

**655—3.5(17A,147,152,272C) Licensure by examination.**

**3.5(1) Board application.** A graduate of an approved nursing program seeking initial licensure as a registered nurse or licensed practical nurse shall submit the following:

- a. A completed application for licensure by examination.
- b. Payment of the application fee.
- c. Two completed fingerprint cards and a signed waiver form to facilitate a national criminal history background check.
- d. If the applicant has a criminal history, copies of all documents required by rule 655—3.11(272C).
- e. An official transcript denoting the date of graduation and diploma or degree conferred, sent directly to the board from the nursing program.

**3.5(2) Test registration.** The applicant completes NCLEX® registration, including payment of applicable fees through the national test service agency.

**3.5(3) Americans with Disabilities Act accommodations.** An applicant with a disability may submit a request to the board for testing accommodations. The request must include:

- a. The nature of the disability and the specific testing accommodations being requested.
- b. Documentation from the applicant's health care provider describing the disability and the recommended accommodations.
- c. Documentation from the applicant's nursing education program if testing accommodations were provided to the applicant during school.

The board's recommendation regarding approval of accommodation requests will be communicated to the national test service agency.

**3.5(4) Authorization to test.** An applicant will not receive an authorization to test until all of the requirements in subrules 3.5(1) and 3.5(2) are met.

a. An applicant will self-schedule the examination with an approved testing center and must test within 91 days of receiving the authorization to test. An applicant who does not test within 91 days of receiving the authorization to test is required to submit a new completed application for licensure by examination and fee to the board.

b. An applicant who does not appear for a testing appointment or does not complete the examination must follow the requirements for reexamination.

**3.5(5) Reexamination.** An applicant who fails the examination and reapplies within 12 months of submitting a prior application to the board is required to complete the requirements in paragraphs 3.5(1) "a" and "b" and subrule 3.5(2). An applicant who fails the examination and reapplies after 12 months of submitting a prior application to the board shall be required to complete all requirements in subrules 3.5(1) and 3.5(2).

**3.5(6) Licensure.** Upon satisfactory review of the documentation required by subrule 3.4(1) and proof of successful passage of the examination, the applicant will be issued a license to practice as a registered nurse or licensed practical nurse.

**3.5(7) Failure to complete the licensure process.** Once an application is initiated, the applicant has 12 months to complete the licensure process. The board reserves the right to destroy any applications and supporting documents after 12 months if the applicant has not completed the licensure process. Applicants who fail to complete the licensure process within 12 months are required to start the application process anew.

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