Preparing for the National Council Licensure Examination (NCLEX)
Standard Operating Procedure

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Procedure Title	Preparing for the National Council Licensure Examination (NCLEX)		
Department	Health Sciences, Education and Wellness Institute (HSEWI)		
Program	Associate Degree in Nursing (ADN)		
Responsibility	ADN Students		
Revision #	2	**Review Frequency**	Annually
Implementation Date	June 2022	**Last Reviewed / Update Date**	04/04/2024

SOP Owner	Associate Dean of Nursing	Approval	

Standard Operating Procedure

1. Purpose

The purpose of this procedural guideline is for students enrolled in the Associate Degree in Nursing (ADN) program to understand what steps to take to register for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

2. Scope

This standard operating procedure will walk students through the process of getting ready for the NCLEX-RN.

3. Prerequisites

Students must complete and graduate from Bellevue College's Associate Degree in Nursing program.

4. Responsibilities

It is the responsibility of the student to follow the steps outlined below to register and sit for the NCLEX-RN.

5. Process

It is recommended that you use this checklist and check off steps as you complete them.

Process

Prepare to Register for the National Council Licensure Examination (NCLEX)

- Review the site on how to apply for your license and register for your exam.
  https://nursing.wa.gov/licensing/ap ply-license/rn-or-lpn-license/applyhttps://nursing.wa.gov/licensing/apply-license/rn-o

- Download application instructions.

- Ensure you have successfully completed all pre-licensure requirements in accordance with WAC 246-840-025, WAC
  030&data=05|01|AReichmuth@bellevuewa.gov|e32d153f72234bcdc5c308da27253541|222d2edd825545bd859752141b
  yFlPe+RkegbIFdIp8i8m751RtCQMvIfQ4o=&reserved=0840-030, or WAC 246-840-048 to be eligible to apply for licens

- Create a Secure Access Washington Account.

Apply for Graduation

- Apply for graduation by the listed deadline.

- [Request your transcript](#) be sent to the Nursing Commission.

Process	In Progress	Completed	Timeline	Notes
				to pay twice for transcripts.
● Please look at the "Degree Process" and "What-If Reports on CTCLink at https://www.bellevuecollege.edu/ctclink/students/ to make sure you have met all the requirements for graduation, and to ensure all necessary paperwork for your Certificate of Completion is complete.	☐	☐		
Submit Nursing License Application				
● Fill out the Nursing License Application on your SAW Account.	☐	☐	**2-3 Weeks Prior to Anticipated Test Date**	Make sure to indicate your current nursing program and graduation date under the professional education selection of the application.
● Pay fee and submit application.	☐	☐		
Register for the NCLEX-RN				
● Register to take the NCLEX-RN through Pearson VUE.	☐	☐	**Same Time as Registering for License**	

Process	In Progress	Completed	Timeline	Notes
• Pay fees.	☐	☐		

Authorization to Test (NCLEX)

Process	In Progress	Completed	Timeline	Notes
• WA State Nursing Commission receives the certificate of completion from Bellevue College Nursing Program.	☐	☐	**After Graduation**	
• WA State Nursing Commission will make you eligible to test.	☐	☐		You must be made eligible to test by WA State Nursing Commission within 365 days of your NCLEX registration and payment.
• Pearson VUE will send you the Authorization to Test (ATT) via email within 24 to 48 hours of being made eligible to test.	☐	☐		

NCLEX Testing Availability

	In Progress	Completed	Timeline	Notes
• Request your preference for date and time of testing at preferred test center.	☐	☐	**Once Authorization to Test Email is Received from PearsonVue**	Testing Date Availability Depends on the Time of Year. Guaranteed Testing Dates within 30 days, can decline and schedule further out.

Sit for the NCLEX-RN

Process	In Progress	Completed	Timeline	Notes
• acceptable identification Arrive for the exam with and complete the exam.	☐	☐	**Within the Validity Dates on the ATT**	You must test within the validity dates on the ATT. There are no extensions.

NCLEX Test Results

Process	In Progress	Completed	Timeline	Notes
• The Nursing Commission will receive verification of a passing result from Pearson VUE.	☐	☐	**Within three (3) Days After Taking Exam**	
• You can get unofficial results within one (1)–three (3) days from Pearson VUE's website for a small fee.	☐	☐		**Note**: Check the box wait for official transcripts if you do not want to pay twice for transcripts.

Active Nursing License Status

• Licenses are issued after receiving the last document.	☐	☐	**Typically Within 2 Days to 1 Week of Passing the NCLEX Exam**
• **Note:** Official transcripts with the degree posted must be received by NCQAC to issue an active license.	☐	☐	
• View your active license using the Provider Credential Search and search by your first and last name only.	☐	☐	

Receive Paper Nursing License

Process	In Progress	Completed	Timeline	Notes
• Your license will be mailed to you.	☐	☐	**7-10 Business Days After License is Issued**	Your initial license is the only copy of your license you will receive. License expiration and renewal date will be your birthday every year.

6. Overview of the Process

PREPARING FOR THE NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX)

Last Quarter of Program

• Prepare to Apply for Nursing License and Register for the NCLEX-RN

First Week of Last Quarter (Confirm Deadline)

• Apply for Graduation

4 Weeks Prior to Anticipated Graduation Date

• Submit Nursing License Application

At the Same Time as Registering for License

• Register for the NCLEX-RN

After Graduation

• Receive NCLEX Authorization to Test (ATT)

Once ATT Email is Received

• NCLEX Testing Availability

Within Validity Dates on ATT

• Sit for the NCLEX-RN

Within 6 Weeks After Taking NCLEX Exam

• WA State Nursing Commission Receives Test Results

Typically Within 2 Days to 1 Week of Passing NCLEX Exam

• Active Nursing License Status

7-10 Business Days after License is Issued

• Receive Paper Nursing License

7. Definitions and Glossary

ADN is the Associate Degree in Nursing program at Bellevue College.

ATT is your Authorization to Test from Pearson VUE.

NCLEX-RN is the National Council Licensure Examination that is completed after graduation from the Nursing program to become a Registered Nurse.

Pearson VUE is the company that delivers high-stakes exams empowering professions to certify and license individuals who safeguard and advance their communities across the globe. Pearson Vue administers the NCLEX examination.

WA State Nursing Commission is the Washington State Nursing Care Quality Assurance Commission (NCQAC), which is Washington State's Nursing Regulatory Body (NRB) that determines your eligibility for your nursing license.

Appendix

WA State Nursing Commission Licensing
Check processing times for all steps of the licensing process.

Information for the Nurse Licensing Unit is: 360-236-4703 nursing@doh.wa.gov and nurselicensing@doh.wa.gov regarding electronic transcripts.

Bellevue College Information and Resources
The Associate Dean of Nursing (Nursing Dean) will send the Certificate of Completion to the Nursing Commission once all names and birthdates of the graduating cohort are received.

In the last quarter of your program, you will take Nursing 260: Transition to Professional Nursing, which will have you take an (Assessment Technology Institute (ATI) RN Comprehensive Predictor assessment. This will tell you what you need to do to increase your NCLEX score along with a live review ATI. Utilize the ATI Assessment Platform to help you prepare for the NCLEX exam and create your own plan.

NCLEX-RN
Read the Candidate Bulletin before registering to take the NCLEX.
https://www.nclex.com/files/2023_NCLEX_Candidate_Bulletin.pdf

NCLEX FAQ's.

Find Program Code for application. For Bellevue College Nursing Program it is **US29407300**

Take the NCLEX-RN Practice Exam.

Know what to expect for Exam Day and what you need to bring with you.

You have completed the exam, but still have questions.

If you did not pass the NCLEX, you will receive an [NCLEX Candidate Performance Report](#) (CPR), which will help you to prepare to retake the exam.