

## Overview of the Application/Licensure Process

1. Applicant completes KSBN Initial Licensure application. **This application and fee should be submitted approximately 30 days before graduation.** Includes the following:
  - a. All required blanks on the application are complete – typed or in blue or black ink
  - b. Valid Photo is attached
  - c. Application is signed, dated, and notarized
  - d. Appropriate fee is attached
  - e. All required documents are attached
  - f. Completed fingerprint Card and Fee
  - g. Completed Fingerprint Waiver Agreement and Statement
2. Applicant completes NCLEX Application with Pearson VUE. **This application should be submitted approximately 30 days before graduation.**
3. Applicant requests copy of official transcript(s) to be mailed to KSBN as soon as the degree is posted.
4. KSBN receives Approval to Test Notice or official transcript. If Approval to Test form is sent, official transcript must be mailed to KSBN when degree is posted.
5. KSBN will verify for Pearson VUE that a complete application has been received.
6. Pearson VUE will e-mail/mail applicant Authorization to Test with phone numbers of testing center.
7. Applicant calls/goes on-line to schedule appointment to take the examination at test center of their choice.
8. Applicant completes NCLEX exam.
9. KSBN receives NCLEX results.
  - a. Applicant who have successfully completed the exam and met all licensure requirements are issued a license
    - i. NOTE: if KSBN has not received the official transcript, the applicant will not be issued a license until the transcript is received
  - b. Applicants who fail the exam receive the results with a diagnostic profile and application to retest.