

**State of Idaho  
BOARD OF NURSING**

280 N. 8TH ST. SUITE 210  
MAILING: PO BOX 83720  
BOISE ID 83720-0061

PHONE: 208/334-3110 ext. 28  
FAX: 208/334-3262  
TDD RELAY: 800/377-3529

**INSTRUCTIONS FOR IDAHO PROFESSIONAL NURSE LICENSURE (RN) APPLICATION  
AND NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX-RN) REGISTRATION**

In order to qualify for the National Council Licensure Examination (NCLEX) and licensure as a nurse in the state of Idaho, the following items must be on file with the **IDAHO BOARD OF NURSING**.

1. **APPLICATION FOR LICENSURE FORM** - must be completed in ink and notarized by a notary public. (*Applications may not be photocopied and will NOT be accepted by FAX.*)
2. **PHOTOGRAPH** - must be taken within the last year and show head and shoulders only. Please attach your photograph to the application with tape or enclose it in the Board of Nursing envelope with the application form. (Approximate size: 2" x 2" or 2" x 3".) The picture may be passport or digital/polaroid type. (*Please indicate on the application form the date the photograph was taken.*)
3. **LICENSURE FEE OF \$90.00** - submit the licensure fee, in the form of a personal check or money order made payable to IDAHO BOARD OF NURSING, with the application form. (All fees are *nonrefundable*.)
4. **CENSUS QUESTIONNAIRE FORM** - complete in ink and return with your application form.
5. **AFFIDAVIT OF GRADUATION** - the affidavit of graduation must be completed by your nursing program director/administrator, notarized, and returned *directly* to the Board of Nursing from the nursing education program *after* all requirements of the education program have been successfully completed.
6. **FINGERPRINT CARD**. All applicants for licensure are required to submit to a fingerprint-based criminal background check by the Idaho central criminal database and the federal bureau of investigation criminal history database. Complete the required fingerprint card and submit to the Board for processing. Only cards from the Board office are acceptable - **fee for processing - \$30.00**. Cards can take from 3-4 weeks for processing.

**TEMPORARY LICENSURE** (optional):

1. A temporary license, which allows you to be employed as a graduate nurse in Idaho, is available for an *additional* \$25.00 fee (**for a total licensure fee of \$115.00**). The temporary license may be issued after the completed licensure application, affidavit of graduation, and licensure fees are received. The temporary license is valid for 90 days, which will allow sufficient time to take the NCLEX and receive the results.
2. A Board of Nursing Rule requires that new graduates functioning on a temporary license work under the direct supervision of a registered nurse and not assume charge responsibilities.
3. Rule IDAPA 23.01.01.040.04.a. states that "an applicant who fails to pass the licensing examination [the first time] shall not be eligible for further temporary licensure".
4. **The temporary license cannot be extended under any circumstances, and will be voided immediately if you do not pass the NCLEX.**

**NOTE:** ALTHOUGH A TEMPORARY LICENSE CANNOT BE ISSUED UNTIL A COMPLETED, NOTARIZED AFFIDAVIT OF GRADUATION HAS BEEN RECEIVED FROM THE SCHOOL OF NURSING, YOU MAY SUBMIT YOUR LICENSURE APPLICATION AS EARLY AS YOU WISH. IN FACT, SUBMITTING YOUR APPLICATION EARLY WILL EXPEDITE THE ISSUANCE OF YOUR TEMPORARY LICENSE WHEN THE AFFIDAVIT OF GRADUATION ARRIVES.

**NCLEX CANDIDATE BULLETIN** – You may contact the Board office to request an NCLEX Bulletin **or** access the form at [www.ncsbn.org](http://www.ncsbn.org) **or** by phone 1-866-496-2539 to register with Pearson VUE. **Do NOT send the NCLEX registration form and fee to the Idaho Board of Nursing. These materials must be sent directly to Pearson VUE.** After you register for NCLEX, you will receive written acknowledgment of your registration directly from Pearson VUE. Upon Board of Nursing approval of your eligibility, you will then receive an Authorization to Test (ATT) directly from Pearson VUE.

**NOTE:** THE AUTHORIZATION TO TEST IS ONLY VALID FOR 90 DAYS. THEREFORE, IF YOU DO NOT INTEND TO TAKE THE NCLEX WITHIN THAT TIME FRAME, YOU MAY NOT WISH TO REGISTER WITH PEARSON VUE AT THIS TIME. PLEASE NOTE, HOWEVER, THAT THE TEMPORARY LICENSE CANNOT BE EXTENDED DUE TO EXAMINATION DELAYS.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE BOARD OFFICE (208/334-3110, ext. 28).**  
THE BOARD OF NURSING COMPLIES WITH PROVISIONS IN THE AMERICANS WITH DISABILITIES ACT

## RELEASE OF NATIONAL COUNCIL LICENSURE EXAMINATION RESULTS

Results of the National Council Licensure Examination (NCLEX) are generally mailed from the Board office directly to the examination candidate within ten days after testing.

Examination results may be acquired two business days after your examination date. Please contact:

<b>Pearson VUE</b>	
1-900-776-2539	\$9.95
<u><a href="http://www.pearsonvue.com/nclex">www.pearsonvue.com/nclex</a></u>	\$7.95

*Please do not contact the Idaho Board of Nursing for examination results. Board policy prohibits the release of examination results to candidates or their employers via phone.*

## NURSE LICENSURE COMPACT

Under terms of the Nurse Licensure Compact, licensed practical and professional nurses (LPNs and RNs) may hold a license to practice in their state of primary residence which grants them the privilege to practice in all Compact states without holding separate licenses in those states. If your primary state of residence is one of the other Compact states, you may not apply for an Idaho license. In the event that you change your declared state of residence to Idaho, you may then apply for an Idaho license.

Please contact the Board of Nursing in your primary state of residence for licensure information:  
**Compact states are: Arizona, Arkansas, Colorado, Delaware, Iowa, Kentucky, Maine, Maryland, Mississippi, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, and Wisconsin.**  
**More information regarding the Nurse Licensure Compact is available on the National Council of State Boards of Nursing's web site at <http://www.ncsbn.org>**

## MULTIPLE LICENSES

Administrative Rules of the Board of Nursing indicate that "a licensee may hold only one (1) renewable license to practice nursing at any time" (IDAPA 23.01.01.908)0. A nurse cannot hold a PN license and a RN license at the same time. Upon issuance of a RN license, the PN license will become void (inactive).

**PLEASE BE ADVISED:** Licensed professional nurses must renew their license(s) by August 31<sup>st</sup> of every odd-numbered year. Licensed practical nurses must renew their license by August 31<sup>st</sup> of every even-numbered year. A nurse who applies for licensure on or after March 1<sup>st</sup> of the year in which the license would ordinarily be renewed, will be issued a license valid until the next renewal period.





**IDAHO BOARD OF NURSING**  
**Professional Nurse (RN)**  
**CENSUS QUESTIONNAIRE**

FOR OFFICE USE ONLY	
Receipt No. _____	Amt. _____
Renewal No. _____	
License No. _____	
Date Issued _____	
Basic Ed. _____	Highest Ed _____
<b>RN LICENSURE BY EXAMINATION</b>	

PLEASE PRINT :

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

Birth Date	Social Security No.	Gender* (Optional)	County Name
/ /	- -		Residence: _____ Employment: _____
Ethnicity* (Optional)	<input type="checkbox"/> Caucasian(1) <input type="checkbox"/> African American/Black(2) <input type="checkbox"/> Hispanic(3) <input type="checkbox"/> Am. Indian/Alaska Native(4) <input type="checkbox"/> Asian/Pacific Islander(5) <input type="checkbox"/> Multi-Racial(6) <input type="checkbox"/> Other(99) _____		
<b>(*Voluntary disclosure information - response optional)</b>			

**PLEASE MARK ONLY ONE ANSWER FOR EACH QUESTION**

**NOTE: If you are working as a nursing assistant or nurse apprentice, indicate that you are employed outside of nursing.**

I am currently taking courses toward an additional/advanced degree in nursing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I intend to leave/retire from the practice of nursing in the next five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>EMPLOYMENT STATUS</b>	1. Employed in nursing full-time                      5. Not employed/Student 2. Employed in nursing part-time                      6. Not employed/Not seeking 3. Employed outside nursing                              7. Volunteer 4. Not employed/Seeking employment
<b>NOTE: If you answered 1 or 2 to the above question, please continue. If you answered 3 - 7, please stop here.</b>	
<b>PRIMARY EMPLOYMENT</b>	1. Hospital    7. Assisted Living    99. Other (specify) _____ 2. Nursing Home    8. Nursing Education 3. Home Health/Hospice                                      9. Insurance Company 4. Public Health    10. Jail/Prison 5. Occupational Health                                      11. School Health 6. Medical Office/Clinic                                      12. Outpatient Facility
<b>TYPE OF POSITION</b>	1. Staff or General Duty                                      7. Consultant/Researcher 2. Case Manager/Discharge Planner                      8. Charge/Lead Nurse/Team Leader 3. Administrator/Supervisor                              99. Other (specify) _____ 6. Quality Assurance/Outcomes Management
<b>MAJOR CLINICAL AREA</b>	1. Geriatric    5. Psychiatric/Mental Health                              99. Other (specify) _____ 2. Gynecologic/Obstetric                                      6. Emergency 3. Medical/Surgical    7. Community/Public Health 4. Pediatric    8. Rehabilitation/Restorative

Information provided is for statistical purposes only.

AFFIDAVIT OF GRADUATION

*This form must be completed and mailed directly to the Board office by the nursing department, **NOT** the applicant.*

NURSING FACULTY:

Please complete this form and mail it **directly** to:  
IDAHO BOARD OF NURSING, POST OFFICE BOX 83720, BOISE, IDAHO 83720-0061

I hereby certify that \_\_\_\_\_ successfully completed all  
(NAME OF STUDENT/GRADUATE)  
requirements of the \_\_\_\_\_ program in  
(NAME OF INSTITUTION OR SCHOOL)  
\_\_\_\_\_ nursing on \_\_\_\_\_ and was/will be granted a \_\_\_\_\_ degree/certificate  
(PROFESSIONAL/PRACTICAL) (COMPLETION DATE) (TYPE)  
on \_\_\_\_\_  
(GRADUATION DATE)

\_\_\_\_\_  
(NURSING EDUCATION ADMINISTRATOR OR AUTHORIZED DESIGNEE)

\_\_\_\_\_  
(TITLE)

NOTARY PUBLIC:

1. Please notarize the signature of the nursing education administrator above--**not** the signature of the graduate.
2. Please notarize the affidavit **after** completion of **all** graduation requirements from the program.

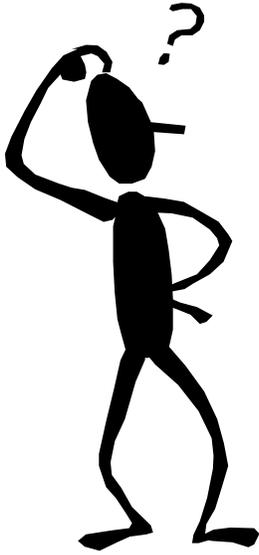
On the following date, \_\_\_\_\_, before me, \_\_\_\_\_  
(MONTH, DATE, YEAR) (NOTARY PUBLIC)  
personally appeared \_\_\_\_\_ known or identified to me, to be the person  
(NURSING EDUCATION ADMINISTRATOR)  
whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

**WITNESS my hand and official seal.**

\_\_\_\_\_  
(NOTARY PUBLIC)

\_\_\_\_\_  
(EXPIRATION DATE OF NOTARY COMMISSION)

# ***Where do I send my paperwork?***



## **To Idaho Board of Nursing**

Application Form

Picture

Census Questionnaire

Fingerprint Card

Appropriate Fee

\$90 RN Licensure or

\$75 PN Licensure

\$25 Temporary Licensure

\$30 Fingerprint Card

## **To NCLEX Operations/Pearson VUE**

Bubble Sheet Application Form

(Included in NCLEX Candidate Bulletin)

\$200 Cashier's Check or Money Order

*Questions?*

*Idaho Board of Nursing 208-334-3110 ext 28 or Pearson VUE 1-866-496-2539*

## FREQUENTLY ASKED QUESTIONS

### CAN YOU HOLD TWO LICENSES AT ONCE (LPN & GRADUATE NURSE TEMPORARY)?

You may hold a LPN license and Graduate Nurse Temporary license at the same time because Idaho Code states that a nurse may not hold two renewable licenses at the same time and a GN Temporary License is not a renewable license. When the renewable RN license is issued the LPN license will become void.

### WHY DOES THE APPLICATION HAVE TO BE NOTARIZED?

The affidavit on the 2nd page of the application must be notarized because this verifies that you are the person that has agreed to the statement above your signature. This signature may also be used by the Board if there is a question of fraudulent use of your license.

### WHY CAN'T TEMPORARY LICENSES BE ISSUED BEFORE THE AFFIDAVIT OF GRADUATION IS RECEIVED?

The Affidavit of Graduation verifies to the Board that you have completed the education required for licensure. All applicants for licensure must meet the required education requirements before the temporary license can be issued.

### HOW LONG DOES IT TAKE FOR TEMPORARY LICENSES TO BE ISSUED?

Temporary Licenses may be issued when the Board has received your completed application (all information including notarized signature), fee, and Affidavit of Graduation.

### CAN I GET VERIFICATION OF MY TEMPORARY LICENSE TO MY EMPLOYER?

You may request verification of your temporary license to be faxed to your employer by contacting the Board office. Your employer may also contact the Board for a phone or printed verification.

### WHAT IS THE CENSUS QUESTIONNAIRE FOR?

The Census Questionnaire is for the Board to report certain statistical information. This information is reported annually to the Board. Ethnicity and gender are optional and do not require a response.

### WHAT IS DIRECT SUPERVISION WITH REGARDS TO THE RESTRICTION ON A TEMPORARY GRADUATE LICENSE?

Direct Supervision, as stated in the Rules of the Board, requires the supervisor to be physically present and immediately accessible to designate or prescribe a course of action or to give procedural guidance, directions, and periodic evaluation.

### WHO SENDS OUT THE AUTHORIZATION TO TEST (ATT) NUMBER?

When the Board notifies Pearson VUE (the testing vendor) of your eligibility to test, Pearson VUE will send your ATT to the postal address and/or email address you provided when registering.

### IS A GRADUATE PRACTICAL NURSE/GRADUATE NURSE TEMPORARY LICENSE VALID IN ANOTHER STATE?

Idaho graduate temporary licenses are not valid in any other state. You may work only in Idaho on your temporary graduate license.

### HOW CLOSE DOES MY ID HAVE TO MATCH THE ATT LETTER?

Your first and last names must match exactly what the ATT letter states. Your middle name is not required and may be missing on one and stated on another-this is ok.

### HOW LONG UNTIL I WILL KNOW MY RESULTS OF THE NCLEX?

The Board of Nursing will notify you by mail within 7-10 days after taking the examination. Please do not call the Board for results as they CANNOT be released over the phone due to confidentiality and cannot be given to your employer over the phone. You may, however, call the Pearson VUE test results line at 1-900-776-2539 48 hours to learn if you passed.

### AFTER I PASS WHEN CAN MY EMPLOYER VERIFY MY LICENSE?

License numbers are not released by phone to newly licensed graduates or their employers until 10 days after the license is issued. Your employer may verify your license at anytime after it is issued by using our automated system (option 1) at 1-208-334-3110.

### HOW SOON AFTER I GRADUATE UNTIL I WILL BE ABLE TO TAKE THE NCLEX?

When Pearson VUE sends your ATT, you will be able to schedule a test date using your ATT. Test dates are based on availability and depending how many other graduates are requesting to take the NCLEX at that time.

### Still have questions?

Consult your Candidate Bulletin and Application Instructions or Contact the Idaho Board of Nursing at  
(208) 334-3110 ext 28

*The Idaho Board of Nursing is not affiliated with any of the below companies and does not recommend one over the other.  
Please contact each company directly for more information.*

## ***NCLEX REVIEW COURSES***

Chicago Review Press  
800/888-4741  
[www.ipgbook.com](http://www.ipgbook.com)  
Educational Resources, Inc.  
800/292-2273  
[www.eriworld.com](http://www.eriworld.com)  
Lippincott WMS. @ Wilkins  
800/638-3030  
[www.lww.com](http://www.lww.com)  
Meds Publishing  
800/200-9191  
[www.medspub.com](http://www.medspub.com)

NCSBN  
312/525-3749  
[www.learningext.com](http://www.learningext.com)  
Nursing Review  
800/323-3555  
[www.fadavis.com](http://www.fadavis.com)  
NCLEX-RN Success  
415/731-0833  
[www.reviewfornurses.com](http://www.reviewfornurses.com)  
Assessment Technology Institute  
800/667-7531  
[www.atitesting.com](http://www.atitesting.com)

A Teaching Solutions  
[www.teachingsolutions.org](http://www.teachingsolutions.org)  
Caring 4 You  
[www.caring4you.net/tests.html](http://www.caring4you.net/tests.html)  
Free sample questions/tests  
NurseShift  
[www.nurseshift.com](http://www.nurseshift.com)  
Free sample questions/tests  
Nursing Education Consultants  
800/846-8398  
[www.nursinged.com](http://www.nursinged.com)  
Free memory images

**EFFECTIVE JULY 1, 2005 FINGERPRINT-  
BASED CRIMINAL BACKGROUND CHECKS ARE  
NOW REQUIRED.**

**YOU MAY REQUEST A FINGERPRINT CARD  
BY e-mailing:**

**carol.thomas@ibn.idaho.gov**

**or calling the Board office  
(208) 334-3110 ext 21.**

**ONLY FINGERPRINT CARDS PROVIDED BY  
THIS BOARD WILL BE ACCEPTED.**

**Only Fingerprints processed by authorized  
law enforcement officials will be accepted.**

**FEES – WHICH INCLUDE LICENSURE  
APPLICATION FEES ARE LISTED ON THE NEXT  
PAGE.**



## FINGERPRINT-BASED BACKGROUND CHECKS – RELATED FEES

Licensure applications must be accompanied by the enclosed, completed fingerprint card. The fees listed below **include** the fingerprint processing fee of \$30.00.

<b>Item Requested</b>	<b>TOTAL FEE TO SUBMIT</b>
RN Examination with graduate temporary license -	\$145.00
RN Examination only -	\$120.00
PN Examination with graduate temporary license -	\$130.00
PN Examination only -	\$105.00

If you have questions concerning the fingerprint card requirement, contact the Board office at (208) 334-3110 ext 21.



# NCLEX REGISTRATION PROCESS

