

# NCLEX<sup>®</sup>

## INFORMATION

### The Eight Steps of the NCLEX<sup>®</sup>

1. Apply for licensure with one board of nursing.
2. Register and pay \$200 to Pearson VUE via the Internet or telephone.
  - Payment via MasterCard, Visa or American Express will be accepted.
  - You must be made eligible by the board of nursing (see Step 4) within 365 days of your registration and payment.
3. Receive Acknowledgement of Receipt of Registration from Pearson VUE by email.
  - Your username and password for the Pearson VUE website is located in this email.
4. Board of nursing makes you eligible in the Pearson VUE system.
5. Receive Authorization to Test (ATT) email from Pearson VUE.
  - You must test within the validity dates (an average of 90 days) on the ATT. There are no extensions.
  - You no longer have to present the ATT email at your exam appointment.
6. Schedule your exam appointment via the Internet (by accessing your online account) or by telephone (international scheduling may only be done by phone).
7. Arrive for the exam appointment and present your acceptable identification.
8. Receive your official results from your board of nursing up to six weeks after your exam (this time period varies amongst boards of nursing).



### Acceptable Identification

- Use the exact name that is on your ID when registering for the NCLEX with Pearson VUE. At the test center, the name on the ID you present must match the name in the Pearson VUE system. If it does not match you will be required to reregister and pay another exam fee.
- The **only** acceptable forms of identification for test centers within the U.S. are:
  - Passport books and cards
  - Driver's license
  - Provincial/Territorial or state identification card
  - Permanent residence card
  - Military identification card
- The only identifications acceptable for test centers outside of the U.S. are:
  - Passport books and cards
- All forms of identification listed above must be valid (non-expired) government-issued identification containing the following information:
  - Name (in Roman characters)
  - Photograph
  - Signature
- IDs from a U.S. sanctioned (embargoed) country must follow the proof of residence policy.
- Temporary identification (examples include limited term IDs and any ID reading "temp" or "temporary") is only acceptable if it meets the required elements stated above.
- If you cannot provide an acceptable ID at your appointment, you will have to reregister and pay another exam fee for the NCLEX.

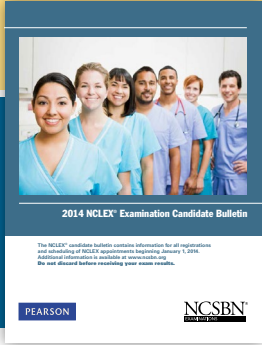
### No Refunds

There are no refunds of NCLEX fees for any reason.

## Rules for Scheduling/Rescheduling/Uncheduling

If you need to reschedule your appointment:

- Tuesday, Wednesday, Thursday or Friday appointments must be changed 24 hours in advance of the original date and time. For example, if your appointment is on Wednesday at 2:00 pm, then you must call to reschedule by Tuesday at 2:00 pm.
- Saturday, Sunday or Monday appointments must be changed no later than the Friday before the original date and time. For example, if your appointment is on Monday at 2:00 pm, then you must call to reschedule by Friday at 2:00 pm.



Know all the policies and rules before you start the NCLEX process by accessing the [NCLEX Candidate Bulletin](#).

# PEARSON

Contact Pearson VUE about registering, methods of payment, Authorization to Test emails, scheduling/rescheduling, acceptable identification and comments about the test center:

<b>Online</b>	<a href="http://www.pearsonvue.com/nclex">www.pearsonvue.com/nclex</a>
<b>Email</b>	<a href="mailto:pvamericascustomerservice@pearson.com">pvamericascustomerservice@pearson.com</a>
<b>Write</b>	NCLEX Examination Program Pearson Professional Testing 5601 Green Valley Drive Bloomington, MN 55437-1099

### By Phone

**U.S.:** Call NCLEX Candidate Services (toll-free) 1.866.49NCLEX (1.866.496.2539), Monday – Friday, 7:00 am – 7:00 pm, Central Standard Time.

**Asia Pacific Region:** Call NCLEX Candidate Services at (pay number) +852.3077.4923, Monday – Friday, 9:00 am to 6:00 pm, Hong Kong Time.

**Europe, Middle East, Africa:** Call NCLEX Candidate Services at (pay number) +44.161.855.7445, Monday – Friday, 9:00 am – 6:00 pm, Central European Time.

**India:** Call NCLEX Candidate Services at (pay number) 91.120.439.7837, Monday – Friday, 9:00 am – 6:00 pm, Indian Standard Time.

**All other countries not listed above:** Call (pay number) 1.952.905.7403, Monday – Friday, 7:00 am to 7:00 pm, Central Standard Time.

### Candidates with hearing impairments who use a Telecommunications Device for the Deaf (TDD):

Call the U.S.A. Relay Service at (toll-free) 1.800.627.3529 or the Canada & International Inbound relay service at (pay number) 605.224.1837. These services are available 24 hours a day, seven days a week.

## Don't Forget!

- You may not access or bring any educational, test preparation or study materials to the testing center at any time during your examination.
- Cell/mobile/smart phones, tablets, pagers or other electronic devices may not be accessed at all during your examination appointment (including breaks). Candidates will be required to store electronic devices in sealable, plastic bags at the test center. Candidates who refuse to store their electronic devices in the Pearson VUE provided plastic bag upon check-in will not be allowed to test and will be required to reregister and pay another exam fee.

## FAQs

Have questions? Check out the [Frequently Asked Questions](#) page of [ncsbn.org](http://ncsbn.org).



Contact NCSBN about NCLEX development, general NCLEX information and general questions/inquiries relating to exam administration:

<b>Online</b>	<a href="http://www.ncsbn.org/nclex.htm">www.ncsbn.org/nclex.htm</a>
<b>Email</b>	<a href="mailto:nclexinfo@ncsbn.org">nclexinfo@ncsbn.org</a>
<b>Write</b>	National Council of State Boards of Nursing, Inc. Examinations Department 111 E. Wacker Drive, Suite 2900 Chicago, Illinois 60601-4277
<b>By Phone</b>	866.293.9600

Contact your board of nursing about licensure, name or address changes and endorsement. Contact information for all boards of nursing is available at [www.ncsbn.org/contactbn.htm](http://www.ncsbn.org/contactbn.htm).

