FRAN AND EARL ZIEGLER
COLLEGE OF NURSING
The UNIVERSITY *of* OKLAHOMA HEALTH SCIENCES CENTER

Step	What I Need to Do	Due Date/Event Date	Complete?	
1.	**Purchase Cap and Gown – Graduation Gear Up** in HSC Student Union. Will need black cap and gown and nursing tassel (apricot). **Additional Information**: https://www.ou.edu/commencement/graduates/hsc-students	March 11 & 28 10am-6pm	☐	
2.	**Graduation Application** Complete online through your student self-service site at: http://www.ouhsc.edu/selfserve.aspx Admissions and Records will notify you by email when the application opens.	March 1	☐	
3.	**Get a copy of your Birth Certificate or Passport** Will need a copy of one or the other for Oklahoma RN licensure application. If born in Oklahoma: http://www.ok.gov/health/Birth_and_Death_Certificates/index.html International students: Review requirements at: 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 early to mid-March	☐	
4.	**Fingerprint Background Check** Schedule an appointment to have fingerprints taken at: https://ok.ibtfingerprint.com/ . Cost of fingerprinting is $53. Prints will be sent directly to the Oklahoma Board of Nursing. *Valid for only 90 days.* **Service Code** for Oklahoma Board of Nursing: **2B7N8H**	Suggested by mid to late-March	☐	
5.	**Complete Oklahoma RN License Application online** https://www.ok.gov/nursing/licensing/app/nursing_login.php Download forms in the application to mail back to OBN. Notaries are available on campus to notarize your Evidence of Status form.	Suggested by mid to late - March	☐	
6.	**Mandatory College of Nursing Graduation Clearance Form** https://ousurvey.qualtrics.com/jfe/form/SV_1SuS5fGJhpppWVU	April 8	☐	
7.	**Financial Aid Exit Interview** You will be emailed additional information or noted in self-service. Your final transcripts/degree will not be released if you do not complete.	As soon as notified by OUHSC Fin. Aid	☐	
8.	**Register with NCLEX - $200** https://www.ncsbn.org/nclex.htm Pay online by credit card, **needed for RN license in any state.** *Lawton School Code: US24500500.* Make sure to select the correct school code!! (See license instructions on next page)	Suggested by May 1	☐	
9.	**College of Nursing Graduation** Lloyd Noble Center in Norman, Oklahoma 2900 Jenkins Ave. Norman, OK 73019 Additional Information here: https://nursing.ouhsc.edu/Student-Resources/Graduation	May 9 at 2pm	☐	

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

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.

Oklahoma Licensure Process

1. Submit Application for Oklahoma RN license before graduation. Application consists of:
   - Online application with $88.50 fee for single state, $150 fee for multistate license
   - Mail the Evidence of Status form and a Copy of Birth Certificate (or other documentation)
   - Complete background check/fingerprint process ($53)

2. Register for NCLEX-RN exam through the NCSBN at www.vue.com/nclex ($200).

3. 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.

4. 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.

5. 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. Contact Student Affairs at nursing@ouhsc.edu for assistance. 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:

1. Name on your OUHSC academic record (the name that will be on your official transcripts)
2. Name on your RN licensure application completed online
3. Name on your NCLEX registration completed online
4. 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.

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Health Sciences Center
Fran and Earl Ziegler College of Nursing

Licensure Process

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 for single state; Multi-state is $150
- Criminal background check with fingerprints $53
- Evidence of Status Form and copy of documentation (birth certificate, passport, etc.)

1. Print and complete the Evidence of Status Form. This form contains Part A and B. You will complete one or the other. Part A is for US Citizens, US Nations, or Permanent Residents. All other complete Part B. Take a copy of the form along with either your birth certificate or passport to a Notary. You can also download this form at: https://www.ok.gov/nursing/evidstatus.pdf. Save a copy of the form and your documentation. You will use this later in the application.

2. Go to the Oklahoma Board of Nursing License Registration page at https://www.ok.gov/nursing/licensing/app/index.php

3. Select the **Nurse Portal** option from the column on the left.

4. Create a New Account by selecting **"Create and Account".**

5. Read and agree to the terms.

6. Read and answer the questions providing and email address and selecting a password. Remember to save the password for later use.

7. You will be taken to your "dashboard". Here you can update your profile or see messages that have been sent to you from OBN. There are also links to any necessary forms needed.

Your Licenses with Oklahoma					Apply for License
License Number	License Type	Compact Status	License Granted Date	License Expiration Date	License Status
No Licenses Found					
License data provided by the Oklahoma State Board of Nursing					

8. The top box on the right is about your license:

9. Please the **"Apply for License"** box.

10. From the list of licenses in Oklahoma, select **LPN/RN Licensure by Examination**. You will see two options: **Multistate License** and **Single State License**.

11. When you make your selection, a drop down box will explain the details of this particular license.

12. In this box, you will select **"RN"**. Please note: it is not noted as a hyperlink until you hover over it.

Application Sections

Tab # 1 - License Application
a. License Application Type - it should state License Type as RN if you selected the correct one.
b. General Information
    i. Demographic Information **–** please read carefully.
        1. Complete all required information.
        2. At the end of the section, you will upload your **Evidence of Status** form **and** the supporting documentation.
    ii. Contact Information
c. Education History
    i. Nursing Education
        1. Program Name – **University of Oklahoma –Lawton – BS – Lawton [US24500500]** Carefully select – there are several options that are similar.
        2. Education Obtained
            a. Education Status – Expecting Graduation
            b. Degree Obtained – Baccalaureate Degree – Nursing
            c. Dates – just get in the general range
    ii. Education Basis for Licensure – you should have only one option to select here.
a. NCLEX Information
    i. Accommodations – contact Nursing Student Affairs for information regarding accommodations for testing.
b. Eligibility Questions – carefully read and answer this section. If you have court records of any kind, specific details are provided as to what you need to do.

Tab # 2 - Preview and Submission – carefully review. If correct, select **Make Payment.** You will be directed to another site for payment.

Tab # 3 – Fee Payment

Tab # 4 - Confirmation Receipt

PLEASE NOTE:
Remember to log back in regularly to check the status of your application. Any messages will be sent through the Nurse Portal.

Additional items to send to the Board of Nursing

1. **Review of Criminal History**
   ✓ Schedule a date to be fingerprinted: http://www.identogo.com/ .
   ✓ **Service Code** for *Oklahoma Board of Nursing*: **2B7N8H**
   ✓ 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/fingerprints must be completed within 90 days of the online application.

2. **Certified copies of court records or the Board order**, as stated in portal.

ADDITIONAL INFORMATION

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

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/nclex.htm** .

There are three options on how to register for NCLEX:
   ✓ Registering on-line,
   ✓ Registering by telephone, and
   ✓ Registering by mail.

RECOMMENDED PROCEDURE

1. Go to **http://www.pearsonvue.com/nclex**. Select the "REGISTER" link on the left 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 not your OUHSC account. 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!]:
   Lawton: "*US24500500, United States, OK, LAWTON, OUCN – 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/