



As required by the UMSON, all graduating pre-licensure nursing students are to participate in all Kaplan NCLEX Preparation components. These include the 3-day Review, the 2-hour session, *Roadmap to Success*, and the Kaplan Practice test. These 3 components must be completed prior to being certified to the MBON as having completed all licensure requirements. Please reference the UMSON Nursing Student Handbook for more information on “Standardized Testing Requirements.”

Use these directions if you plan to:

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

Maryland Board of Nursing (MBON) Application Process

STEP 1: OBTAIN THE REQUIRED MATERIALS

Criminal History Record Checks: <http://mbon.maryland.gov/Pages/chrc-initial.aspx>

- Form is located at the bottom of the web page titled “Nurse Electronic”.
- You must retain a copy of the 12- digit transaction number provided on your receipt.
- Additional information: <http://www.dpsecs.state.md.us/publicservs/bgchecks.shtml>

THE 12-DIGIT TRACKING NUMBER IS REQUIRED TO COMPLETE THE APPLICATION!

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

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 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

Using your Testing Accommodations: see special directions link at <http://nursing.umaryland.edu/nclex>.



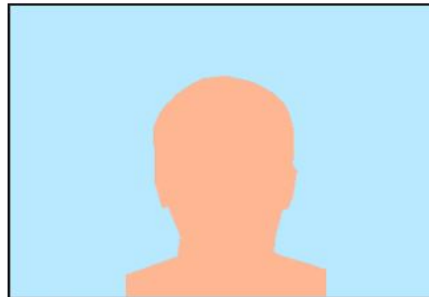
STEP 2: COMPLETE AND SUBMIT THE APPLICATION

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

1. Click *Apply On-line*
2. Create a user name and password
3. Select Y/N if you require any special accommodations
4. Enter and verify your personal information
5. What kind of nursing practice are you requesting? **RN**
6. UMSON Program Code: type in **Maryland**
 - BSN Students- **US07509600 University of Maryland-BS**
 - CNL Students-**US07502500 University of Maryland- MSN**
7. Degree: diploma/certificate: **** DO NOT SELECT ASSOCIATE DEGREE OR DIPLOMA ****
 - BSN Students- **Baccalaureate in Nursing**
 - CNL Students- **Masters in Nursing**
8. Applicants educated outside of the US will need name of jurisdiction and License Number
9. Enter Background check information and CJIS tracking Number (see step 1 for more information)
10. Passport style photograph.
 - reference: <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...

11. Directors E-mail ID: **NRSAcademicDeans@umaryland.edu**
****Providing an invalid email address may delay your application****
12. Affirmation of Application Information
13. Enter payment information
14. Confirm transaction
15. Print Receipt of Payment

Questions about MBON Requirements and application: mdbon.nbexam@maryland.gov



Step 3: INSTITUTIONAL IDENTITY VERIFICATION FORM

It is the responsibility of the UMSON to verify the identity of graduates to the nursing regulatory body.

In order to have your identity verified you must complete the Institutional Identity Verification Form using the submission link found at <http://nursing.umaryland.edu/nclex> under Step 3.

Step 4: Request Authorization to Test (ATT) Date from Pearson VUE

Please note, all correspondence from Pearson VUE will end with “@pearson.com”, please make sure you check your spam and junk folders.

1. Complete the web account registration at <https://portal.ncsbn.org/>
2. Receive your login details from the Pearson VUE Account Processing Team within 1 business day (check your JUNK folder)
3. UMSON Program Code:
 - BSN Students- **US07509600 University of Maryland-BS**
 - CNL Students- **US07502500 University of Maryland- MSN**
4. Receive NCLEX Registration Acknowledgement email from Pearson VUE
5. Receive Authorization to Test (ATT) email from Pearson VUE (within 6 weeks after graduation)
6. Schedule your exam with Pearson VUE

NEXT STEPS:

Upon completion of your RN License Application, creation of Pearson VUE account, and certification to the MBON, anticipate the Authorization to Test (ATT) within 6 weeks.

- Now’s the time to study, plan and get ready for the NCLEX-RN exam!
- If 6 weeks have elapsed and you haven’t received your ATT, email nrsacademicdeans@umaryland.edu for assistance and contact Pearson VUE directly at 1.866.496.2539

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