

| Step | What I Need to Do | Event Date/ Due Date | Complete? |
|------|---|-------------------------|--------------------------|
| 1. | Purchase Cap and Gown - Watch for information on Graduation Gear Up! From OU-Tulsa Student Affairs. Will need black cap and gown, nursing tassel (apricot). | March 1 | <input type="checkbox"/> |
| 2. | Mandatory College of Nursing Graduation Clearance Forms Complete online at: https://ouhsc.qualtrics.com/jfe/form/SV_9ZWpZiH1O0LYkSN | March 17 | <input type="checkbox"/> |
| 3. | Order Nursing Pin (optional) Online ordering: http://www.crimsonproud.com/products.php?cat=33 Note: Online ordering should be available January-March | TBD | <input type="checkbox"/> |
| 4. | College of Nursing Student Recognition – Tulsa campus Founder's Hall – 7:00 pm – tickets required. Complimentary tickets for graduating students. Guest must purchase tickets by April 21. | May 7 | <input type="checkbox"/> |
| 5. | OU-Tulsa Pinning and Convocation <i>Pinning begins at 4:30 pm</i> - TU Allen Chapman Student Union, Great Hall C (business dress for pinning). <i>Convocation at 7:00 pm</i> - TU Reynolds Center. Graduates line up by 6:30 pm in full academic regalia (cap and gowns). Open seating, no tickets required. | May 8 | <input type="checkbox"/> |
| 6. | Commencement - OU Norman campus Open seating, no tickets required (unless rain moves location). No individual recognition to grads. Wear your black cap and gown, arrive by 6:30 pm to line up, ceremony at 7:00 pm. Park at Lloyd Noble Center. http://www.ou.edu/content/commencement.html | May 11 | <input type="checkbox"/> |
| 7. | Convocation Lloyd Noble Center, University of Oklahoma, Norman, Time: 7:30 pm Will need a black cap and gown with apricot tassel. Open seating, no tickets. | May 12 | <input type="checkbox"/> |
| 8. | Fingerprint Background Check Schedule an appointment to have fingerprints taken at: http://www.identogo.com/ . Cost of fingerprinting is \$53. Prints will be sent directly to the Oklahoma Board of Nursing. Valid for only 90 days. | Suggested by June 1 | <input type="checkbox"/> |
| 9. | Get a copy of your Birth Certificate or Passport Will need a copy of one or the other for your Oklahoma RN licensure application. If born in Oklahoma: http://www.ok.gov/health/Birth_and_Death_Certificates/index.html International students: Review requirements http://www.ok.gov/nursing/rnlpnnclex07.pdf . You will need a copy for your Evidence of Status form for OK RN licensure application. | Suggested by June 1 | <input type="checkbox"/> |
| 10. | Complete Oklahoma RN License Application online https://www.ok.gov/nursing/licensing/app/nursing_login.php Download forms to mail back to OBN. Notaries are available on campus that can notarize your Evidence of Status form if needed. | Suggested by June 1 | <input type="checkbox"/> |
| 11. | Graduation Application Complete online through your student self-service site at: www.gohsc.ouhsc.edu Admissions and Records will notify you by email when the application opens. | July 1 | <input type="checkbox"/> |
| 12. | Financial Aid Exit Interview You will be emailed additional information. Your final transcripts/degree will not be released if you do not complete this. | Suggested by July 1 | <input type="checkbox"/> |
| 13. | Register with NCLEX - \$200 https://www.ncsbn.org/nclex.htm Pay online by credit card, needed for RN license in any state. Tulsa School Code: US24502700 Make sure to select the correct school code!! (See license instructions on next page) | Suggested by July 1 | <input type="checkbox"/> |

Moving out of state? You may have different licensure forms to complete. Check with your state.

Contact Dianne-Estes@ouhsc.edu.

| Licensure Process | Spring | Summer |
|--|---------------------------------|-----------------------------------|
| Apply for RN license 2 months before Graduation | March | May |
| Register for the NCLEX examination before Graduation | May | July |
| Transcripts will automatically be sent to OBN | Late May | Mid-August |
| Receive ATT letter, schedule NCLEX | ATT Mid June, NCLEX in July* | ATT Early Sept, NCLEX in Sept* |
| Receive license one week later | Following NCLEX | Following NCLEX |

* Dates are estimated and subject to numerous variables. ATT release is dependent upon your eligibility and Board of Nursing processing. NCLEX dates are subject to availability at the testing center. Your date may be sooner or later than estimated.

Licensure Process

- Submit Application for Oklahoma RN license before graduation. Application consists of:
 - Online application with \$88.50 fee. Additional forms to be download at end of online application
 - Mail the [Evidence of Status](#) form and a Copy of Birth Certificate (or other documentation)
 - Complete background check/fingerprint process (\$53).
- Register for NCLEX-RN exam through the NCSBN at www.vue.com/nclex (\$200).
- Graduate.
 - Your degree will automatically be posted. This takes about 2-3 weeks. Academic Holds, Financial Aid Exit Interview holds, outstanding grades, etc., can delay the posting of degrees.
 - Your transcripts will automatically be sent to the Oklahoma Board of Nursing.
- OBN will confirm you meet eligibility requirements with NCSBN (NCLEX). This takes about 2 weeks after they receive your transcripts.
 - NCSBN will e-mail your Authorization to Test (ATT) letter.
 - You then follow directions in the letter to call and schedule your test.
DO THIS ASAP WHEN YOU GET YOUR ATT.
 - Schedule the earliest date available. NCLEX pass rates statistically decline (plummet) if you wait to test.
- Take NCLEX.
 - Your results will automatically be sent to OBN.
 - You can check for your status at: <https://www.ok.gov/nursing/verify/>.
 - Your results will be mailed to you in 1-2 weeks from the Board of Nursing.

Out-of-State

Moving out-of-state? You may need to complete different forms or do an FBI Background Check. Start early!

Name Changes

All parts of the application must be filed in your complete legal name omitting **ALL** references to nicknames, etc. Your name must appear exactly the same on the following:

- Name on your OUHSC academic record (the name that will be on your Official Transcripts)
- Name on your RN licensure application completed online
- Name on your NCLEX registration completed online
- Name on your Driver's License that you will show when you take NCLEX



Do not report an *anticipated* name change. If you have already/will change your name for any one of the above items you must change your name officially on the 3 other items. Any inconsistency in the reporting of your name may cause delays or ineligibility to test. Questions? Contact Dianne-Estes@ouhsc.edu.

- STEP 1 Apply for your RN license online.
STEP 2 Register for the NCLEX examination

STEP 1: Oklahoma RN License (Complete two months before graduation)

- Online application \$88.50
- Criminal background check with fingerprints \$53
- Evidence of Status Form and copy of documentation (birth certificate)

PROCESS

1. Go to the Oklahoma Board of Nursing License Registration page at:
<https://www.ok.gov/nursing/licensing/app/index.php>
2. Click the blue Start button in the middle of the page. 
3. On the “**Licenses I can Apply for**” page, select the following: **Licensure by Examination (RN)**
4. Complete the following sections:
 - **Personal Information**
Make sure to list a mailing address and email address that will be valid now AND after you graduate. Do not use your OUHSC email address.
 - **Education**
 - Institution Name:** University of Oklahoma College of Nursing
 - City:** List your campus location: Tulsa
 - Degree Type:** Bachelor Degree in Nursing
 - **Licenses/Certifications/Recognitions**
Are/were you a CNA? You must report your number even if it is expired. If you don't remember your number, please call (405) 271-4085 or visit:
<http://www.ok.gov/health/pub/wrapper/naverify.html>
Also list any LPN, EMT, Pharm Tech or other healthcare license. You do not need to list your CPR license.
5. Click the Apply button under the section **Apply for License**. 
6. Review and honestly answer the questions in the section **License Questionnaire**.
If you answer “yes” to any question, you must indicate the circumstances in the space provided. You will also have to mail court records to the Board of Nursing.
 - If you answered “yes” to the arrest, discipline, or competency questions on the application, you must submit certified copies of the **Information Sheet**, (brief summary of the incident prepared by the court), **Affidavit of Probable Cause**, **Charges** (listing of the charges brought against you), **Judgment and Sentencing** (findings of the court and sentence imposed), and **verification that sentencing requirements are complete**. Certified copies are copies of court records obtained from the courthouse in the county/city where the action occurred, dated and signed by the court clerk, and affixed with the court seal. If the offense has been expunged, or sealed by court order, please submit a certified copy of the Order of Expungement, or other court order sealing the record. You may obtain these documents from the courthouse in the county/city or in the federal court of the district in which the court action occurred. Internet court documents (such as OCIS case reports) and faxed records will not be accepted. **Please note that you must report all arrests and/or charges that have been brought against you.**
7. Complete the section **Manage Citizenship**. Print the **Evidence of Status** form at the link at the bottom of the page. You will have to complete this form and mail it to the Board of Nursing.
 - You can also download this form at: <https://www.ok.gov/nursing/evistatus.pdf>.
 - You will need to send a copy of your birth certificate or passport with this form.

- Oklahoma birth certificates: http://www.ok.gov/health/Birth_and_Death_Certificates/Birth_Certificates/.
 - If you are a Qualified Alien you will have to take your form to the Board of Nursing.
8. Additional instructions will be noted on the section **Verification Page**. Please read each section and make note of any additional instructions or request for information.
 9. Continue to the **Secure Checkout**. You may pay the \$85 application fee and \$3.50 processing fee online by credit card or online check. Be sure to keep a printed copy of your receipt.
 10. After you have submitted the online application, you will have to download additional forms. Please read the fine print for the links to find these forms.

Additional items to send to the Board of Nursing

1. **Review of Criminal History**
 - ✓ Schedule a date to be fingerprinted: <http://www.identogo.com/> .
 - ✓ Select reporting agency as “Oklahoma Board of Nursing.”
 - ✓ Pay the fingerprinting fee directly to the agency where you are printed (\$53).
 - ✓ Results of the background check will be sent directly to the Oklahoma Board of Nursing. Applicants should not need to do anything further for the background check after they are fingerprinted.
 - ✓ The background check process must be completed within 90 days of the online application.
2. **Evidence of Status form**, as indicated in Step # 7, above.
3. **Certified copies of court records or the Board order**, as indicated in Step # 6, above.

ADDITIONAL INFORMATION

Notary Service: OU-Tulsa has Notaries available.
You can also have forms notarized at your bank or with any other Notary.

Mailing Address: Oklahoma Board of Nursing
Attn: Examination Licensing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106

- STEP 1 Apply for your RN license online.
STEP 2 Register for the NCLEX examination (\$200)

STEP 2: NCLEX APPLICATION *(must be completed by graduation)*

Read the NCLEX Candidate Bulletin instructions thoroughly before completing your registration. You can read this at: https://www.ncsbn.org/2015_NCLEX_Candidate_Bulletin.pdf .

There are three options on how to register for NCLEX:

- ✓ Registering on-line at <http://www.pearsonvue.com/nclex>,
- ✓ Registering by telephone, and
- ✓ Registering by mail

RECOMMENDED PROCEDURE

1. Go to <http://www.pearsonvue.com/nclex>. Select the "REGISTER" link on the right hand side.
2. Enter your complete name as it will appear on the photo identification you will use when you take the exam. This will need to be the same name you put on your RN license application.
3. Use an e-mail account that is valid now and will continue to be active after graduation. Your ATT letter will be sent to this e-mail address.
4. The College encourages you to answer all questions. Your submission of a SSN and previously used names will confirm your identity and prevent inconsistencies between your RN application and NCLEX registration.
5. You are registering for the NCLEX-RN exam, in the United States.
6. Select the school (campus) that you attend [entering the wrong code can affect your testing!]:
Tulsa: **"US24502700, United States, OK, TULSA, UNIVERSITY OF OKLAHOMA – BS"**
7. Select the following Board of Nursing: **"24, Oklahoma Board of Nursing."**
8. Enter your credit card information and complete your registration. The charge is \$200 and due at time of registration. Print any confirmations or e-mails and keep them for your records.

REGISTRATION ≠ AUTHORIZATION TO TEST

Your ATT letter will come 2-4 weeks after your degree is posted.

Only then can you schedule your date to test.

Locate a Test Center at: <http://www.pearsonvue.com/nclex/>