Important Information for
Ohio Nursing Education Program Students

In an effort to streamline application-review processes and increase efficiency, the Board will start its review of the application **only after** the applicant's Program Completion Letter (PCL) is received. To further expedite review of applications, applicants should ensure that their Criminal Records Check (CRC) requests are submitted directly to the Ohio Bureau of Criminal Investigation (BCI) before completion of the nursing program.

Submit Application for Licensure by Exam no more than <u>60 days</u> prior to program completion:

- Complete and submit your Application for Licensure by Examination through Ohio eLicense and pay the fees.
- Click here for more information about how to apply <https://nursing.ohio.gov/licensing-certification-ce/>.
- When applying use the personal information on your government issued identification (name, address, etc.) Also, provide an email address that you will continue to use after you complete your program.
- Return to your eLicense dashboard and verify that your application status is "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 the application number to your program administrator or designee** as required for their submission of the PCL.

Submit your CRC (FBI and BCI) request to BCI <u>no later than 60 days</u> prior to program completion:
- For detailed instructions on how to submit your CRC request go to <https://nursing.ohio.gov/wp-content/uploads/2022/01/CRC_Process.pdf>

Register with Pearson VUE no later than the date of your program completion:
- Go to https://www.nclex.com/register.htm to create an account with Pearson VUE and register to take NCLEX.
- All personal information must exactly match the information submitted on your license application with the Board (from your government issued identification). Take note that your email address and your education program code must also exactly match your license application in order to get your Authority to Test (ATT) from Pearson VUE.

After you complete your nursing program, your program administrator or designee will submit your PCL to the Board.:
- If you have completed your nursing program, check your eLicense dashboard to verify that your program has submitted your PCL.
  - Login at https://elicense.ohio.gov/OH, click on "options" and then click on "status."
- If the "Program Completion Letter" box is blank, your nursing program has not yet sent your PCL to the Board. Please contact your nursing program directly to find out more information.
- If the "Program Completion Letter" box says "received," please allow up to 30 days for initial review of your application. You will receive an email from the board upon initial review.