



# Ohio Board of Nursing

[www.nursing.ohio.gov](http://www.nursing.ohio.gov)

17 S. High Street, Suite 660 • Columbus, Ohio 43215-3466 • 614-466-3947

## Important Information for Nursing Students Steps to Complete for Licensure by Examination

### Prior to Program Completion

- ✓ Complete and submit your Application for Licensure by Examination through the state of Ohio eLicense, accessible through the Board of Nursing website: [www.nursing.ohio.gov](http://www.nursing.ohio.gov). Refer to the Fee Schedule and other information in the Licensing, Certification & CE section.
- ✓ Upload to the application documentation (front and back of document) of your lawful entry to the U.S. if you are not a U.S. citizen.
- ✓ Upload court documents or other information required by the application, when applicable.
- ✓ Return to your eLicense account and verify that your application reflects “submitted.” If it reflects “pending” or “generate fee” it means you have not completed all the information or you did not pay the fees.
- ✓ Provide your application number to your program’s administration (It will be needed to later process your Program Completion Letter).

### Additional Registration and Submissions

- ✓ Complete a Criminal Records Check that includes both BCI and FBI components. Please refer to the Board’s website: [www.nursing.ohio.gov](http://www.nursing.ohio.gov) and the “Licensure and Continuing Education” section for information about Criminal Records Checks.
- ✓ Register with Pearson VUE through its website: [home.pearsonvue.com](http://home.pearsonvue.com) This is a separate registration from your licensure application. Enter your information in Pearson VUE to match the information submitted in your Application for Licensure by Examination.
- ✓ Respond to any requests by Board staff for additional information, when applicable.

### After Program Completion

- ✓ Verify that you have met all requirements of your nursing program and your program sends your Completion Letter to the Board.
- ✓ Watch for an email from Pearson VUE with your Authorization to Test (ATT).
- ✓ Schedule and take your NCLEX as soon as possible.