

NCLEX Sample Guideline for GEPNs

This is just a suggested guideline. These are NOT deadlines.

June	July	August	August/September
<p>20th—Access the CT RN licensure application and NCLEX examination application from the appropriate websites:</p> <p>CT Department of Public Health RN Application: http://www.ct.gov/dph/cwp/view.asp?a=3121&q=389432</p> <p>NCLEX (Pearson Vue): http://www.vue.com/nclex/</p>	<p>5th—Submit your NCLEX Examination Registration form WITH FEE to Pearson Vue (either by mail or online)</p> <p>15st—Should submit your completed, notarized RN licensure application with FEE and PHOTO to The Connecticut Department of Public Health, RN Licensure. Ensure that you’ve had your licensure application appropriately notarized.</p> <p>*NOTE: DPH will only accept an official transcript directly from the School’s Registrar’s Office. (YSN’s Student Affairs Office will forward the official transcripts to DPH by the end of the second week in August.)</p> <p>**YSN WILL NOT RELEASE YOUR TRANSCRIPT IF YOU HAVE ANY OUTSTANDING FEES OR FINES DUE THE UNIVERSITY—SEE THE BURSAR IMMEDIATELY.</p>	<p>THE FOLLOWING ACTIVITIES WILL OCCUR ONCE YOU HAVE SUBMITTED YOUR LICENSURE APPLICATION AND MATERIALS:</p> <ol style="list-style-type: none"> 1. Final transcript with degree is posted for ALL GRADUATING STUDENTS. 2. Transcripts are batch-sent to DPH by the second week in August. 3. State board will review complete application packets for licensure. 4. DPH will receive an electronic notification from NCLEX testing services regarding your request to take the NCLEX-RN examination. 5. ONCE LICENSING APPLICATION, FEE, PHOTO, and transcript are on file at DPH AND NCLEX TEST APPLICATION is on file at NCLEX, DPH will notify NCLEX electronically regarding your eligibility to sit for the NCLEX. 	<p>After being notified of student eligibility by DPH, Pearson Vue will release authorization to test (ATT) to individual graduates via email within 7-10 days. If you follow this sample timeline, you should receive your ATT by mid-to-late August.</p> <p>Upon receipt of ATT, contact Pearson Vue testing service to schedule examination. Please note that your ATT is valid for only 90 days in CT. If you do not take the exam within the 90 days, you will have to reapply and pay the fee again!</p> <p>NOTE: DPH cannot schedule candidates for the examination. That is a responsibility of Pearson Vue.</p> <p>Your employer may contact DPH to determine your eligibility for graduate nurse status.</p>

Once the above activities have taken place you will take the examination, with date and location as scheduled with Pearson Vue. They will notify DPH of result within 24 hours of your completion of the examination. You will also receive an email letter notifying you of your pass/nonpass status within 2-3 business days; **Please do not contact DPH for scores as results are not released over the phone.**

If you pass the NCLEX, you will receive (by the 3rd week of the following month) your official 3-part licensing documents, which you must sign and present to your employer.

Graduates who do not pass NCLEX will receive notification as well as a new Examination Candidate Bulletin and the process is repeated. Students need to wait 45 days before they are able to retake the NCLEX.

Students MUST pass the NCLEX and hold a CT RN license by November 1 of the first specialty year. Please see the YSN [Policy #21 on Licensure](#).