

Six Steps to Receive an Authorization to Test (ATT) for the NCLEX

The below steps serve as an outline of the process involved with receiving your ATT. Please read through all NCLEX documents provided on UMSON's website, thoroughly, as these steps are discussed in more detail.

1. Meet the requirements outlined on the National Council of State Boards of Nursing website: <https://www.ncsbn.org/nclex.htm> .
2. Complete the background check and Maryland Board of Nursing (MBON) Application Process or the application process for the state in which you intend to be licensed in.
 - a. *For students testing in Maryland:* when completing the application, the email address NRSAcademicDeans@umaryland.edu must be entered when asked to provide the Directors E-mail ID. Providing an invalid email address may delay your application.
3. Send a copy of the photo provided in your online board of nursing application to the UMSON Office of the Academic Deans via email at NRSAcademicDeans@umaryland.edu along with your first and last name, your program (BSN or CNL), and the state you are registering to test.
 - a. *For students testing outside of Maryland,* please also include: a link to the state's board of nursing webpage, a personal email address (not @umaryland) and a phone number in case we are unable to contact you via email.
4. Create a web account with Pearson VUE at <https://portal.ncsbn.org/> .
5. Complete all requirements necessary for graduation.
 - a. *For students testing outside of Maryland* with questions regarding out of state certification of requirements and final transcripts, please contact the UMSON Registration and Clinical Placements at 410-706-2799.
6. Complete all three phases of the Kaplan Live Review Process:
 - a. Phase I, Study Plan
 - b. Phase II, in person live review
 - c. Phase III: NCLEX Practice Test and attend the online Roadmap to NCLEX Success session

Please note that failing to complete any of the steps outlined above may result in a delay of your ATT.

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

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