

Nursing Licensure by Examination Application, LPN

License Selection

Select the Board for which you are seeking a license. Next, select the license type, individual license, and application type.

If you are applying with the Board of Pharmacy, the Chemical Dependency Board, or the Speech and Hearing Professionals Board and are unsure of what license to apply for, click here (/OH_LicenseQuestionnaire) to access the license questionnaire.

Select a Board

Nursing Board

Select a License

Licensed Practical Nurse (LPN)

Select an Application Type

Examination

Eligibility

By answering the following questions, eligibility for the license application will be determined. Confirmation will be noted if eligibility is met.

Have you ever been licensed as a Practical Nurse in Ohio (This excludes the temporary license authorized by HB 197 that expired 3/1/2021)?

☐ Yes ☐ No

Have you ever been licensed as a Practical Nurse in any state other than Ohio?

☐ Yes ☐ No

Application Instructions

Provide the information necessary for the license application. Once finished, click which type of Save option desired.

LPN LICENSURE BY EXAMINATION APPLICATION INSTRUCTIONS

- You must provide your mailing address. You are required by law to provide the Ohio Board of Nursing (Board) with a valid address where all communication from the Board will be sent.
- Your email address is required for maintaining your online account and payment confirmation.
- Use a valid credit or debit card (Visa, MasterCard or Discover) for payment of fees.
- It is your responsibility to provide or have all required documents sent to the Board. Documents such as program completion letters, transcripts, and criminal records check reports must be provided to the Board directly from the appropriate agency; these documents, if provided by the applicant, will not be accepted.

1. Board Application Process

You must complete this application in order for the Board to determine your eligibility to take the NCLEX. After the Board determines you are eligible, the testing company, Pearson VUE, will email you the ATT document which includes the ATT number you need in order to schedule an appointment with Pearson VUE to take the NCLEX.

2. NCLEX Registration with Pearson VUE and Pearson VUE Fee

Applicants should go to www.pearsonvue.com/nclex (<http://www.pearsonvue.com/nclex>) to register for the NCLEX; print a registration confirmation; download the NCLEX Candidate Bulletin for detailed instructions, fee information, and Education Program Codes; and pay the NCLEX fee. The information you provide to Pearson VUE **must match** the information on your application to the Board. For example, if name or address, etc. do not exactly match it will delay receipt of your ATT.

3. Board Application Fee

- A \$75 non-refundable fee must be paid electronically online when you submit your application, or your application will remain in “pending” status and will not be reviewed by the Board.
- Fees must be paid online with your application. Use Master Card, VISA or Discover credit or debit cards. If you do not have this type of credit or debit card, you can obtain a pre-paid card at local stores to use.
- In addition to the application fee, please note that the State of Ohio charges an eLicense System Transaction Fee.
- For details about fees, see the Fee Schedule for Licenses and Certificates posted at <https://nursing.ohio.gov/wp-content/uploads/2020/02/Fee-Schedule.pdf> (<https://nursing.ohio.gov/wp-content/uploads/2020/02/Fee-Schedule.pdf>).

4. Education Documents Required

Please follow the instructions below based on your education program:

a. Graduates of Ohio PN Nursing Education Programs

The nursing education program must electronically submit a program completion letter **directly to the Board**, certifying the applicant completed the nursing education program. The name on your completion letter must match the name on the application you submitted to the Board.

b. Graduates of Non-Ohio PN Nursing Education Programs

The nursing education program must provide a signed and sealed official transcript **directly** to the Board at transcripts@nursing.ohio.gov. Transcripts sent by the applicant will not be accepted. The diploma, certificate or degree, and the date of completion must be included on the transcript. If your nursing program is closed, you must contact the school's record custodian for your transcript to be provided to the Board.

c. Graduates of Non-Ohio PN Programs – Medications and IV Therapy

All graduates of **non-Ohio PN** nursing education programs must provide evidence of successful completion of a basic pharmacology course in order to be authorized to administer medications OR evidence of successful completion of an IV therapy course in order to be authorized to perform limited IV therapy. For IV therapy, you must upload a copy of your transcript, syllabus and/or course curriculum demonstrating successful completion of a course in the administration of IV therapy.

5. Foreign Educated Applicants

To confirm your education, contact the Commission on Graduates of Foreign Nursing Schools (CGFNS) at (215) 222-8454 and request the Credentials Evaluation Service (CES) Professional Report. The report must be sent **directly** from CGFNS to the Board.

English Proficiency for Foreign Educated Applicants

- Proof of English proficiency is required except for foreign educated nurses who graduated from a college, university, or professional education program located in Australia, Ireland, New Zealand, the United Kingdom, South Africa, Trinidad and Tobago, Jamaica, Barbados, or Canada (other than Quebec, unless you graduated from McGill University, Dawson College in Montreal, Vanier College in St. Laurent, John Abbot College in Sainte-Anne-de-Bellevue or Heritage College in Gatineau).
- All other foreign educated applicants must complete the "Test of English as a Foreign Language" (TOEFL iBT) and have a **passing score of 84 or higher**. Test scores must be sent **directly** to the Board from the testing agency. Contact Educational Testing Services (ETS) at (609) 771-7100 regarding testing.

6. Accommodations

For applicants with disabilities defined by the "American Disabilities Act" (ADA), accommodations are authorized only by the Board and the National

Council of State Boards of Nursing. The Board recommends that the applicant notify the Board, in writing, two months prior to program completion. The applicant is required to submit documentation that includes all of the following:

- a)** Letter from the applicant specifying requested accommodations;

SAMPLE

- b) Letter from the Administrator/Designee of the nursing education program specifying accommodations granted by the nursing program;
- c) Letter from a qualified professional regarding the diagnosis and specific need for accommodations for the NCLEX.

Refer to the website for more information <http://nursing.ohio.gov/wp-content/uploads/2019/07/OhioBoardAccommodations1.1.pdf>
(<http://nursing.ohio.gov/wp-content/uploads/2019/07/OhioBoardAccommodations1.1.pdf>)

7. Criminal Records Check

A BCI (civilian) and FBI (federal) criminal records check is required for all applicants. Refer to the website for more information http://nursing.ohio.gov/wp-content/uploads/2019/07/CRC_Process.pdf (http://nursing.ohio.gov/wp-content/uploads/2019/07/CRC_Process.pdf) and <http://nursing.ohio.gov/wp-content/uploads/2019/07/OhioBoardFingerprintExemption1.0.pdf> (<http://nursing.ohio.gov/wp-content/uploads/2019/07/OhioBoardFingerprintExemption1.0.pdf>)

8. If you fail the NCLEX, You Must Re-Apply to the Board and Re-Register with Pearson VUE

If you fail the NCLEX examination, your licensure application status will indicate “Closed” and you must then submit a new application for licensure by examination to the Board and take the NCLEX again. When re-applying, sign into the Ohio eLicense portal and on the Dashboard click “Apply for a new license”. Once you have submitted your application and all requirements have been met, you will be made eligible to test. You must also re-register with Pearson VUE to take the NCLEX. See Instruction #2 above for NCLEX registration information. After you re-register, you will receive an ATT email from Pearson VUE and can schedule your examination, however, the earliest test date allowed by Pearson VUE is 45 days after the date you failed the examination.

Processing Information

- After completing your application, check the status by returning to your eLicense portal dashboard. If your application is in “pending” or “generate fee” status, the application has not yet been received by the Board because it is incomplete. Return to your application to see if all the information is complete and you paid the fees.
- If your license is “in submitted” or “in review” status, you can check to see what documents are still need if you log into eLicense and go to the “Welcome to your eLicense Dashboard.” To review the status of your “in submitted” or “in review” licenses or certificates, select “Application Status” from Options.
- If your application remains incomplete for one year, the application shall be considered void and the fee is forfeited.

SOCIAL SECURITY NUMBER

Your social security number is required by state and federal law for purposes of child support enforcement (ORC 3123.50, 42 U.S.C. Section 666), reporting to the National Practitioner Data Bank (42 U.S.C. Section 11101 and 45 C.F.R. Part. 60) reporting to law enforcement authorities for investigative/law enforcement purposes in compliance with ORC 4723.28, reporting to the National Council of State Boards of Nursing for state board investigative purposes, and/or as otherwise required by state and federal law.

CANCEL

SAVE AND CONTINUE

eLicense.Ohio.gov
(/OH_Home_Auth)

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New License Application

Personal Information

Personal Information

Provide the necessary personal information in the fields to the right. All fields with (*) are required and must be completed to continue the application process.

Demographic and workforce data collected for some licensed healthcare professions is used to enhance the state's capacity for healthcare workforce forecasting, policy development, and research. This data is used to analyze the supply and demand of the healthcare workforce serving Ohio

Title

First Name

*

Middle Name

Last Name

*

Maiden Name

* Social Security Number

Date of Birth

*

* Email Address

Phone Number

*

Other Phone Number

Citizenship

*

List languages you personally use to communicate with patients excluding an interpreter or software

*

Available		Chosen
English	▶	
Afrikaans		
Arabic	▶	
Armenian		

Please scroll through the language options under the Available column, highlight your choice(s) and click the right arrow (>) to move your choice(s) over to the Chosen column.

Individual National Provider Identifier - if not applicable leave blank

Enter home US zip-code. Enter NA if unavailable

*

Additional Information

Provide the necessary additional information in the fields to the right. All fields with (*) are required and must be completed to continue the application process.

Do you have other aliases?

What is your gender?

*

What is your ethnicity?

*

In which country were you born?

*

In which state were you born (if United States)?

In which city were you born?

*

Employment Status

Demographic and workforce data collected for some licensed healthcare professions is used to enhance the state's capacity for healthcare workforce forecasting, policy development, and research. This data is used to analyze the supply and demand of the healthcare workforce serving Ohio. Some questions may appear to be duplicative.

What is your primary employment status?

*

Which of the following best describes your five-year employment plan?

*

Are you currently employed outside of USA?

*

License Mailing Address

Select a license mailing address by clicking the appropriate checkbox to the right (this is the address used for all postal communications from the Board

Mailing Address

☐

+ ADD ADDRESS

SAVE AS MAILING

Military Service

If you have served in the military, provide the information for the type of service and duration of service in order to be eligible for expedited processing and other options. You may be required to submit documentation of military status.

Have you served in the military?

*

If you answered "Yes", are you currently serving in the military?

*

Has your spouse served in the military?

*

If you answered "Yes", are they currently serving in the military?

*

☐

I decline to Answer these questions and I understand by not answering,
I may not receive expedited/priority licensing service, temporary licensure,
extended time allowances, or a waiver of fees, if applicable,
for me or my eligible spouse.

Ohio Department of Veterans Services (<http://dvs.ohio.gov/main/home.html>)

OhioMeansJobs (<https://jobseeker.ohiomeansjobs.monster.com/Veterans/VeteranInfo.aspx>)

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New License Application

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Background

Education History

You must provide information about your education program/institution. Click on the ADD EDUCATION button. Begin typing the name of the school into the Education Institution field, and as you type, the name of your school should auto-populate. Once it does, click on it to select it. If your school does not auto-populate, type and select Other. You will then enter your school's name and address in the fields that appear. Repeat this process for all education

entries. All fields marked with (*) are required. Once finished, continue with the next Background sections or click the SAVE AND CONTINUE button.

If you did not receive a degree, please select "Not Applicable" as the degree type and do not enter a graduation date.

SAMPLE

ADD EDUCATION

Employment History

To add an entry to your employment history, click the Add Work History button. Complete the information fields and click Save. Repeat this process for all employment entries. All fields marked with (*) are required.

ADD WORK HISTORY

License Verification

To add a license you currently hold, click the Add License button. Complete the information fields and click Save. All fields marked with (*) are required. Repeat this process for each additional license you hold. To edit an added license, click the pencil icon.

ADD LICENSE

Current Employment Location(s)

Please provide the following information for all practice sites where you use this license, beginning with the locations in which you spend most of your time. If you are not actively working or volunteering in a position that requires this license (e.g. student or recent graduate) employment location information is optional. Employment location information helps improve the accuracy and efficiency of Health Professional Shortage Area Designations

ADD EMPLOYMENT LOCATION

and enables Ohio to identify healthcare workforce distribution. Some questions may appear to be duplicative.

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New License Application

Questions

Questions

Answer the following questions. Once completed, click "Save and Continue" to progress through the application.

I am a U.S. citizen or lawfully admitted into the U.S.?

☐ Yes ☐ No

Are you currently employed in Ohio as an LPN?

☐ Yes ☐ No

If you took the NCLEX in any state/jurisdiction for the license type for which you are applying by submitting this application, did you fail it on your last attempt?

Are you requesting accommodations? More information about accommodations can be found here: <http://nursing.ohio.gov/wp-content/uploads/2019/07/OhioBoardAccommodations1.1.pdf> (<http://nursing.ohio.gov/wp-content/uploads/2019/07/OhioBoardAccommodations1.1.pdf>)

☐ Yes ☐ No

Have you successfully completed a course in IV Therapy?

☐ Yes ☐ No

Were you educated outside of the United States?

☐ Yes ☐ No

By answering “yes” to certain questions below, you are required to provide a written explanation and upload supporting documentation with the application. In the section labeled “Attachments,” please upload and attach the necessary documentation referred to as “Compliance Supporting Document” for each question to which you respond “yes.” Your application will remain incomplete unless and until all necessary documents are received.

This question applies to any felony in Ohio, another state, commonwealth, territory, province, or country. This includes crimes that have been expunged IF there is a direct and substantial relationship to nursing practice. Have you EVER been convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity to, entered an Alford plea, received treatment or intervention in lieu of conviction, or been found eligible for pretrial diversion or a similar program for any felony?

☐ Yes ☐ No

This question applies to any misdemeanor in Ohio, another state, commonwealth, territory, province, or country. This includes crimes that have been expunged IF there is a direct and substantial relationship to nursing practice. This does not include traffic violations unless they are DUI/OVI or Physical Control While Under the Influence. Have you EVER been convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity to, entered an Alford plea, received treatment or intervention in lieu of conviction, or been found eligible for pretrial diversion or a similar program for any misdemeanor?

☐ Yes ☐ No

Have you been found to be a mentally ill person subject to hospitalization by court order, been found to be mentally incompetent by a probate court, or been found incompetent to stand trial by a court?

☐ Yes ☐ No

With an exception of the Ohio Board of Nursing, has any board, bureau, department, agency or other body, including those in Ohio, in any way limited, restricted, suspended, or revoked any professional license, certificate, or registration granted to you; placed you on probation; or imposed a fine, censure, or reprimand against you? Have you ever voluntarily surrendered, resigned, or otherwise forfeited any professional license, certificate, or registration?

☐ Yes ☐ No

With the exception of the Ohio Board of Nursing, have you ever, for any reason, been denied an application, issuance, or renewal for licensure, certification, registration, or the privilege of taking an examination, in any state, commonwealth, territory, province, or country?

☐ Yes ☐ No

With the exception of the Ohio Board of Nursing, have you ever entered into an agreement of any kind, whether oral or written, with respect to a professional license, certificate, or registration in lieu of or in order to avoid formal disciplinary action with any board, bureau, department, agency, or other body, including those in Ohio?

☐ Yes ☐ No

With the exception of the Ohio Board of Nursing, have you been notified of any current investigation of you, or have you ever been notified of any formal charges, allegations, or complaints filed against you by any board, bureau, department, agency, or other body, with respect to a professional license, certificate, or registration?

☐ Yes ☐ No

Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?

☐ Yes ☐ No

Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any psychotic disorder?

☐ Yes☐ No

SAMPLE

Have you, since attaining the age of eighteen or within the last five years, whichever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any psychotic disorder?

☐ Yes

☐ No

Are you currently engaged in the illegal use of chemical substances or controlled substances? For this question “Currently” does not mean on the day of, or even weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one’s functioning as a certificate holder or licensee, or within the past two years. “Illegal use of chemical substances or controlled substance” means the use of chemical substances or controlled substances obtained illegally (e.g. heroin, cocaine, or methamphetamine) as well as the use of controlled substances, which are not obtained pursuant to a valid prescription, or not taken in accordance with the direction of a licensed healthcare practitioner.

☐ Yes

☐ No

Are you required to register, under Ohio law, the law of another state, the U.S., or a foreign country, as a sex offender?

☐ Yes

☐ No

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New License Application

Attachments

Attachments

If applicable, upload the Attachments for your license application by clicking the Add Attachment button(s). If uploading an attachment as a submission, it is necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf). The (.exe) and (.html) file extensions are not supported for submissions. For documentation that needs to be submitted directly to the Board or by hardcopy, please acknowledge by clicking the Attest button(s). If no attachment or attestation items appear, please click the Save and Continue button.

Education Verification

I acknowledge that my program completion letter or non-Ohio education transcript must be sent directly to the Board by the education institution.

ATTEST

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New License Application

Review + Submit

Application Review

Completed

Attestation

I am the person in this new application and the statements made herein are true.

I understand that if I have not completed an IV Therapy education with both theoretical and clinical skills components, I will not be authorized to administer IV therapy, and my license will not reflect IV therapy authorization. I further understand that I must obtain Board authorization in order to perform any IV therapy procedures other than those specified in Section 4723.181(B), Ohio Revised Code.

The law regulating the practice of nursing states that the Ohio Board of Nursing may revoke, permanently revoke a license, and deny or permanently deny a licensure application to a person found by the Board to have committed fraud in passing the examination or to have committed fraud, misrepresentation, or deception in applying for or securing any license issued by the Board.

No person may engage in the practice of nursing as a Licensed Practical Nurse in Ohio for a fee, salary, or other consideration, or as a volunteer, unless holding a current, valid Ohio license as a Licensed Practical Nurse.

In order to process my application, act upon renewal requests, and respond to public requests to confirm my license/certificate status, my personal information will be accessed in accordance with OAC 4723-1- 11(D)(2)(d)(ii).

I attest that I understand all of the fees required and paid by me in order to submit this application are non-refundable.

I have read and understand this Attestation.]

Consent to Electronic Signature

☐ I accept

Type your First Name and Last Name as they appear on the application to sign electronically.

Submit your Application

After clicking the 'Submit' button below, you will no longer be able to change this application. **PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.** If you want to return to your application, simply log out and log back in.

If this application requires payment you will be prompted to begin the payment process. You must complete the payment process before the board will review your application. If this application does not require payment, you will be navigated back to the eLicense home page and the board will review your application.

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