

Dear BSN and CNL students:

As required by the program, all graduating students are to participate in the Kaplan Live Review session. The three day in person session, online course- *Roadmap to Success*, and practice test are mandatory for all students in order to be certified as having completed all graduation requirements and to sit for the National Council Licensure Examination (NCLEX) exam. Please reference the *NCLEX\_Kaplan Live Review Instructions* for more information.

In order for you to sit for the NCLEX you must meet the requirements outlined on the National Council of State Boards of Nursing website: <https://www.ncsbn.org/nclex.htm>. An informational video by National Council of State Boards of Nursing is available at <https://www.ncsbn.org/8243.htm>.

Please see below for quick links and important information regarding the requirements need prior to sitting for NCLEX.

If you are intending to:

- work and live in Maryland after graduation,
- live in Maryland but work in a compact state after graduation,

please read the below instructions in their entirety prior to beginning the process.

### **Nurse Licensure Compact**

*"One license-25 states and counting....The Nurse Licensure Compact (NLC) allows nurses to have one multistate license, with the ability to practice in both their home state and other compact states"*

*- National Council of State Boards of Nursing*

Is your state a NLC Member? Find out here: <https://www.ncsbn.org/nurse-licensure-compact.htm>

Maryland NLC Membership information: <http://mbon.maryland.gov/Pages/msl-compact-states.aspx>

The Nurse Licensure Compact Explained: <https://www.ncsbn.org/364.htm>

### **Maryland Board Of Nursing (MBON) Application Process to sit for NCLEX Exam**

## Step 1: Obtain The Required Materials

### ❏ Criminal History Record Checks for NCLEX Applicants

<http://mbon.maryland.gov/Pages/chrc-initial.aspx>

Form is located at the bottom of the web page titled "Nurse Electronic"

### ❏ Additional Background Check information:

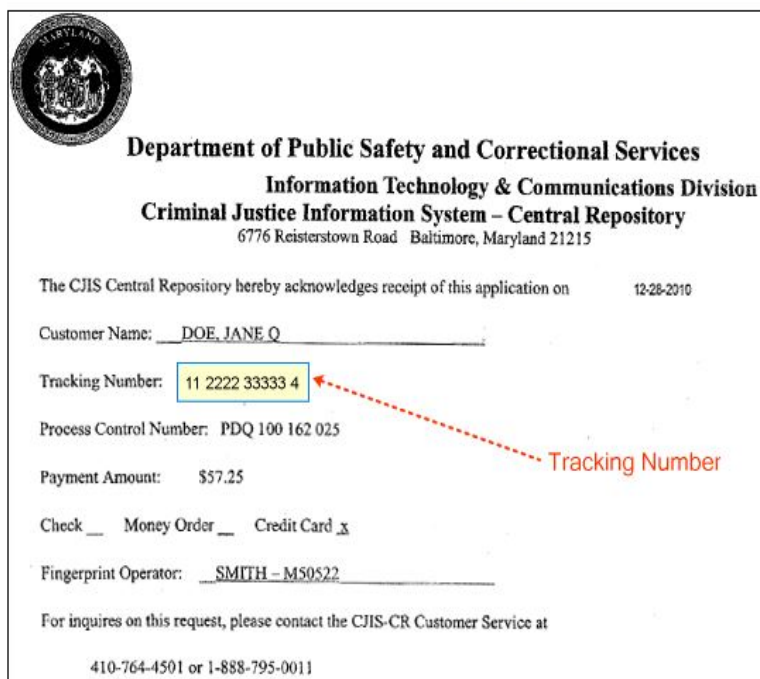
<http://www.dpscs.state.md.us/publicservs/bgchecks.shtml>

When completing the Background Check write down or keep a copy the transaction number, provided on your receipt.

**WITHOUT THE 12-DIGIT REFERENCE NUMBER PRINTED ON THE BACKGROUND CHECK RECIPET, YOU WILL NOT BE ABLE TO COMPLETE YOUR ONLINE INITIAL APPLICATION!**

### Background Check Report Sample

Background check report sample from the finger printing services or local police stations



The image shows a sample background check report from the Department of Public Safety and Correctional Services, Information Technology & Communications Division, Criminal Justice Information System - Central Repository. The report includes the following information:

- Department of Public Safety and Correctional Services  
Information Technology & Communications Division  
Criminal Justice Information System - Central Repository  
6776 Reisterstown Road Baltimore, Maryland 21215
- The CJIS Central Repository hereby acknowledges receipt of this application on 12-28-2010
- Customer Name: DOE, JANE Q
- Tracking Number: 11 2222 33333 4 (highlighted in a yellow box with a red arrow pointing to it from the text "Tracking Number")
- Process Control Number: PDQ 100 162 025
- Payment Amount: \$57.25
- Check  Money Order  Credit Card
- Fingerprint Operator: SMITH - M50522
- For inquires on this request, please contact the CJIS-CR Customer Service at 410-764-4501 or 1-888-795-0011

*\*Picture taken directly from the NCLEX-RN Application\**

**Special Accommodations Requirements:** Students will need to mail these items to:

MBON, Attention: Exam Department, 4140 Patterson Avenue, Baltimore, MD 21215 OR  
scanned and emailed to [mdbon.nbexam@maryland.gov](mailto:mdbon.nbexam@maryland.gov)

1. Letter from you providing diagnosis and special accommodation(s) requested. (i.e. – extra time, separate room, etc.)
2. Letter from School of Nursing explaining special accommodations provided by school while in attendance.
3. Letter from physician indicating diagnosis, diagnosis code, and suggested accommodations.

## **Step 2: Once All Documents Are Obtained, Complete And Submit The Application**

### **☒ MBON On-Line Initial Licensure & Certification Applications:**

<http://mbon.maryland.gov/Pages/licensure-nclex-rn-us.aspx>

Click *Apply On-line*

**Application Steps in order as they appear in the online application:**

1. **Create a user name and password**
2. **Select Y/N if you require any special accommodations**
3. **Enter and verify your personal information**
4. **What kind of nursing practice are you requesting? RN**
5. **School Code: type in Maryland**  
(**BSN STUDENTS**) University of Maryland-BS-BALTIMORE-MD  
US07509600 University of Maryland-BS  
(**CNL STUDENTS**) University of Maryland- MSN-BALTIMORE-MD  
(US07502500) University of Maryland- MSN
6. **Degree: diploma/certificate:**  
**BSN Students-** Baccalaureate in Nursing  
**CNL Students-** Masters in Nursing

**\*\* DO NOT SELECT ASSOCIATE DEGREE OR DIPLOMA \*\***

7. **Applicants educated outside of the US will need name of jurisdiction and License Number**

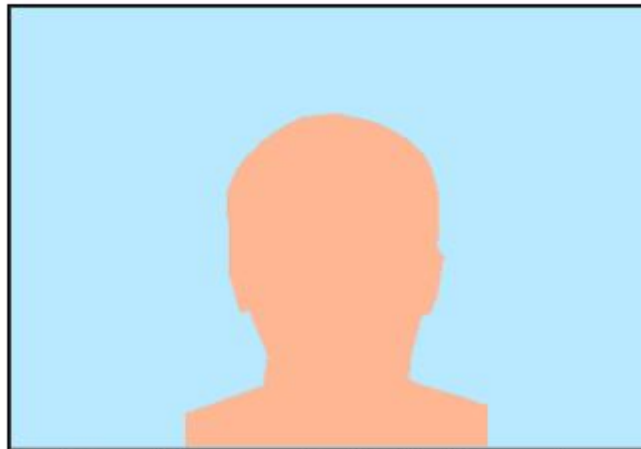
8. Enter Background check information and CJIS tracking Number
9. Passport style photograph:

You must upload your digital photo to complete the application using the *U.S. Passport Photo Requirements* as a guide:

<https://travel.state.gov/content/passports/en/passports/photos/photos.html>

### Sample of Digital Image as Your ID Photo...

Please use your digital camera or the WEBCAM attached to your computer to take a photo of yourself approximately the same format as the this picture sample below. Please take the picture with a plain background, and set the camera image resolution to no greater than 800 by 600 pixels. We accept digital images in JPEG or PNG format. Almost all the digital cameras on the market support at least one of these formats.



Take a picture approximately like this sample...

*\*Picture taken directly from the NCLEX-RN Application\**

10. **Directors E-mail ID:** Email for all UMSON BSN and CNL students:  
[NRSAcademicDeans@umaryland.edu](mailto:NRSAcademicDeans@umaryland.edu).  
Providing an invalid email address may delay your application.

11. Affirmation of Application Information
12. Enter payment information
13. Click I confirm this transaction
14. Print Receipt of Payment

Questions about Maryland Board Of Nursing Requirements and NCLEX-RN application please contact [mdbon.nbexam@maryland.gov](mailto:mdbon.nbexam@maryland.gov)

**Approximate cost for registering to sit for NCLEX in the state of Maryland:**

- Background check and fingerprinting - \$57.50
- MD online application fee \$100.00
- Pearson VUE NCLEX registration \$200.00

**Step 3: Photo Submission to UMSON**

After your online application is completed, an email will be sent to the Director's email address you provided in step 2.10 to confirm the information you provided. Students must send a copy of the picture submitted directly to UMSON Office of the Academic Deans via email at [NRSAcademicDeans@umaryland.edu](mailto:NRSAcademicDeans@umaryland.edu) to include your first and last name, your program (BSN or CNL), and the state you are registering to test.

BON confirmation requests containing your picture will not be approved by UMSON without an identical copy of the photo on file in the Office of the Academic Deans.

**Step 4: Request Authorization To Test (ATT) Date**

Once you have submitted an application for licensure/registration to the Board of Nursing where you wish to be licensed/registered to take NCLEX, and submitted a copy of the picture you provided to UMSON, the next step is to create a web account with Pearson VUE at <https://portal.ncsbn.org/>. Please note, all correspondence from Pearson VUE will end with "@pearson.com", please make sure you check your spam and junk folders.

Please follow the steps given below in order to register for your NCLEX exam:

- ✚ Complete the web account registration at <https://portal.ncsbn.org/>
- ✚ Receive your login details from the Pearson VUE Account Processing Team within 1 business day
- ✚ Register for the NCLEX with Pearson VUE
  - UMSON Program Code:
    - US07509600 University of Maryland-BS (BSN Students)
    - US07502500 University of Maryland- MSN (CNL Students)

- ✘ Receive NCLEX Registration Acknowledgement email from Pearson VUE
- ✘ BON will confirm eligibility in the Pearson VUE system
- ✘ Receive Authorization to Test (ATT) email from Pearson VUE
- ✘ Schedule your exam with Pearson VUE.

Should you not receive your ATT date within 6 weeks after graduation, please contact Pearson VUE directly at 1.866.496.2539

Should you have questions regarding any of the above, please contact your applicable program office at:

BSN Program: [NRSUndergraduate@umaryland.edu](mailto:NRSUndergraduate@umaryland.edu)

CNL Program: [NRSGraduate@umaryland.edu](mailto:NRSGraduate@umaryland.edu)

OR

The Office of the Academic Deans

[NRSAcademicDeans@umaryland.edu](mailto:NRSAcademicDeans@umaryland.edu)

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