Online RN Initial Exam Application

CA BOARD OF REGISTERED NURSING

This screen-by-screen overview will assist you in completing the Online RN Initial Exam Application through your online BreEZe account.
IMPORTANT TIPS WHEN APPLYING

• Submit your payment the same day you submit the online application. Applications submitted without payment will NOT be processed.

• Please fully read the instructions on each page and follow them carefully. You will NOT be able to make any changes to your application once it has been submitted.

• If you would like to request an Interim Permit, you will need to submit the “RN Initial Exam Application” FIRST, and then you may submit the online application “Request for Interim Permit”.

• If you submit your online application and forgot to attach any required documentation to the application, you can submit the additional document(s) through your BreEZe account. When you log into your BreEZe account, the online application titled “Submit Additional Documents” is located at the Quick Start Menu under the “Applicant Activities” section.
Introduction

- Carefully read the Introduction screen, as it contains important information and helpful links, such as our current Processing Times.

- Important Fingerprint requirement instructions are listed here.

- New California nursing graduates - Do not submit your application any sooner than 2 weeks prior to your graduation date.
Information Privacy Act

- The Information Privacy Act screen contains information on the Information Practices Act, Section 1798.17 Civil Code. You must Agree to this section before continuing with the application.
Transaction Suitability Questions

- The questions on this screen will determine if you are eligible to submit the Exam application.

- Please note that a valid U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is required to apply to the Board.
Application Questions

- On this page, you can request Special Testing Accommodations (this will require additional documentation), specify the type of nursing program completed, and read other important information regarding fingerprints and military expedite information.
Name and Personal Details

- Enter your identifying information on this screen.

- Please note, the name on your application must match exactly with the name on your photo ID. If the name on your application does not match the name on your photo ID, the testing vendor, Pearson VUE, will not allow you access to the testing site.

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Contact Details

- Add an “Address of Record” here. The Board will use this address, your email address and/or telephone number for any follow-up correspondence.

- Please note: a valid e-mail address and phone number are required to receive your NCLEX-RN Authorization to Test (ATT) from the testing vendor.

- Your “Address of Record” (mailing address) can be updated at any time throughout the application process. Just log into your BreEZe account, and access the online application titled: “RN-Change of Address”, located at the Quick Start Menu under the “Application Activities” section.

License Specific Addresses

<table>
<thead>
<tr>
<th>Address of Record</th>
<th>Address: 555 Main St</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sacramento, CA 95834</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>916-555-1234</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:firstlast@email.com">firstlast@email.com</a></td>
</tr>
<tr>
<td>Alternate Phone</td>
<td></td>
</tr>
</tbody>
</table>

Pursuant to the California Code of Regulations 1409.1, an address change must be reported to the Board within 30 days by way of mail, telephone, or the BRN webpage. The BRN is now assessing a citation and fine for violations of this section.
Education History

- Please fully read the information on this screen.
- Enter your nursing school information here.
- School names are sorted alphabetically. If you do not see your school listed, select the “Other” option, located at the top of the list.
- Please leave the “End Date” blank.

1 - RN Initial Exam Application - Add Education History

- Please enter the school information regarding your FIRST degree in Registered Nursing only. For example, if you obtained multiple degrees in nursing (such as an ADN and a BSN), please enter the information for your ADN only. In this scenario, the educational information regarding your BSN is not needed.
- Please enter the following information: Name of Registered Nurse (RN) Program, Graduation Date, Degree/Program, and School Address. If you are unable to locate your school on the list, please select the “99999 - OTHER” option, located at the top of the list.
- PLEASE DO NOT ENTER AN END DATE.
- Press “Continue” when you have finished entering data.
- Press “Cancel” to return to the previous screen.

Name of Registered Nursing (RN) Program: CSU LONG BEACH
Start Date: 01/01/2015
End Date: 12/15/2017
Graduation Date: 12/15/2017
Degree/Program: BSN - Bachelor of Science in Nursing
School Address: 1256 N Bellflower Blvd, Long Beach, CA

CALIFORNIA GRADUATES ONLY:
CALIFORNIA NURSING PROGRAMS HAVE A PROCESS IN PLACE WITH THE BRN FOR SUBMITTING TRANSCRIPTS ELECTRONICALLY FOR THEIR GRADUATING CLASS. PLEASE CONTACT YOUR SCHOOL FOR FURTHER INFORMATION REGARDING THIS PROCESS.

OUT-OF-STATE U.S. GRADUATES ONLY:
THE BRN IS NOW ACCEPTING ELECTRONIC TRANSCRIPTS FOR OUT-OF-STATE NURSING PROGRAMS. TRANSCRIPTS MUST BE SENT BY EITHER YOUR SCHOOL OF NURSING OR A THIRD-PARTY VENDOR SUCH AS PARCHMENT, NATIONAL STUDENT CLEARINGHOUSE, ETC.

ELECTRONIC TRANSCRIPTS MUST BE SENT DIRECTLY FROM THE SCHOOL OR THIRD-PARTY VENDOR TO:
BRN.eTranscripts@dtca.ca.gov

ELECTRONIC TRANSCRIPTS SENT FROM APPLICANTS TO THIS E-MAIL ADDRESS WILL NOT BE ACCEPTED. TRANSCRIPTS MUST BE SENT TO THIS E-MAIL ADDRESS DIRECTLY FROM THE SCHOOL OR THIRD-PARTY VENDOR.

The BRN requires transcripts from all colleges and universities you attended that reflect courses required for a degree in nursing. This includes general education course requirements (anatomy, physiology, microbiology, general psychology, social sciences, oral and written communications) and all nursing courses.
Out of Country License Information

- This screen is only for Internationally-educated applicants.

- To add information for an out-of-country nursing license, click the “Add” button to begin adding the information.

- If this screen does not apply to you, click the “Next” button.
Additional Questions

Answer all questions on this screen to continue.

1 - RN Initial Exam Application - Additional Questions - Information

Please answer the following questions. Items with an asterisk (*) are required for the online application. Press "Previous" to return to the previous section. Enter appropriate details and press "Next" to continue. To save and exit this application, click on the "Cancel" button.

* Please enter Mother's Maiden Name (last name only):

Have you ever been licensed as an LVN or any health-care related license/certificate in California?

Have you ever been licensed by examination as an RN in another state?

Have you ever applied for RN licensure in California?

* Taken RN Exam:

- [ ] Yes
- [ ] No
Discipline and Conviction Questions

- These questions relate to the applicant’s prior discipline or conviction information.
- Answering “Yes” to any of these questions may extend processing time.
- If answering “Yes” to any of these questions, you may attach a written statement (may be typed) explaining your situation on the “File Attachments” screen of the online application.
On this screen, click the “Add” button to add any previous name information (such as a former last name).

This may help us in locating transcripts and other documents that may come to our Board under a previously used last name, etc.

If you do not have any previous names, simply click the “Next” button.
File Attachments

- You can upload multiple documents to your online application. Please note, after clicking “Browse” and selecting the file on your computer, you MUST click the “Attach” button at the bottom of the screen each time you add a new file. If you do not click the “Attach” button before continuing with the online application, your file(s) will NOT be uploaded.

- The screenshots below are a comparison – the screenshot labeled “1” shows a file that has been selected from the computer but has NOT YET been attached. The screenshot labeled “2” shows a file that is successfully attached. You will see the message “Files Uploaded” when you have successfully attached your document(s).

- PLEASE MAKE SURE TO VERIFY THAT YOUR FILE(S) ARE ATTACHED CORRECTLY BEFORE CONTINUING WITH THE APPLICATION. A HEADSHOT PHOTO IS REQUIRED FOR EVERY APPLICATION.

1 – File Not Yet Uploaded

- You can attach multiple documents to your online application. The remaining items are optional. You MUST click the “Attach” button before continuing with the online application, your file(s) will NOT be uploaded.

- Locate a file with the “Browse” button and press “Attach” or “Remove” as is required.

2 – File Uploaded

- One recent 2” x 2” passport type photograph (REQUIRED).
- Any written explanations regarding prior conviction(s), discipline, etc., if applicable.
- The Request for Accommodation of Disabilities form completed and signed by the applicant, and any additional documents regarding special testing accommodations, if applicable. www.m-cg.gov/hrs/applicants/disable.pdf
- Military discharge DD-214 document for application expediting for honorably discharged members of the armed forces, if applicable.

Locate a file with the “Browse” button and press “Attach” or “Remove” as is required.

Press “Previous” to return to the previous screen.

To save and exit this application, click on the “Cancel” button.

File Name: C:/Users/Rmizzet/Desktop/Photo.jpg
Notes: 

File Attachments

Exercise Summary

You can attach more than one file to your application. You MUST click the Attach button each time you add a new file, even if you are only attaching one file. If you do not click the Attach button before continuing with the online application, your file(s) will NOT be uploaded.

IF ATTACHED CORRECTLY, YOU WILL SEE THE MESSAGE “FILES UPLOADED” HIGHLIGHTED IN GREEN. PLEASE VERIFY THAT YOUR FILE(S) ARE ATTACHED CORRECTLY BEFORE PROCEEDING WITH THE APPLICATION.

Be sure to click the Attach button here
The Application Summary screen is an overview of all the information you have entered for your online application. Review the accuracy of the information before continuing.
Attestation

• Review the Attestation statement before clicking “Yes”.
• Please note that paid application fees are not refunded for any reason.

1 - RN Initial Exam Application - Attestation

Press “Previous” to return to the previous section.
Answer “Yes” or “No” to the Attestation and press “Proceed to Payment” to continue.

To save and exit this application, click on the “Cancel” button.

I declare under penalty of perjury under the laws of the State of California that I am the person herein submitting this application and that I have read the complete application, know the full content thereof, that the information contained in this application and, if necessary, copies of all documents submitted as part of the application are true and correct and that I have read and understand the disclosure statements provided in the instructions for this application. I hereby grant the Department of Consumer Affairs entity permission to verify any information contained in this application.

I understand that any falsification or misrepresentation of any item or response on this application or any attachment hereto is a sufficient basis for denying or revoking a license.

Failure to provide any of the requested information will delay the processing of your application.

I understand that the Application for Licensure by Examination fee is an earned fee, therefore, if an applicant is found ineligible the application fee is not refunded.

- Yes
- No
Fee and Summary Report

- You will be shown a summary of required fees. Please click the “Pay Now” button to begin payment.
- Please submit payment the same day you submit the online application. Applications received without payment will NOT be processed.

### Fee and Summary Report

Your application data has been submitted. Click on “View PDF Summary Report” and print this report for your records.

You are required to pay the amount below for your application to be processed.

Press “Pay Now” to proceed to the fee payment page.

Press “Add to Cart” to Add to Shopping Cart and return to the main menu.

<table>
<thead>
<tr>
<th>Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Exam Application Fee:</td>
<td>$300.00</td>
</tr>
<tr>
<td>Total Amount Due:</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

Due to varying processing times, please allow appropriate processing time for the initial evaluation of your application. Once your application has been evaluated, your application status will be updated in your online BreEZe account. Processing times may vary, depending on the receipt of documentation from academic programs, agencies and other states or countries. Current processing times can be found here: [http://rn.ca.gov/times.shtml](http://rn.ca.gov/times.shtml)

The Application for Licensure by Examination fee is an earned fee, therefore, if an applicant is found ineligible the application fee is not refunded.

NOTE: Fees are subject to change and the fees shown above are used as an example and may be different for your own application.
After submission of payment, a copy of your payment receipt will be available on your BreEZe profile home page, shown below.
Checking Your Application Status

- After submitting an Exam application, you may check your current status from your BreEZe account homepage by clicking on the “Details” button under the “View Application Status” heading.

- Please consult our current Processing Times at http://www.rn.ca.gov/times.shtml for the dates in which we are currently processing applications before contacting the Board for details regarding your application status.

- Note that the name of the application is “RN Initial Exam Application”. This means the applicant has not yet been approved to take the NCLEX-RN exam.
When clicking on the “Details” button, if there are no deficiencies listed for the “RN Initial Exam Application”, that means the application has been received but has NOT YET been evaluated:
If there are deficiencies listed, the application has been evaluated and is awaiting receipt of additional requirements:
Upon application approval, the name of your application will change from “RN Initial Exam Application” to “Apprvd Exm App – Pending Exm Pass Rslts”, shown below.

“Apprvd Exm App – Pending Exm Rslts” means that your exam application has been approved and you have been issued testing eligibility to take the NCLEX-RN. You now need to register with the testing vendor, Pearson VUE, who will issue your Authorization to Test (ATT) by e-mail.

If you have submitted the application for an Interim Permit (IP), your IP will automatically be issued to you upon application approval (may take 24-48 hours) and you may verify your IP using our online verification system at https://search.dca.ca.gov/

Good luck on your exam!