



**CHECKLIST INSTRUCTIONS
EXAMINATION APPLICATION**

Check One: RN \$190 LPN \$170

➤ **COMPACT INFORMATION:**

Virginia is a *Nurse Licensure Compact (NLC)* participating state. In order to receive a license with *multi-state privilege(s)*, an applicant must meet all [Uniform Licensure Requirements \(ULRs\)](#) in accordance with [Virginia Code § 54.1-3040.3 C](#). If you do not meet all **ULRs** OR you reside in a 'non-compact' state, you may be eligible for a single-state license authorizing practice only in Virginia. **For current information on the NLC** go to: <https://www.ncsbn.org/nurse-licensure-compact.htm>.

If your **Primary State of Residence (PSOR)** is a **compact** state, you must apply for licensure in your **PSOR** (home state). **PSOR** is defined by the NLC as: *the state of a person's declared fixed permanent and principal home or domicile for legal purposes*. If your PSOR is Virginia or a non-compact state, you must obtain a Virginia license to practice as a nurse in Virginia. **Please indicate on the application your primary state of residence.**

Registered Nurse applicants must have completed a minimum of **500 direct client care hours** across the lifespan and **Licensed Practical Nurse** applicants must have completed a minimum of **400 direct client care hours** across the lifespan.

REQUIREMENTS BELOW - Check COMPLETED applicable items included with your application:

Completed Application to VBON and required Fee: acceptable fees include payment by credit/debit card (**online** applicants only); or if required to apply by mail, include check or money order made payable to *Treasurer of Virginia*. Your application will not be reviewed until you have submitted payment and **fees are non-refundable**.

Complete fingerprint-based Criminal Background Check (CBC): required by [Virginia Code § 54.1-3005.1](#): Register for fingerprinting exclusively through [Fieldprint Va](#). You may not register for fingerprinting until you submit an application to the Board.
Online applicants will receive an **application confirmation receipt** that contains a VBON **Fieldprint Code** required to register for fingerprinting. *Online applicants will also see their **Fieldprint Code** at the top of the **checklist instructions** page. More information for initiating the CBC may be found at [VBON CBC Info](#).

Official Attestation of Graduation (Attestation) or Final Transcript: **Virginia Nursing programs only may submit an Attestation letter (Attestation) directly to the Virginia Board of Nursing that confirms program completion, in lieu of individual transcripts. Confirm with your nursing program director if your program sends Attestations.**
If your program sends Attestations, do NOT request a transcript.

Graduates of nursing schools located in other states/US Territories - Verification of Clinical Hours: If you attended a nursing program outside of Virginia, your FINAL **official** transcript must include evidence of the actual (direct client care) clinical hours broken down for each course.

Complete a Separate Application with Pearson Vue to take the NCLEX Exam by registering online at: www.pearsonvue.com/nclex or by phone at 1-866-496-2539. **Register with Pearson Vue immediately after filing your application with the VBON or your Authorization to Test (ATT) issued by Pearson may be delayed.**

INSTRUCTION CHECKLIST MUST BE INCLUDED WITH PAPER APPLICATION

Licensure by Examination (RN/LPN): Application Instructions Continued

-OR IF APPLICABLE-



Submit CGFNS Professional Report: Exam licensure applicants educated in a foreign country (does not apply to a US Territory such as Puerto Rico*) **must** request the [CES Professional Report](#) or [CGFNS Certificate](#) from Commission on Graduates of Foreign Nursing Schools (CGFNS) be sent to the VBON. For more information, click on these regulation(s): [18 VAC 90-19-130](#).

- For endorsement applicants only, the Board accepts the *CES report, ICHP Visa Screen* or *CGFNS certificate*.
- Go to [CGFNS International, Inc.](#) for more information on available services.

SUPPORTING DOCUMENTS REQUIREMENTS

- EITHER a FINAL official **transcript** OR an **Attestation** (if applicable) must be received directly from the school of nursing before you can be declared eligible to take the NCLEX and may be mailed or emailed to: transcriptbyexam@dhp.virginia.gov.

Note: Information emailed to the Virginia Board of Nursing will only be accepted directly from the nursing program and must include in the subject line of the email: *Applicant's Name: Official Transcript*; OR (if applicable) *Attestation Letter*.

- **Nursing Program Graduates Outside of Virginia:** Evidence of actual clinical hours broken down for each course must be on official school letterhead and must be submitted with your **FINAL** official transcript. ***Applicants educated in a US Territory only** should request that their school also include evidence of the language of the program instruction and textbooks. If the language of program instruction/textbooks was not in English, an English Proficiency score report from an approved test center is required. English Proficiency test center information may be obtained at: www.toeflgoanywhere.org, www.ets.org or www.ielts.org.
- **Requesting Accommodations:** If you are requesting accommodations for testing, see [Guidance Document 90-22](#) for required documentation. Requests with supporting documents may be emailed to nursebd@dhp.virginia.gov and **must** include in the subject line of the email: *First/Last Name – Nursing Exam Applicant Request Accommodation*
- **Court Documents:** Must be mailed or emailed directly to the DHP CBC unit at: VDHPCBCUnit@dhp.virginia.gov
- **ONLY if requested by the Board:** Submit acceptable proof of **Primary State of Residence** (PSOR): includes copy of current (VA) driver's license, voter's registration card, a federal income tax return, military form #2058 (active duty military personnel only) or W2 from U.S. government.

ADDITIONAL INFORMATION

- License application processing times are between 30-45 **business** days to complete.
- **Periodically log into your DHP license application portal:** <https://www.license.dhp.virginia.gov/apply/Login.aspx> to monitor progress of your application and remember "unchecked" items may have been received but are **pending** review.
- **Check your license status by going to:** [License Lookup](#) (*license information is posted in *real time*).
- **Applications will be retained on file for one (1) year** and if not completed within one year, a new application/fee is required.
- Nursing laws and regulations may be obtained at: <http://www.dhp.virginia.gov/Boards/Nursing/PractitionerResources/LawsRegulations/>.
- After testing, access your unofficial exam results, by going to [Quick Results](#).

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