

Below is information on the fingerprinting requirement for licensure as a Registered Nurse in Ohio. Also included is information on how to apply for licensure as a Registered Nurse and NCLEX registration.

RN Licensure in Ohio: BCI (civilian) and FBI (federal) fingerprints are required of all individuals who are applying for licensure as a Registered Nurse in **Ohio**. Fingerprints should be done several months **prior** to graduation. They must be submitted electronically to the Bureau of Criminal Identification and Investigation by a WebCheck agency that has **(BCI & FBI)** listed after their name. More detailed information is provided below.

RN licensure outside of Ohio: If you will **NOT** be applying for licensure in Ohio, you need to contact the appropriate state board of nursing to obtain their licensure application procedures and requirements. The website is: <http://www.ncsbn.org>. Click on "Select Your State" then choose the state from the map, and open their website.

CRIMINAL RECORDS CHECKS REQUIRED FOR LICENSURE BY THE **OHIO BOARD OF NURSING**

The Ohio Revised Code requires those applying for a license or certificate issued by the Ohio Board of Nursing (Board) to submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI&I). The Board cannot, by law, complete the processing of your application until the Board receives **BOTH** background check reports.

You are encouraged to complete your background checks as early as possible; the results are valid for one year. A delay in the Board receiving the background check reports will delay your eligibility to sit for the NCLEX.

The BCI&I will **ONLY** accept electronic fingerprints for **FBI and BCI** background checks. Electronic fingerprints must be completed by a WebCheck location in Ohio that will submit the applicant's fingerprints electronically to BCI&I. The applicant must request that **both** reports be sent to the Board **directly** from BCI&I, or they will not be accepted by the Board. A complete list of WebCheck locations is available online at the following website address:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>

or

<http://www.ohioattorneygeneral.gov/>

Scroll Down to "Services" → Webcheck Locations

Please note that only the locations designated with the notation of "BCI & FBI" perform both the BCI and FBI records check.

In summary, be certain to:

- Start this process 6-8 months prior to graduation
- Choose a location on the website that has **(BCI & FBI)** listed after the name.
- Identify the **Ohio Board of Nursing** as the agency to receive the results (see address below). The Board **MUST** receive the results directly from the BCI&I to be valid.

Ohio Board of Nursing
Attention: Licensure Unit
17 South High Street, Suite 400
Columbus, Ohio 43215-3413
(614) 466-3947
www.nursing.ohio.gov

**Application for RN Licensure and
NCLEX Registration Process**

This information will be e-mailed to you prior to your term of graduation

Below is information for nursing students who plan to apply for licensure as a Registered Nurse. Obtaining your Registered Nursing license involves completing **two (2)** different applications.

1. Application For Licensure by Examination to Practice Nursing
2. NCLEX Pre-Registration (Prepayment)

You should apply for RN licensure **AND** pre-pay for the NCLEX by the 4th week of your graduation term to avoid any delays in taking the NCLEX. If you are applying for licensure in Ohio, follow the links in 1A and 2A below. If you are applying for licensure outside of Ohio, follow the links in 1B and 2A below. **Note: The State Board of Nursing to which you apply for licensure is the entity that will declare you eligible to take the NCLEX.**

1. Licensure Instructions and Application	TO DO
<p>A. (for RN licensure in Ohio) * www.nursing.ohio.gov Select "Licensure and Renewal" Scroll down to "Nursing Graduates and all Licensure and Certification Applications Online" Then click "Click Here to Register (Create a New Account) and then Apply for a License or Certificate" You will first make an account and can then proceed to apply for your RN license OSU College of Nursing's Program Code is: US20508200</p>	<p>Register an account and complete the online application. Allow 45 business days to process application.</p>
<p>B. (for RN licensure outside of Ohio) www.ncsbn.org Scroll down and click on "Select Your State" then choose the state from the map. Look for the RN Licensure Application "by Examination"</p>	<p>Print the licensure instructions and application. Each state has a different application and requirements.</p>
2. NCLEX Candidate Bulletin and Registration	TO DO
<p>A. www.vue.com/nclex During the NCLEX pre-registration/prepayment process, you will be asked for the STATE in which you wished to be licensed. You will complete THAT state's licensure application and requirements. OSU College of Nursing's Program Code is: US20508200</p>	<p>Print and read the information in the <u>NCLEX Examination Candidate Bulletin</u>. Register/pre-pay ASAP. Allow 30 business days to process mail applications. Retain the bulletin until you receive your R.N. license.</p>
The information below will be emailed to you during your graduation term	To Do
<p>Name on Diploma (<i>obtained from the OSU student database</i>)</p>	<p>Verify for accuracy</p>
<p>Hometown listed on your "Application to Graduate" will appear in the Commencement Bulletin</p>	<p>Verify for accuracy</p>
<p>Nursing Pin (gift from the OSU College of Nursing)</p>	<p>Distributed at Convocation Ceremony (spring semester only). AU and SU graduates will receive their pin at commencement.</p>

When completing the Ohio licensure application, enter the following:

- Education Program Code: **US20508200**
- Date of Entrance: date you entered the Nursing program
- Date of Completion/Anticipated Completion: enter the date that is 2 days prior to commencement

ELIGIBILITY FOR NCLEX EXAMINATION (for RN licensure in Ohio). The "Certification of Program Completion" letter, signed by the Dean of the College of Nursing, will be electronically delivered to the Ohio Board of Nursing on Friday of finals week. This letter will confirm your successful completion of the nursing program; you do **NOT** need to provide a transcript for Ohio licensure. The Board will then verify that **ALL** the following documents/fees have been received by the appropriate agencies and will notify NCLEX Candidate Services that you are **eligible** to take the licensure examination:

- 1) Application for RN licensure
- 2) NCLEX registration/pre-payment
- 3) FBI fingerprint results
- 4) Civilian fingerprint results
- 5) Program Completion letter

You should receive an "Authorization to Test" shortly after graduation via email if you provided your e-mail address in the NCLEX registration process. Otherwise, the ATT will be mailed to the address you provided. You will need the ATT in order to schedule a date for the licensure exam. You will need to bring the ATT and a valid/acceptable photo ID with you on exam day. The Board of Nursing will mail your test results to you. You will be issued a license if you are successful on the examination and your license number will be posted within 3 business days of passing the test.

If you have any questions about the licensure process, please stop by 106 Newton Hall.

NOTE: Your name in the Dean's letter to the Board of Nursing is obtained from the OSU student database and must match the name you put on your Application for Licensure form. A name discrepancy **will delay the processing of your application.**

FREQUENTLY ASKED QUESTIONS

Q *What do I need to do to be eligible to take the NCLEX® Examination?*

- Complete Criminal Records Check (FBI and Civilian fingerprinting requirement for **Ohio** license)
- Submit an "Application for RN Licensure by Examination" to the **state** Board of Nursing where you wish to be licensed. Meet all of the eligibility requirements for this state's Board of Nursing to take the NCLEX examination.
- Register (pre-pay) for the NCLEX Examination with Pearson VUE. You will select the State in which you wish to be initially licensed.
- Receive Acknowledgement of Receipt of Registration from Pearson VUE.
- "Program Completion Letter" is electronically delivered to the Ohio Board of Nursing after graduation status is confirmed.
- The Board of Nursing declares you eligible to take the NCLEX.
- Receive Authorization to Test (ATT) from Pearson VUE via email or U.S. mail. You can now schedule to sit for the NCLEX at any Pearson-Vue testing center in any state. You must present your ATT and acceptable I.D. at the testing center on the day of your exam.

Q *Will the College of Nursing know if the Board of Nursing received my application and related documents?*

No, the College will not know. Due to the high volume of licensure applications, **the average processing time is 30-40 business days from the date your application is received by the Board.** This involves an initial review of the application, data entry into the Board's database, and processing of your application fee. **Check your application status:** Go to the Board web site at www.nursing.ohio.gov and click on "verification." You will be redirected to the licensure verification web site used by the Board. If your application has been entered into the Board's database, your name will appear on the list. Click on your name; it will display as "pending" until your license is issued. If it has been **more than 40 business days** since you mailed your application and your name does not appear on the licensure verification page, please contact the Licensure Unit at (614) 995-7675 or by e-mail at licensure@nursing.ohio.gov. To check on the receipt of fingerprint results, contact the Board of Nursing at 614-466-3947. The Board receives hundreds of inquiries daily so a response might not be immediate.

Q *Do I need a transcript for my Ohio Board of Nursing licensure application?* No transcript is needed since you completed your coursework at an Ohio nursing school.

Q *What name should I use on the application and other materials?* Your name/signature should match on ALL documents. Please note that your driver's license will show only your middle initial. This is not an issue and does not preclude using your full middle name on the licensure materials

Q *What should I put for "Type of Program" (Pg 1 of Application)?* Baccalaureate

Q *What is the "date of completion"?* The Friday prior to Commencement

Q *How do I actually register and pre-pay for the NCLEX examination?* This information is included in the NCLEX Candidate Bulletin at <http://www.vue.com/nclex>. We encourage you to register via the Internet.

Q *When will my Authorization to Test (ATT) number be sent?* You will receive the ATT after the Board of Nursing receives AND processes all materials including the "Program Completion Letter." (See question 1 for eligibility information). The Testing Service advises you to allow an additional 5-10 business days to receive the ATT. Contact the Testing Service at **1-866-496-2539**, if you do not receive the ATT within the specified time.

Q *When can I actually schedule the test?* You can call to schedule the test ASAP after you receive the ATT.

