

Important Information for Students Regarding the Examination Process

The License by Examination Application Process is available Online at the board website: nursing.iowa.gov - Choose **IBON Online Services** and then **License Examination**.

NOTE: To find out the status of your application go to the Nursing Board Website (nursing.iowa.gov) and choose - "Check the Status of an Application in Process" prior to calling the Nursing Board office.

NCLEX Registration Form

The NCLEX Registration Form is available to complete online at www.pearsonvue.com/nclex, by telephone 1-866-496-2539 or the form can be completed online and then instead of paying with a credit card, print a confirmation of the registration and mail it with a cashier's check or money order to: NCLEX Operations, P.O. Box 64950, St. Paul, MN 55164-0950.

The name with which you register must match exactly with the printed name on the identification you present at the test center. Please include your middle name even though it is NOT looked at for admission requirements. If the name in which you registered is different from the name on your identification, you must bring legal name change documentation to the test center. Acceptable forms include: marriage license, divorce decree and/or court action legal name change documents. Must be the original document.

IDENTIFICATION: Make sure the identification taken to the testing center has NOT expired. Even though Iowa allows thirty (30) days after expiration to renew the testing center will NOT accept it as a valid form of identification.

If you provide an e-mail address when registering for the NCLEX examination, all subsequent correspondences (ATT) from Pearson VUE will arrive **ONLY BY E-MAIL**. If you DO NOT provide an e-mail address, all correspondences (ATT) will arrive only through the **U.S. Mail**. You MUST test within the **validity dates on your ATT (ninety (90) days)**. These validity dates cannot be extended for any reason. The ATT **MUST** be brought to the testing center along with one form of identification to complete the check-in process. Acceptable forms include: U.S. driver's license, U.S. state identification or a Passport.

There are no refunds of the \$200 NCLEX registration fee for any reason.
There is no time limit after graduation in which you are required to take the NCLEX.

Application for Iowa License by Exam

All applicants **MUST** provide the following items to the Iowa Board of Nursing in the same envelope if NOT applying Online:

1. Application – May be submitted Online
2. Waiver Form
3. Two (2) Fingerprint Cards - Fingerprint cards cannot be bent or folded. Do NOT complete the cards prior to being fingerprinted.
4. \$143.00 Total Fee – May be PAID Online when completing Online Exam application.

If “Yes” is answered to the criminal offense question on the application:

1. Send a copy of the court records; i.e. sentencing order, trial information, judgment entry.
2. A written assessment of your life before, at the time of, and after the conviction.

The Iowa Board of Nursing staff will NOT answer questions regarding an individual’s criminal record. All convictions MUST be submitted and will be reviewed by the board.

The Iowa Board of Nursing does NOT send confirmation of receiving the application packet. You MUST register with both NCLEX and the Iowa Board of Nursing before you will receive your Authorization to Test.

Candidates should contact the Board of Nursing if they do not receive an Authorization to Test (ATT) within three (3) weeks of submitting the application for exam and the NCLEX registration.

Compact States

Applicants who reside in a state outside of Iowa in a compact member state **MUST** apply for license by exam in their primary state of residence. The list of compact states can be found at www.ncsbn.org or nursing.iowa.gov.

Failing the NCLEX

The Iowa Board of Nursing will automatically mail candidates who fail the license examination the entire packet of materials needed to re-apply for license by exam within two weeks of testing including the failure summary. Candidates may also apply for re-examination Online. Candidates can register at any time, but the authorization to test will begin 45 days after the previous testing date. Both the Iowa Board of Nursing fee and the NCLEX Registration fee are required to retake the exam.

The NCLEX can be taken an unlimited number of times.

Additional Information

The Eight Steps of the NCLEX Examination Process and other information can be found at: <https://www.ncsbn.org/1213.htm>

All questions and/or name/address changes call: (515)281-6488 or e-mail newnurs@iowa.gov

NCLEX Candidate Services: 1-866-496-2539

Quick Results: www.vue.com/nclex