

STUDENT NCLEX Reporting Process

PURPOSE: Students are required to have an active CT RN License as per [policy #21](#). This NCLEX reporting process outlines student responsibilities with respect to reporting exam date(s) and results by set deadlines. This standardized process will allow for students to receive remediation if needed and allow YSN faculty and staff to better support students, particularly those who have not passed the NCLEX-RN.

Guidelines for Taking and Reporting NCLEX Results:

1. Students are given information in May on the NCLEX-RN testing process including recording date of exam and reporting results.
2. Upon receipt of GEPN student grades, final transcripts are sent to the Department of Public Health by the Office of Student Affairs in early August.
3. GEPN students secure an NCLEX-RN exam date and record their exam date into eValue by September 15.
4. GEPN students must pass the NCLEX-RN by December 1 of their first specialty year*.
5. RN students who are not new graduates must submit into eValue their active CT RN license by August 1.
6. New RN graduates must pass NCLEX-RN and upload their CT RN license into eValue by 90 days from their graduation date.
7. Post Graduate Master's Certificate students must submit into eValue their active CT RN license by August 1.
8. All incoming DNP students are required to have an active RN license and upload it into eValue by August 1.
9. PhD students are not required to have an active RN license unless they are practicing. However, they are encouraged to maintain their RN license.

After GEPN students take the NCLEX-RN exam, the student must record their unofficial result, PASS OR FAIL into eValue within three days of test date.

Upon receipt of the CT RN License, students must upload their CT RN License within three days into eValue so it may be verified by the Student Services Coordinator, Office of Student Affairs.

Guidelines for Students who do not pass the NCLEX:

1. If the student rescheduled the exam or did not pass NCLEX, the student must update the new exam date in eValue.
2. Students who do not pass the NCLEX must report this to the Associate Dean of Student Affairs and their Specialty Director(s).
3. Obtain a new test date as soon as possible given the 45-day wait period & record the new test date in eValue.
4. Make an appointment with their Specialty Director(s) to review their remediation plan based on NCLEX score report.
5. Once the student has passed the test, the student will record their unofficial result, PASS OR FAIL into eValue within three days of test date and inform their Specialty Director(s) and Associate Dean of Student Affairs.

6. Upon receipt of the CT RN License, the student must upload their CT RN License within three days into eValue so it may be verified by the Student Services Coordinator, Office of Student Affairs. The CT RN License must be uploaded into eValue by December 1.

Students are responsible for maintaining an active CT RN license and must upload their new and renewed license annually in order to remain compliant, participate in clinical and attend classes (see [policy #21](#)). Students with out-of-state clinical placements will upload their additional licenses in eValue and seek assistance from the Clinical Support Unit if needed.

**Some specialties may have licensure requirements based on the licensure requirement of the assigned clinical sites. In such circumstances, students are advised to obtain their CT RN license as quickly as possible, to ensure they can continue with their clinical hours at sites with RN licensure requirements.*

Approved by Executive Committee 3.27.19