

U.S. Licensing Process for Foreign Educated Nurses

1. California National Council Licensure Examination (NCLEX) Application for RNs - The first step in the process is to submit an application for Licensure by Examination to the Board of Registered Nursing. Applicants can call the Board of Registered Nursing at (916) 322-3350 and request an application packet or they can download the forms at www.rn.ca.gov. Applicants must submit the following items:

- a. Completed **green application AND one fingerprint card** with the fee (**\$107** for inked and rolled fingerprint card or **\$75** for live scan electronic submission of fingerprints. Note: Applicants will pay fingerprint processing and live scan fees at the live scan site in addition to the fees payable to the Board of Registered Nursing).
- b. Recent 2" x 2" passport-type **photograph**.
- c. Completed **confirmation card** to confirm receipt of application by the Board.
- d. Completed **green Request for Accommodation of Disabilities form**, *if applicable*.

Note: Your application will remain on file for only one year if they do not hear from you or from your school. It is important that you communicate with the Board if there will be any delays with your transcript retrieval.

2. Interim Permit (Optional) - First-time examination candidates may apply for an Interim Permit to work **prior to taking the examination**. A permittee can practice **only** under the direct supervision of a Registered Nurse who will be present and available on the patient care unit. **Interim permits will be issued one time only**. Interim permits are valid for no longer than six months. To qualify for an interim permit, the examination applicant must meet the following requirements:

- a. Submit completed **green Application** for Licensure by examination AND one completed **fingerprint card** with fee (**\$137** for inked and rolled fingerprint card or **\$105** for live scan electronic submission of fingerprints).
- b. Submit completed **green Application Interim Permit**.
- c. Submit a **copy of your license** or diploma that allows you to practice professional nursing in your country.
- d. Have completed your nursing program and been found **eligible** by the Board for the examination (*i.e., no requirements to fulfill*).
- e. Test of English as a Foreign Language (**TOEFL**) if nursing education was not taught in English. TOEFL phone number is (609) 771-7100, address is Box 6151, Princeton, NJ 08541-6151. Current cost for the TOEFL in 2005 is **\$130**.

3. Request for Transcripts - Mail the following forms to your nursing school(s) with the fee required by the school.

- a. **Yellow Request for Transcript Form**
- b. **Supplemental Letter** from the Board of Registered Nursing
- c. **Breakdown of Educational Program Form**

Your school will then need to complete these forms and send them to the Board of Registered Nursing. Transcripts are not accepted from applicants or if stamped "issued to student."

An evaluator from the Board of Nursing will send you a copy of the transcripts that they have received, requesting you to get it translated. You must have it translated in English by an official translator who signs the document attesting to its authenticity. The English translation of the transcript must then be sent to the Board.

Your education must meet the requirements for California licensure. If any deficiencies are identified, you must complete the course work prior to being found eligible to take the NCLEX.

Note: You will be allowed three years to fulfill any deficiencies; after three years, your application will be destroyed. Once you have been deemed eligible to take the NCLEX, your application will remain active for two years; after two years, it will be destroyed.

4. NCLEX Examination - The Board will evaluate your application and, if found eligible, you will be provided an NCLEX-RN Candidate Bulletin with instructions regarding the fee and registration procedures for Computerized Adaptive Testing (CAT). The fee for taking the NCLEX after October 2001 is \$200. The Board recommends you wait until being found eligible by the Board before registering with the testing service for CAT, as an "Authorization to Test" form will be issued that will be valid for a limited period of time. Included in the "Authorization to Test" will be a list of test centers.