

## **LPN Nursing Licensure Process-Initial Licensure as a Nurse in Utah**

Division of Occupational and Professional Licensing (DOPL)

160 East 300 South

PO Box 146741

Salt Lake City, UT 84114-6741

[dopl.bureau7@utah.gov](mailto:dopl.bureau7@utah.gov)

### **FIRST STEP:**

Create an NLCEX account through Pearson VUE and PAY the testing fee (roughly \$200) to Pearson VUE. (<http://www.pearsonvue.com/nclex/>)

*Contact your school to ensure you use the correct program code when you set-up your account!*

- BYU program code:
  - LPN: US38909700

### **SECOND STEP: THE APPLICANT SUBMITS TO DOPL:**

1. A *Request for Authorization to Test* found at (<http://dopl.utah.gov/licensing/nursing.html>);
  2. **For LPN's only - you also need a letter of verification from the Nursing Advisement Center – this may take some time so plan accordingly. The Advisement Center will need to know your full legal name, SS# and date you'd like to take the letter to DOPL.**
  3. Official transcripts\* verifying program completion (date of graduation and degree posted on the transcript) from an approved pre-licensure program. *\*Official transcripts can be sent directly to DOPL from the registrar's office, submitted in a sealed envelope with a school seal/stamp on the flap*
    - i. **Recommendation from DOPL:** Submit official transcripts WITH the *Request for Authorization to Test*.
    - ii. **Recommendation from DOPL:** If your school sends official transcripts to DOPL, do not submit your *Request for Authorization to Test* until you are notified that the school has sent your transcripts to DOPL. **\*\*It is strongly recommended you take a hard copy to DOPL yourself. They do NOT accept an electronic version of the transcripts.**
- Check with your school to verify whether or not the transcripts have been sent to DOPL.**
4. If the application is complete and without special circumstances (e.g., accommodations), the *Request for Authorization to Test* will be processed within 10 business days of receipt by DOPL.
  5. The "Request for Authorization to Test" can be submitted to DOPL in-person, by mail, or online. For LPN's we strongly recommend you drop off your letter of verification to DOPL **in person**.

### **If the "Request for Authorization to Test" is approved:**

1. DOPL staff will make the applicant eligible through Pearson-VUE, Pearson VUE will email the applicant an Authorization to Test (ATT) and the applicant will have 30 days to sit for the NCLEX-LPN or RN.

### **NOTIFICATION OF NCLEX RESULTS:**

DOPL will notify the applicant by email of his/her NCLEX results. After Pearson VUE releases the results, the applicant will be notified of their results within three business days. If the applicant has not received notification of NCLEX results within 5 business days, he/she may call DOPL for additional information.

**DOPL will not provide NCLEX results over the telephone.**

### **THIRD STEP: IF THE APPLICANT PASSES THE NCLEX-PN (LPN) OR RN:**

(<http://dopl.utah.gov/licensing/nursing.html>)

1. The applicant will be notified via email that he/she passed and is now eligible to apply for licensure;
  - i. **Recommendation from DOPL: Do not submit your Application for Licensure to DOPL until you have been notified by DOPL that you passed the NCLEX.**
2. The applicant will submit the *Application for Licensure* (by mail or online) along with:
  - a. The \$100.00 application fee; **and**
  - b. **Two** sets (paper copies) of fingerprints for criminal background checks on form FD-258. Fingerprint services are available at DOPL Monday-Friday (except holidays) between the hours of 0800-1630. **\*\*We recommend you do your fingerprints at DOPL for fast results. Most local police departments or sheriff's offices also offer fingerprint services.**
    - i. **Recommendation from DOPL:** If at all possible, have your fingerprints rolled at DOPL. Fingerprints should be submitted with the application or the same day that the *Application for Licensure* can be completed online.

3. The processing time for licensure applications that are complete and without special circumstances (e.g., criminal history) is 10 business days from the date received.
  - i. **Recommendation from DOPL:** Do not call DOPL to inquire about the status of your application until:
    1. It has been more than 10 business days since you submitted your *Request for Authorization to Test* or *Application for Licensure*; or
    2. It has been more than 5 business days since you sat for the NCLEX and you have not been notified of your results.

**IF THE APPLICANT DOES NOT PASS THE NCLEX-PN OR RN:**

1. The applicant will be notified by email and will be provided a copy of his/her *Candidate Profile Report* from the NCSBN; and
2. When ready to retake the NCLEX, the applicant should repay the testing fee to Pearson VUE and email DOPL ([doplbureau7@utah.gov](mailto:doplbureau7@utah.gov)) a request to be made eligible for the exam. The request for eligibility must include personally identifying information, such as the "Candidate ID number" from Pearson VUE. A new *Request for Authorization to Test* is not required for one year after the initial request.
3. The applicant will have up to five years from the date of his/her graduation to successfully complete the NCLEX.
4. Per NCSBN and Pearson VUE policy, the applicant may take the NCLEX every 45 days.

**REQUESTING ACCOMMODATIONS:**

1. Requests for test accommodations must be submitted with the *Request for Authorization to Test*. Required documentation:
  - a. Letter with specific accommodation requested;
  - b. Letter from provider with DSM diagnoses and documentation of needed accommodations (letter should be dated within 6 months of the date of application);
  - c. Letter from nursing education program/program director describing the accommodations that were granted by the academic unit.

**RECOMMENDATIONS FOR APPLICANTS:**

1. Submit official transcripts **WITH** the *Request for Authorization to Test*.
2. If your school sends official transcripts to DOPL, do not submit your *Request for Authorization to Test* until you are notified that the school has sent your transcripts to DOPL. **\*\*It is strongly recommended you take a copy to DOPL yourself. They do NOT accept an electronic version of the transcripts.**  
**Check with your school to verify whether or not the transcripts have been sent to DOPL.**
3. Do not submit your *Application for Licensure* to DOPL until you have been notified by DOPL that you passed the NCLEX.
4. If at all possible, have your fingerprints rolled at DOPL. Fingerprints should be submitted with the application or the same day that the *Application for Licensure* is completed online.
5. Do not call DOPL to inquire about the status of your application until:
  - a. It has been more than 10 business days since you submitted your *Request for Authorization to Test* or *Application for Licensure*; or
  - b. It has been more than 5 business days since you sat for the NCLEX and you have not been notified of your results.

*\*Official transcripts can be sent directly to DOPL from the registrar's office, submitted in a sealed envelope with a school seal/stamp on the flap, or-if the school uses a national clearinghouse for transcripts-they can be emailed from the secure clearinghouse to [doplbureau7@utah.gov](mailto:doplbureau7@utah.gov)*

**IMPORTANT NOTES:**

- Applications (Request for Authorization to Test and the application for licensure) are routed through a number of steps once they arrive at DOPL. Just because "your friend's application" has been processed....it does not mean that your application will be the next one processed. Also, remember that there are only a few staff members who process applications and they are the same staff who answer your telephone calls---frequent telephone calls only delay the processing of applications for you and your colleagues.
- Be sure to carefully read and respond honestly to all questions on the Application for Licensure. If DOPL becomes aware that you misrepresented any information to DOPL your case will be submitted to for

investigation which will delay licensure and may result in a citation or discipline against your license. It is always best to fully disclose your history and provide all required documentation for consideration and evaluation.

- It is your responsibility to ensure that DOPL is notified of any changes in your contact information. Failure to keep DOPL informed may result in delays related to your renewals or other important communication from DOPL. Please use the DOPL website to update your address, phone number, and email whenever changes are made: <http://www.dopl.utah.gov/>

**IMPORTANT WEBSITES:**

Division of Occupational and Professional Licensing (DOPL): <http://www.dopl.utah.gov/>

DOPL Nursing page: <http://dopl.utah.gov/licensing/nursing.html>

DOPL-Online Application: <https://dopl-egov.commerce.utah.gov/>

National Council of State Boards of Nursing: <https://www.ncsbn.org/index.htm>

Nursing licensure national database: <https://www.nursys.com/>

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