

**Please review the eligibility criteria before completing your application as the fees are non-refundable.**

An applicant is eligible to apply for licensure by examination if the applicant has:

- (a) Successfully completed a nursing education program which was approved by the Board or 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;
- (b) Successfully completed a basic nursing education program in Canada 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; or
- (c) Completed an educational program in a foreign country and met all requirements for internationally educated nurses. Instructions for Internationally Educated Nurses is located on the BON's page.

To sit for the NCLEX exam you must have **AUTHORIZATION TO TEST (ATT)**. In order to receive your ATT, you must pay the \$200.00 examination- fee to Pearson Vue online at [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) and have **one** of the following documents on record with your application.

- **LETTER OF COMPLETION (if transcript not provided)**- Applicants may submit a Letter of Completion from the Nurse Administrator of their nursing program or Registrar that indicates that all coursework has been completed, the degree that will be awarded and the date of graduation. \* **You will not be licensed until the official transcript is received indicating the date the degree was conferred or date of graduation.**
- **OFFICIAL TRANSCRIPT** - An Official Transcript must be received indicating the date the degree was conferred or date of graduation. Official Transcript (with seal) from the applicant's school of nursing, must be sent directly from the school. E-transcripts are also accepted. They must be sent directly from the school to the Board of Nursing's email address at [Transcripts.bon@dc.gov](mailto:Transcripts.bon@dc.gov).

**NOTE: For accelerated and 2<sup>nd</sup> degree graduates, be sure to list all post-secondary institutions and request an official transcript where you obtained college credits.**

- **CGFNS CES REPORT-INTERNATIONAL APPLICANTS** Graduates of nursing schools which are not located in the United States or Canada are required to have their credentials evaluated through CGFNS. **Follow the instructions for Internationally Educated Nurses.**

**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.

**MISSED DATE SCHEDULED TO SIT FOR 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. You will not be required to submit another application to the Board of Nursing unless you have failed the examination, or your application was submitted more than 1 year ago.

**During the online application process, be prepared to:**

- Upload a copy of a government issued photo ID such as a driver's license or passport.
- Upload a passport-type photo. Photo should be a front-facing headshot with a plain white background.
- Upload the Social Security affidavit form if you do not have a social security number. (Located on the BON's page).
- 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 a Letter of Completion. (if applicable)
- Upload special accommodation letters. (if applicable)
- 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/organizations indicated below.**

- 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. For applicants located abroad, use the following link for instructions on how to submit fingerprints for processing.  
[https://dchealth.dc.gov/sites/default/files/dc/sites/doh/service\\_content/attachments/Guide%20-%20CBC%20%28Foreign%29\\_EXTERNAL\\_20.09.14.pdf](https://dchealth.dc.gov/sites/default/files/dc/sites/doh/service_content/attachments/Guide%20-%20CBC%20%28Foreign%29_EXTERNAL_20.09.14.pdf)
- Official Transcript - An Official Transcript must be received indicating date the degree was conferred or date of graduation. Official Transcript (with seal) from the applicant's school of nursing, must be sent directly from the school. E-transcripts are also accepted. They must be sent directly from the school to the Board of Nursing's email address at: [transcripts.bon@dc.gov](mailto:transcripts.bon@dc.gov)

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