\*\*\* READ EACH STEP CAREFULLY, I TRIED TO MAKE THIS AS STRAIGHT FORWARD AS POSSIBLE.

**HOW TO APPLY FOR THE NCLEX** <https://www.rn.ca.gov/applicants/lic-exam.shtml>

1. Register for a BreEZe account, if you have not done so previously. <https://www.breeze.ca.gov/datamart/loginCADCA.do?logout=true>
2. On your BreEZe account homepage, select "1 – RN Initial Exam Application" from the dropdown menu below "Start a New Application or Take an Exam".
3. At the end of the application process, you will have the opportunity to attach documents to the application. Please attach as much information as possible to reduce paperwork, speed the review process, and reduce the need for deficiency letters.
4. You can scan and attach the following documents to your online application:
	1. 2" x 2" passport-type photograph
	2. Completed Request for Accommodation of Disabilities form, if applicable <https://www.rn.ca.gov/pdfs/applicants/disable.pdf>
5. For students disclosing previous conviction(s) and/or discipline(s), you can attach:
	1. Letter of explanation (signed and dated)
	2. Letter(s) of recommendation/support
	3. Any other rehabilitation information listed in section II "Reporting Prior Convictions or Discipline Against Licenses" of the Application for Licensure by Examination packet.
	4. Certified court and arrest documents, if applicable
	5. Rehabilitation documentation, if applicable
6. You must pay application fees with a valid credit card. ($300 for CA graduates)
7. The steps listed below (Live scan, Pearson, Transcripts, and Interim Permit) do not need to be completed in any particular order, but all of them (with the exception of the Interim Permit) *must* be completed before you will be allowed to take the NCLEX.

**LIVE SCAN** <https://www.rn.ca.gov/applicants/fpinstruct.shtml#livescan>

1. If you are an initial Examination or Endorsement applicant, you must FIRST submit your completed application for Examination or Endorsement.
2. Request a Live Scan form by using the Fingerprint Request form. Once they receive your request and your submitted application (or RN license due for renewal) is confirmed, you will receive an email containing a link to download the Live Scan form. <https://www.dca.ca.gov/webapps/rn/requests.php>
3. Download the Live Scan form and complete all areas marked with a red “X”.
4. The form will print in triplicate; take all three copies to the Live Scan site with your processing fee ($50-$80). Click here for San Diego locations: <https://oag.ca.gov/fingerprints/locations>
5. After your fingerprints have been scanned:
	1. First copy of form is kept by the Live Scan operator, they will send to the FBI and DOJ who will report your background check results directly to the BRN.
	2. To track the status of your background check go here <https://applicantstatus.doj.ca.gov> and enter the ATI number at the bottom of your form (filled in by the Live Scan operator).
	3. Second copy may be submitted to the Board through your online BreEZe account (*this is not required* – please only submit a completed copy if it is being specifically requested by the Board).
	4. Retain third copy of form for your records.

**PEARSON** <http://www.pearsonvue.com/nclex/>

1. This step is not optional.
2. Follow the link above and click “Register” on the right-hand side and follow the prompts.
3. Complete the account and pay the fee ($200).
4. It may take up to 4 weeks for the Nursing Regulatory Body to review and approve your registration. After it is approved, they will send your Authorization to Test email containing the Authorization Number (ATT#) needed to *schedule* your exam.

**TRANSCRIPTS** <https://www.rn.ca.gov/status.shtml>

1. The BRN requires all transcripts from schools where you completed your prerequisites as well as general education classes. Click the above link and scroll to the bottom for the list of subjects and requirements.
2. For schools other than City College: go to your school’s website and follow their steps for requesting official transcripts.
3. Transcripts may be sent either by email: to brn.etranscripts@dca.ca.gov or mail:
Licensing and Exam Division
Board of Registered Nursing
PO Box 944210
Sacramento, CA 94244-2100
4. NOTE: the BRN will NOT accept transcripts sent from the student, they must be sent directly from the school.
5. For City College transcripts: don’t worry about it, they will be sent by Dr. Armstrong as a class once our degrees have posted.

**INTERIM PERMIT**

1. Once you’ve completed your initial application for licensure by examination log back into your BreEze account.
2. Select new application and scroll down until you see Interim Permit.
3. Follow the prompts (10 minutes or less) and pay the fee ($100)
4. The Interim Permit allows you to work as an RN for six months or until you pass the NCLEX.
5. The Board must receive and process the fingerprint results from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) before an Interim Permit is issued.
6. If fingerprint requirements have been met and you have submitted your Interim Permit application, your $100 fee, and have received your eligibility notice for the NCLEX-RN, you may access the BreEZe License Verification system to check if your Interim Permit has been issued.
7. The only hospital I know for sure will accept the Interim Permit is Scripps.
* Once everything has been submitted *and paid for* the BRN will contact you with your authorization to test.
* After taking the test you will be able to access your unofficial results two days after examination through your Pearson VUE account.
* Current processing times say 10-12 weeks, however there are stories circulating of recent graduates only waiting 2 weeks, so there’s always hope!

For a list of FAQ’s from the BRN go here: <https://www.rn.ca.gov/applicants/lic-faqs.shtml>