

EXAM APPLICATION INSTRUCTIONS FOR STUDENTS

- 6 weeks prior to graduation: Complete Fingerprint Criminal Background Check:**
<https://tn.ibtfingerprint.com/workflow/28TYXY> (click on 'Schedule a New Appointment.' OCA codes: RN—1703; LPN—1704)
- 4 weeks prior to graduation: Apply* online to the Board**
<https://lars.tn.gov/datamart/mainMenu.do>
- 2 weeks prior to graduation: Register and pay Pearson Vue**
<http://www.pearsonvue.com/nclex/>
- After degree is conferred: Request official transcript**
Transcript must be sent to the Board directly from school.

UPLOAD DOCUMENTS with Application*: in PDF format:

- Current photograph** (head and shoulder, plain background) signed and dated on the front by the applicant. Do not conceal face.
- Declaration of Citizenship** complete and have notarized
<https://www.tn.gov/content/dam/tn/health/healthprofboards/P H-41833.pdf>
- Proof of citizenship** (e.g. current unexpired driver's license)

You will be notified of any deficiency by email and your application will be delayed.

Allow 6 weeks for review. Review time begins with graduation. Allow 6 weeks from the date of graduation prior to contacting the Board.

Additional information, if applicable:

Positive criminal history:

UPLOAD as one file in PDF format under Attachments in Application:

- Letter of explanation
- Obtain certified copies:
 - arresting document (warrant)
 - judgment (disposition)
 - completion of judgment (receipt of payment of fines, letter of completion of probation)

Testing accommodations: Must be approved before the ATT can be issued.

UPLOAD as one file in PDF format under File Attachments:

- Letter from applicant requesting type of accommodations needed. Specify extra time: 2 or 3 hour(s), double time, separate room, reader or other;
- Letter of diagnosis from qualified medical professional including results of diagnostic testing and recommendations and if applicable includes ICD Code;
- Letter from Dean/Director of your nursing program indicating what accommodations were granted while in school. Specify extra time: 2 or 3 hour(s), double time, separate room, reader or other.
- Letters from Dean/Director and medical professional must be on letterhead, dated, and signed.