

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 National Council Licensure Examination (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 outside of Maryland after graduation,
- live in Maryland but work in a non-compact state after graduation (information on non-compact states is available in the attachment).

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>

Students Testing Outside of Maryland

All students testing outside of Maryland must make the UMSON Office of the Academic Deans aware of their intent to test out of state, in writing, to NRSAcademicDeans@umaryland.edu.

The email must include:

- the state at which you are testing
- the link to the states board of nursing webpage
- Personal email address (not @umaryland) at which we can contact you after graduation should be unable to retrieve the results
- Phone number in case we are unable to contact you via email

Background Checks: <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.

Please contact mdbon.nbexam@maryland.gov, include your name and complete postal address for a fingerprint card to be sent directly to you.

Please note the following:

- Students are obligated to meet all requirements set forth by their applicable state, such as:
 - Application fees
 - Degree verification forms (may require notary or signature from the Dean or Associate Dean of program)
 - One or more official transcripts with degree conferred
 - Verification of clinical hours
 - Passport photo
 - Syllabi or course descriptions
- Should you have questions regarding the state requirements, please contact the Board of Nursing for the specific state.
- Website and contact information for the Board of Nursing by state can be found: <https://www.ncsbn.org/contact-bon.htm>
- Questions regarding out of state verification and requirements should be directed to UMSON Registration and Clinical Placements at 410-706-2799

The UMSON program directors e-mail, if asked when submitting an application for licensure/registration to the Board of Nursing, is NRSAcademicDeans@umaryland.edu for all BSN and CNL students. Providing an invalid email address may delay your application. Once you have submitted an application for licensure/registered to take NCLEX, please move to Photo Submission to UMSON, then following the directions accordingly, to include requesting Authorization To Test (ATT) Date:

Photo Submission to UMSON

After your online application is completed, an email will be sent to the Director's email address you provided to confirm your information. Students must send a copy of the picture submitted to the BON directly to UMSON Office of the Academic Deans via email at 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.

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

CNL Program: NRSGraduate@umaryland.edu
OR

The Office of the Academic Deans
NRSAcademicDeans@umaryland.edu

***Disclaimer.** The information provided does not, and is not intended to, represent, guaranty, or warranty whatsoever the accuracy, relevance, or completeness of the licensure by examination process. Thus, you should not rely on any information provided herein for any purpose without seeking advice from a duly-authorized agent competent to advise on the licensure by examination process in your jurisdiction. All information, content, and materials available are provided by prior graduates of UMSON and third-party sites, and are only for the convenience of the reader for general informational purposes, which may be incomplete or outdated. These are good reasons why you need to undertake your own due diligence, and investigation, before acting or refraining from acting on the basis of information provided in the relevant jurisdiction. Only an authorized board of nursing agent in the relevant jurisdiction can provide assurances that the information provided-and your interpretation of it-is applicable or appropriate to your particular situation.*