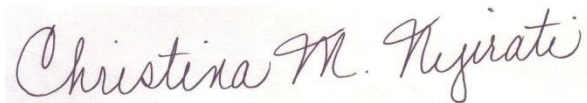
Policy Reviewers

Proposed revisions of this policy should be reviewed by:

1. Nursing Faculty Assembly
2. Bylaws & Policy Committee
3. Curriculum Committee
4. Admission, Progression, Retention & Graduation Committee

Forms

There are no forms associated with this policy.



Signature: _____