



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 graduation requirements. Please reference the UMSON Nursing Student Handbook for more information on Standardized Testing Requirements.

**Use these directions if you intend to:**

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

## Students Seeking Licensure Outside Maryland

Reference the NRB for the state you are seeking licensure prior to starting the process:

<https://www.ncsbn.org/contact-bon.htm>

Students are obligated to meet all requirements set forth by their applicable state NRB, such as:

- Criminal history record check
- Application fees
- Degree verification forms
- One or more official transcripts with degree conferred
- Verification of clinical hours
- Passport photo
- Syllabi or course descriptions

## STEP 1: OBTAIN THE REQUIRED MATERIALS

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

### **Criminal History Record Checks:**

- **Each state has its own CHRC state identification code, therefore students must obtain the proper CHRC form(s) and/or fingerprint card(s) from the NRB in the state they are seeking licensure.**
- Make an appointment to be fingerprinted. A list of Maryland CJIS offices is available online at: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>
- Retain a copy of the 12- digit transaction number provided on your receipt.
- Students must complete all instructions to submit CHRC document(s) as described by their applicable state's NRB.

**Official Transcripts and/or Verification of Clinical Hours:** <https://www.umaryland.edu/registrar/>

- Questions regarding UMB transcripts and/or verifications: [nrsregistration@umaryland.edu](mailto:nrsregistration@umaryland.edu)



## STEP 2: COMPLETE AND SUBMIT THE APPLICATION

Complete the application for RN-Licensure by exam for the state you are seeking licensure.

If requested, UMSON Program Directors e-mail: [NRSAcademicDeans@umaryland.edu](mailto:NRSAcademicDeans@umaryland.edu).

## 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](mailto:nrsacademicdeans@umaryland.edu) for assistance and contact Pearson VUE directly at 1.866.496.2539
- Contact the NRB in the state of application



UNIVERSITY of MARYLAND  
SCHOOL OF NURSING

Baltimore & Shady Grove Campus BSN & CNL Programs  
National Council Licensure Examination (NCLEX)  
Students Testing Outside of Maryland

The Office of the Academic Deans | [NRSAcademicDeans@umaryland.edu](mailto:NRSAcademicDeans@umaryland.edu)

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