DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING

Physical Address
DOPL
160 EAST 300 SOUTH
SALT LAKE CITY, UT 84111

Mailing Address
DOPL
P.O. Box 146741
SALT LAKE CITY, UT 84114

LEARN HOW TO NAVIGATE DOPL'S WEBSITE

As a licensed professional, it is your responsibility to know the Practice Act and Practice Act Rules. You will find everything you need to know on DOPL's website.

On www.dopl.utah.gov you will learn how to:

✓ Apply for a license

✓ Renew a license

✓ Verify a license

✓ Find Laws & Rules

NURSING LICENSURE PROCESS

Applying for the NCLEX

Initial Licensure as a Nurse in Utah

IT'S A TWO STEP PROCESS

First Step: Take & Pass the NCLEX

Second Step: LICENSURE

FIRST STEP:
NCLEX REGISTRATION

Create an NCLEX account through **Pearson VUE** and pay the $200.00 testing fee.

- http://www.pearsonvue.com/nclex/

The tester must ensure the **correct program code** is used when they set-up their account.

Example: If you graduate with an Associate's degree in Nursing, DO NOT register for the NCLEX with a Bachelor's degree in Nursing.

DOPL SUBMISSIONS

✓ Submit a Request for Authorization to Test application under the **Exam Information** tab.
   Apply Online or by a Manual Form.

✓ Submit Official Transcripts.
   There are two ways to submit official transcripts:
        1) Mail to DOPL by the Registrar.
        2) Email to DOPL (b7@utah.gov) via 3rd party clearinghouse by the Registrar.

Note: Transcripts must have the school seal, a date of graduation and a degree earned from an approved pre-licensure program.
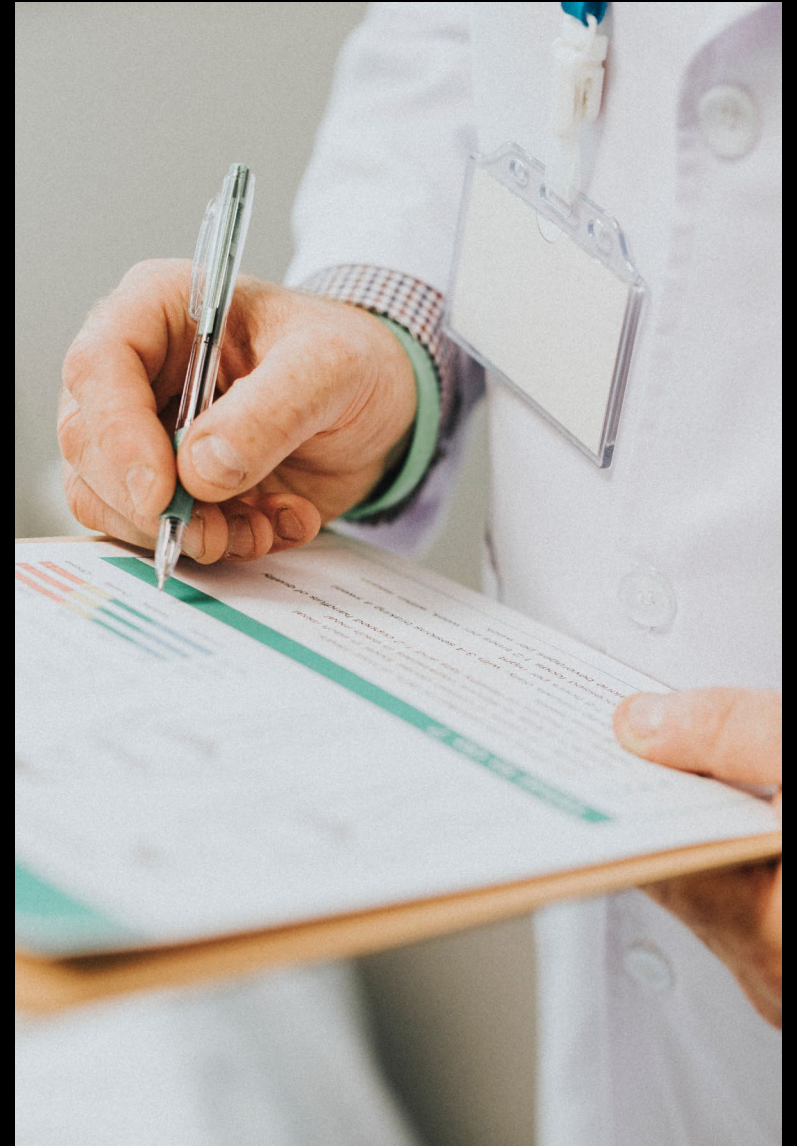
* THE REQUEST FOR AUTHORIZATION TO TEST APPLICATION AND
OFFICIAL TRANSCRIPTS MUST BE SUBMITTED AT THE SAME TIME *
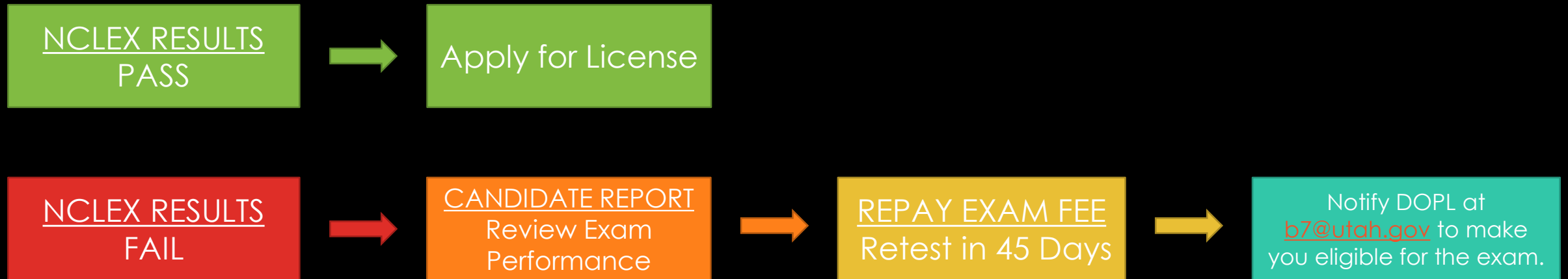
REQUESTING TESTING ADA ACCOMMODATIONS:

DOPL requires **3 letters** for accommodations:

✓ <u>Physician or Provider</u> – This letter must provide the tester's diagnosis with diagnosis codes, the recommended accommodations, and must be dated within six months of taking the exam.

✓ <u>Nursing Program</u> – This letter must state the testing accommodations that were made for the student while in the program.

✓ <u>The Tester's Request</u> – This letter is a personal narrative requesting the accommodations and why it is needed.

* The Physician and Tester letters will need to address the same accommodations. Once reviewed and approved, DOPL will submit the requested accommodations to Pearson VUE. Pearson VUE will email the tester when the accommodations have been processed.*

NOTIFICATION OF NCLEX RESULTS:

NCLEX RESULTS PASS	→	Apply for License

| NCLEX RESULTS FAIL | → | CANDIDATE REPORT Review Exam Performance | → | REPAY EXAM FEE Retest in 45 Days | → | Notify DOPL at b7@utah.gov to make you eligible for the exam. |

- The tester will be notified via email from DOPL if they passed or failed the examination.

- If the tester passed, they may apply for their initial license.

- If the tester failed, they will be mailed a candidate report of their examination. The tester may then repay the $200.00 fee, email DOPL, and retake the examination in 45 days.

NCLEX RESULTS WILL BE EMAILED TO THE TESTER WITHIN 3 – 5 BUSINESS DAYS.

Note: Testers who failed the exam will receive a detailed candidate report in the mail within 5 – 7 business.

IF THE TESTER DID NOT PASS THE NCLEX…

The tester will need to repay the NCLEX fee to Pearson Vue and email DOPL at b7@utah.gov and request to be made eligible for the exam.

SECOND STEP: LICENSURE

✓ Apply for licensure by mail or online. https://dopl.utah.gov/nurse/
  - $90.00 fee
  - Fingerprints must be submitted to complete your application. Read through the information on this link for further instruction. https://dopl.utah.gov/fingerprints.html

*Note: The processing times for licensure applications without special circumstances (e.g., criminal history) can take up to **14 business days**.*

IMPORTANT NOTES & RECOMMENDATIONS

- DOPL will follow up with applicants if items are needed to complete an application. Frequent phone calls will only delay the processing of applications.

- Applications for Licensure: Read carefully and respond honestly to all questions on the application. If DOPL becomes aware that you misrepresented any information, your case will be submitted to the Investigations department and may result in a citation or discipline against your license.

- It is your responsibility to ensure that DOPL is notified of any changes in your contact information.

IMPORTANT WEBSITES

Division of Occupational and Professional Licensing: www.dopl.utah.gov

DOPL Nursing Page: www.dopl.utah.gov/nurse/

National Council of Stat Boards of Nursing: https://www.ncsbn.org/index.htm

Nursing Licensure National Database: www.nursys.com

Nurse Licensure Compact: https://www.ncsbn.org/nurse-licensure-compact.htm

DOPL CHECKLIST - APPLICATION

First Step: NCLEX

- ✓ Register and pay $200.00 for your NCLEX through Pearson Vue.
- ✓ Submit a Request for Authorization to Test to DOPL. (online or manual form)
- ✓ Submit official school transcripts.
- ✓ DOPL will make you eligible for the NCLEX.
- ✓ Schedule your examination.
- ✓ Take and pass your examination.
- ✓ If you fail your exam, you must repay with Pearson Vue and notify DOPL to make you eligible again.

Second Step: LICENSURE

(MUST HAVE TAKEN AND PASSED EXAM)

- ✓ Apply for your license. $90.00 (online or manual form)
- ✓ Fingerprints must be submitted to complete your application. Read through the information on this link for further instruction https://dopl.utah.gov/fingerprints.html
- ✓ It can take 14 business days to issue a complete application.
- ✓ You will see your license number on DOPL's website the day after it's active.
- ✓ You will receive a PDF copy of your license via email within 24 hours of its issuance.

DOPL CHECKLIST - ENDORSEMENT

✓ Apply for your RN/LPN license online or by manual form. $90.00 https://dopl.utah.gov/nurse/

✓ Fingerprints must be submitted to complete your application. Read through the information on this link for further instruction https://dopl.utah.gov/fingerprints.html

✓ Verify at least one active license through www.nursys.com. If the state you're licensed in doesn't participate in NURSYS, contact that state nursing board and request for an official verification to be sent to DOPL.

✓ It can take 14 business days to issue a completed application.

* DOPL will contact you if any items are needed.*

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BOARD OF NURSING
Phone: 801-530-6628
https://dopl.utah.gov/nurse/
Email: B7@UTAH.GOV

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