



Exam to Licensure: Application

Frequently Asked Questions and Answers

Questions	Answers
What information do I have to provide on the application?	You will have to answer questions in the following categories: License Type; Education; Exam & Temp Permit; Regulatory Questions; Preview; and Affirm, Pay & Submit.
What specific information am I expected to provide in the License Type section of the application?	You will have to select the type of license for which you are applying, RN or LPN. You will have to answer a question regarding citizenship. You must provide your Social Security Number. You will enter identifying information here as well, such as your name, address, birthdate, gender, and email address.
Why does the application ask about my citizenship?	Alabama law requires verification of citizenship or legal presence in the US. <i>For further information see the Citizenship FAQs.</i>
What if the name I use doesn't match my identification? OR What if I have plans to get married after I graduate and possibly before I am scheduled to test?	<u>Very Important Information Regarding Name:</u> 1. The FIRST, MIDDLE, & LAST names that you list on your application must MATCH EXACTLY to the identification you plan to use when you present to take the NCLEX®. <ul style="list-style-type: none"> • <i>For more information on identification requirements for NCLEX®, click here.</i> 2. The first, middle, & last name that you list on the application will be the name under which you are licensed. There is no option to select use of the maiden name in lieu of the middle name on the application. 3. You may list your maiden name in the appointed section of the application. If you use your maiden name as your maiden name you may list it twice. 4. <u>Pearson Vue Registration:</u> Middle Name & SSN are <i>not</i> mandatory fields to register with Pearson Vue. However, the ABN requires that you submit this information to Pearson Vue. Failure to do so may result in a delay or inability to process your application and make you eligible to test.
Do I have to know my school's Program Code to apply?	The application requires you to identify the nursing program from where you graduated. Programs in the US have the NCLEX® Program Codes readily available for you to choose from in the application. You will have to identify the degree or certificate awarded upon completion of your nursing program. You must also include your graduation date. <i>Applicants educated outside the US, please refer to the Foreign Nursing Program Graduates FAQs.</i>
What do I need to have my Nursing Program submit to the Board?	An official transcript must be received in a sealed envelope from your school. The graduation date you list on your application must match the graduation date on the transcript or processing your application may be delayed.

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<p>How do I get a Temporary Permit?</p>	<p>You may request a Temporary Permit when you apply if this is your first time applying for Licensure by Examination (in any jurisdiction). Although there is an area on the application where you may list your employer, you do not have to list an employer to be eligible for a permit. However, a Temporary Permit will not be issued until a <u>complete</u> application has been submitted to the Board, including citizenship/legal presence documentation, official transcript, and supporting documentation for any affirmative responses to regulatory questions. You should also know that a Temporary Permit <i>may or may not</i> be issued due to an affirmative response to any regulatory question. Depending on your individual circumstances and anticipated disclosure(s), you may wish to carefully consider requesting and paying for a Temporary Permit. FEES ARE NON-REFUNDABLE.</p> <p><i>For more information about activities permitted with a Temporary Permit, please see the Temporary Permit FAQs.</i></p>
<p>What are Regulatory Questions?</p>	<p>These are questions that aid the Board in determining the applicant’s “good moral character” as required by law. An affirmative response does not preclude an individual from licensure and applicants are expected to read the questions carefully and answer honestly. As a matter-of-fact, many persons are licensed each year who provide affirmative responses to one or more of the regulatory questions. The regulatory questions ask about your past history in the following areas: Criminal History, Substance Use, Physical or Mental Health, Discipline or Investigations of Other Licenses or Professions, and Military Discharge.</p> <p><i>For more information, please see the Criminal History and Prior Disciplinary Action FAQs.</i></p>
<p>What documentation will I have to submit if I have to answer “Yes” to a Regulatory Question?</p>	<p>You must submit a detailed written explanation of the circumstances surrounding the event(s) which you are disclosing on your application. You must also submit additional supporting documentation. Examples of supporting documentation include: Case Action Summary for criminal activity; Admission & Discharge Summary for previous substance use or mental health treatment; Military DD214.</p> <p><i>For more information, please see the Criminal History and Prior Disciplinary Action FAQs.</i></p>
<p>What is the “Preview” section of the application?</p>	<p>This is where you may review all information submitted on the application for accuracy. You should return to previous screens to make revisions before submitting your application. You will not be able to make any revisions to your application once it is submitted. You should also be aware that failure to answer Regulatory Questions honestly may result in denial or licensure, or disciplinary action if the license is issued.</p>
<p>What is the “Affirm, Pay, & Submit” section of the application?</p>	<p>You will type your electronic signature into the area indicated as your affirmation that the information submitted in your application is true and accurate. You must also submit electronic payment information via credit or debit card for the Application Fee (\$85), Transaction Fee (\$3.50), and Temporary Permit (\$50) (if requested).</p>