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.

• Please note that paid application fees are not refundable for any reason.

• **Important: new California nursing program graduates - Do not submit your application any sooner than 2-3 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.
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.

Additional Questions

- Contact Details
- Education History
- Out of Country License Information
- Additional Questions
- Disciplinary and Conviction Questions
- Previous Name(s)
- File Attachments
- Application Summary

1 - RN Initial Exam Application - Name and Personal Details

Your name must match EXACTLY as it appears on your photo identification.

Items with an asterisk (*) are required for the online application. If your culture does not permit a First Name or Last Name please enter "-" in the appropriate name field.

Pursuant to Business and Professions Code section 30, you MUST provide either your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) if you are an individual, or a Federal Employer Identification Number (FEIN) if you are applying on behalf of a partnership. The number you provide will be used for purposes related to tax enforcement, compliance with a judgment or order for child or family support in accordance with Family Code section 17520, or for verification of licensure or examination status when a reciprocity agreement or treaty exists between that state and California. If you fail to disclose your SSN, ITIN, or FEIN, your application will not be processed and you will be reported to the Franchise Tax Board, which may assess a penalty against you.

With the exception of your SSN, ITIN, and FEIN, this application and the information contained herein may be disclosed pursuant to a request made under the California Public Records Act.

Press "Previous" to return to the previous screen.

Enter your personal details and Press "Next" to continue.

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

Title: 
* First Name: 
* Middle Name (optional): 
* Last Name: 
* Suffix (Jr, Sr, III): 
* SSN/ITIN: 
* Date of Birth: 
* Gender: 

Effective July 1, 2012, the Board of Registered Nursing is required to deny an application for licensure and to suspend the license/certificate/registration of any applicant or licensee who has outstanding tax obligations due to the Franchise Tax Board (FTB) or the State Board of Equalization (BOE) and appears on either the FTB or BOE’s certified lists of top 500 tax delinquencies over $100,000. (AB 1424, Perea, Chapter 456, Statutes of 2011)

During the online application process, do not select the "Back" button on your browser. This will cause your session to end without any updates.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>555 Main St</td>
</tr>
<tr>
<td>Sacramento, CA</td>
</tr>
<tr>
<td>95834</td>
</tr>
<tr>
<td>US</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>916-555-1234</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td><a href="mailto:firstlast@email.com">firstlast@email.com</a></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.
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:
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.
Previous Name(s)

- 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.
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 Uploaded**

The following items may be attached to your online application. Only the first item, a recent 2" x 2" photo, is REQUIRED. The remaining items are optional. You MUST click the Attach button below each time you add a new file.

- One recent 2” x 2” passport type photograph (REQUIRED).
- A copy of the completed Live Scan form, if applicable. The Live Scan form may be found at [http://www.m.ca.gov/pdf/applications/livescan.pdf](http://www.m.ca.gov/pdf/applications/livescan.pdf).
- 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.ca.gov/pdf/applications/disables.pdf](http://www.m.ca.gov/pdf/applications/disables.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 "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

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

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 below 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.

**2 – File Uploaded**

The following items may be attached to your online application. Only the first item, a recent 2" x 2" photo, is REQUIRED. The remaining items are optional. You MUST click the Attach button below each time you add a new file.

- One recent 2” x 2” passport type photograph (REQUIRED).
- A copy of the completed Live Scan form, if applicable. The Live Scan form may be found at [http://www.m.ca.gov/pdf/applications/livescan.pdf](http://www.m.ca.gov/pdf/applications/livescan.pdf).
- 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.ca.gov/pdf/applications/disables.pdf](http://www.m.ca.gov/pdf/applications/disables.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 "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

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

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 below 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.
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.
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://rm.ca.gov/times.shtml](http://rm.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](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:
Checking Your Application Status (cont’d)

- Upon application approval, the name of your application will change from “RN Initial Exam Application” to “Initial RN License by Exam”, shown below.
- “Initial RN License by Exam” 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/](https://search.dca.ca.gov/)
- Good luck on your exam!

![Quick Start Menu](image-url)

- **Applicant Activities**
  - Manage your application
  - Registered Nurse - RN File #2167594
    - [Choose Application] Select

- **Applications**
  - Start a New Application or Take an Exam
    - [Choose Board] Select
    - [Choose Application] Select
  - View Application Status
    - Board of Registered Nursing - Initial RN License by Exam

- **Additional Activities**
  - Payment Receipts (1)
  - Add Authorized Representative
  - License Notification Subscriptions