

Please review the eligibility criteria before completing your application as the fees are non-refundable
Foreign educated nurses, see Instructions for Foreign Educated Nurse Applicants – Licensure by Examination

5402.1 Except as otherwise provided in this chapter, an applicant for a license shall furnish proof satisfactory to the Board in accordance with § 504(n) of the Act (D.C. Official Code § 3-1205.04(n)) of the following:

- (a) That the applicant has successfully completed a nursing education program leading to licensure as a registered nurse which was:
 - (1) Approved by the Board in accordance with Chapter 56 of this title (national nursing accreditation and/or US Department of Education accreditation); or
 - (2) Approved by a nursing board in the United States or U.S. territory with standards determined by the Board to be substantially equivalent to the standards in the District in accordance with Chapter 56 of this title; or
- (b) That the applicant has successfully completed a basic nursing education program in Canada leading to licensure as a registered nurse which was approved by a Canadian Provincial nursing board with standards determined by the Board to be substantially equivalent to the standards in the District in accordance with Chapter 56 of this title

5404.5 An application shall be deemed abandoned and closed if the applicant fails to take or pass the examination within ninety (90) days, or fails to request or obtain an extension under § 5404.4. An applicant whose application has been closed may seek an approval to sit for the examination by submitting a new application and complying with all requirements of this chapter.

5404.6 An applicant who has not passed the examination more than twelve (12) months but less than three (3) years after the applicant has either graduated from an approved nursing education program under § 5402, or stopped practicing in a foreign country, shall complete a review course approved by the Board to be approved to sit for the examination.

5404.7 An applicant who has not passed the examination more than three (3) years but less than five (5) years after the applicant has either graduated from an approved nursing education program under § 5402, or stopped practicing in a foreign country, shall complete a review course approved by the Board to be approved to sit for the examination and, upon passing the examination, shall complete a nursing refresher course approved by the Board to be eligible for a license.

5404.8 The Board shall not approve any applicant to sit for NCLEX-RN who has not passed the examination more than five (5) years after their graduation from an approved nursing education program under § 5402, or who has stopped practicing in a foreign country more than five (5) years before the date of the application.

If after reading the eligibility above, you consider to be eligible, follow the instructions on the next page.

Application for Licensure by Examination:

Go to the online license site to apply: <https://doh.force.com/dchealthrenewals/s/portal-page>

During the online application process, be prepared to:

- Upload a copy of a US government or State issued photo ID such as a passport or driver's license.
- Upload a 2X2 Photo of head and neck, front-facing with a plain white background.
- Upload proof of name change- If the name on your application is different from the name on any of your supporting documents, proof of name change is required. Acceptable documents are marriage certificate, divorce decree, court order or spouse's death certificate.
- Upload the Social Security affidavit form if you do not have a social security number. (Located on the BON's page).
- Upload special accommodation letters. (if request accommodations during NCLEX testing)
- Pay the application and criminal background check fee of \$237.00 by Visa or MasterCard only.

You must request or complete the remaining application requirements through the separate institutions indicated below.

- Request official transcripts be sent from your university or college to transcripts.bon@dc.gov
- If your university or college do not issue e-transcripts, you must request official transcripts be mailed to:

DC Health – Board of Nursing
ATTN: NCLEX EXAM
899 North Capitol Street NE
Washington, DC 20002

NOTE: For accelerated and 2nd degree graduates, be sure to request official transcripts from all institutions where you obtained college credits.

- Criminal background check (CBC) **Fieldprint**- You will receive an email that includes the code and link to schedule your fingerprint appointment after you make the payment.
- Register and pay for the NCLEX – www.pearsonvue.com/nclex You must pay the \$200.00 examination- fee
- **Special Accommodations to sit for NCLEX-** If you are requesting special accommodations to sit for the NCLEX exam provide the following information:
 - Identify the accommodation being requested.
 - Submit a letter from the appropriate health professional which confirms the disability, and provides information describing the accommodations required.
 - Submit a letter from your education program, indicating the modifications granted by the program.

After your application is reviewed and approved, you will receive an email from Pearson Vue with your “**authorization to test (ATT)**” Schedule your exam day and time

NOTE: MISSED DATE TO SIT FOR SCHEDULED NCLEX- If you are unable to sit for the exam on the date scheduled you will need to reapply to sit for the exam with Pearson Vue only.

Please allow 30 business days after applying before checking the status at <https://doh.force.com/ver/s/>