



## **INSTRUCTIONS TO APPLICANTS FOR LICENSURE AS A LICENSED VOCATIONAL NURSE**

*Notice to Individuals (Civ. Code, Sec. 1798.17)* Failure to provide any of the requested information will result in the application being rejected as incomplete. The information requested will be used to determine qualifications for examination and/or registration under the Vocational Nursing Practice Act. The official responsible for information maintenance is the Executive Officer at the above noted address and telephone number. The information may be transferred to another governmental agency, such as a law enforcement agency, if necessary, for the agency to perform its duties. Individuals have the right to review the files or records maintained on them by our agency, unless the records are identified as confidential information and exempted by Section 1798.40 of the Civil Code.

### **PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY WHEN COMPLETING YOUR APPLICATION:**

#### **STEP #1**

#### **APPLICATION FOR VOCATIONAL NURSE EXAMINATION AND LICENSURE–To apply for the Vocational Nurse examination and licensure you must submit the following:**

- A. **Application for Vocational Nurse Licensure (55A-1)** – Complete and sign the Application for Vocational Nurse Licensure.
- B. **Social Security Number / Individual Taxpayer Identification Number\*** – Business and Professions Code Section 30 and Public Law 94-455 [(42 USCA(c) (2) (C))] authorize collection of your Social Security Number/Individual Taxpayer Identification Number. Applications for licensure will not be processed until a valid U.S. Social Security Number/Individual Taxpayer Identification Number is received.
- C. **Photograph** – In a sealed envelope, **include** one 2” X 2” front view, head and shoulders current photograph of yourself. Please **sign** your name on the back of the photograph
- D.
- E. **Fingerprints** – See enclosed **“IMPORTANT FINGERPRINT INFORMATION”**. The Board requires a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal history background check on all applicants. *Note: A LICENSE WILL NOT BE ISSUED UNTIL THE BOARD RECEIVES THE BACKGROUND INFORMATION FROM DOJ.*
- F. **Fee** – Attach a check for \$150.00 made payable to the “BVNPT”. This is a non-refundable fee that covers the application process. Do **NOT** send cash. **If you will be submitting the hard card fingerprints rather than live scan fingerprints, you must also submit the \$49.00 fingerprint processing fees. (See "Important Fingerprint Information" enclosed.)**
- G. **Proof of 12<sup>th</sup> Grade Education** – **Attach** proof of 12<sup>th</sup> grade education or its equivalent. A copy of your high school diploma **or** GED Certificate is acceptable.
- H. **Record of Conviction (55A-6)** – **Complete and sign** the Record of Conviction. Failure to complete this form accurately may delay the processing of your application.
- I. **Postcard (55A-7)** – Write your name and address on the postcard provided. Make sure to place a postage stamp on the postcard to receive verification that your application was received by the Board. (Note: Not applicable for applications downloaded from the internet.)
- J. **Other Required Documents** – See Step #2 and your specific method of qualifying to ascertain any other documents which must be submitted for examination and licensure.

## STEP #2

**SUMMARY OF REQUIREMENTS FOR LICENSURE – Read the enclosed “Summary of Requirements for Licensure (Form # 55A-9)” to determine which method may qualify you for the Vocational Nurse examination and licensure. Follow the instructions below for the method by which you qualify:**

### **Method #1 – Graduates of California Accredited Schools of Vocational Nursing in California.**

Instructions are on file with each school. Applications **must** be submitted by the Director of your Nursing Program. Contact your program director for application instructions.

### **Method #2 – Graduates of an Out-of-State School of Practical/Vocational Nursing.**

- **Submit all items listed in Step #1 on the first page of these instructions.**
- **Record of Nursing Program and Official Transcripts (Form 55A-2)** - Send this form to your school of practical/vocational nursing for completion and request that the school return the completed form to you with an official certified transcript in a sealed business envelope. **You must submit the sealed business envelope containing the Record of Nursing Program and official transcripts with your application for licensure.**

### **Method #3 – Equivalent Education and/or Experience.**

- **Submit all items listed in Step #1 on the first page of these instructions.**
- **In addition, you must submit the following documentation with your application for licensure:**
  - **Record of Nursing Program and Official Transcripts (Form 55A-2)** – If you attended nursing school, send this form to your school for completion and request that the school return the completed form to you with an official certified transcript in a sealed business envelope. Transcripts received from the school in a foreign language will also require a certified English-language translation completed either by the school or by an independent professional translator who is not related to the applicant. **You must submit the sealed business envelope containing the Record of Nursing Program and official transcripts with your application for licensure.**
  - **Record of Nursing Experience (Form 55A-3)** - Complete this form and submit it with your application for licensure.
  - **Employment Verification – Nursing Experience (Form 55A-12)** – Complete Part I of this form. Provide copies to all of the employers that you listed on the Record of Nursing Experience (you may reproduce as many copies as needed). The RN Director or Supervisor must complete the remainder of the form and return it to you in a sealed business envelope. **You must submit the UNOPENED sealed business envelope(s) containing the completed Employment Verification Forms with your application for licensure.**
  - **Proof of 54 Theory Hours of Pharmacology** –Verification of 54 theory hours of pharmacology may be submitted on the Record of Nursing Program **or** a copy of the Course Completion Certificate specifying completion of 54 theory hours of pharmacology **and the grade earned**. You must submit the sealed business envelope containing the Record of Nursing Program or Course Completion Certificate with your application for licensure. **(See Summary of Requirements for Licensure as a Vocational Nurse (Form 55A-9) for required course content.)**

## **Method #4 – Military Applicants.**

- **Submit all items listed in Step #1 on the first page of these instructions.**
- **Record of Military Service (Form 55A-4)** - Complete this form in full.
- **In addition, you must submit:**
  1. Copies of military service evaluations showing the dates of service, wards assigned, and duties performed for each assignment. You must demonstrate that you rendered at least twelve (12) months of **active duty bedside patient care**.
  2. Transcripts or “Certificate of Release or Discharge from Active Duty” (DD214) showing completion of basic course of instruction in nursing required by his or her particular branch of the Armed Forces.
  3. DD214 or other military document showing that service in the Armed Forces has been under honorable conditions, or whose general discharge has been under honorable conditions.

## **Currently Licensed as a Practical/Vocational Nurse in Another State**

If you are currently licensed as a Practical/Vocational Nurse in another U.S. State or territory, **you have received the wrong application package**. Please contact the Board at (916) 263-7800 and request an Application for Licensure by Endorsement.

## **IMPORTANT INFORMATION**

### **Address Change**

- If you change your address after submitting your application for licensure, you **must** notify the Board in writing, **immediately, but no later than thirty (30) days from the date of the address change**.

### **Application Materials**

- The documents you submit **will not** be returned to you.
- The Record of Nursing Program **must** be completed by the Director of your educational program and accompanied by an official certified transcript. These documents must be submitted to the Board with your application in an unopened, sealed business envelope from the school.
- Only official transcripts are acceptable (photocopies are not accepted.) Official transcripts **must** list subjects and hours (theory and clinical) completed and the grades received for each subject area. Foreign transcripts **must** be accompanied by a certified translation if not in English.
- Employment verification forms must be submitted with your application in an unopened, sealed business envelope. Employment verification forms that appear to have been opened and/or altered will not be accepted.

### **Fees**

- The fees for evaluation of your application and processing your fingerprint cards are non-refundable. In addition, please be advised that the fingerprint processing fees are subject to change without notice by the DOJ and FBI. **All applicants for licensure by examination are required to attach a check or money order made payable to the “BVNPT” with their application. Please do not send cash.**

#### **APPLICATION FOR LICENSURE BY EXAMINATION FEE**

Application Fee California Graduates	\$220.00
Application Fee Non-California Graduates	\$250.00

#### **FINGERPRINT PROCESSING FEES**

FBI Fingerprint Card Processing Fee	\$17.00
DOJ Fingerprint Card Processing Fee	<u>\$32.00</u>
	<b>\$49.00**</b>

#### **RETAKE APPLICATION FOR LICENSURE BY EXAMINATION FEE**

Application Fee	<b>\$220.00***</b>
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#### **NCLEX® REGISTRATION**

After the Board has determined your eligibility for examination you will be mailed a National Council Licensure Examination (NCLEX®) Candidate Bulletin which contains the examination registration information. You must submit a completed NCLEX® Registration form and NCLEX® Registration Fee to the Data Center each time you apply to take the examination. See “NCLEX Registration Process” below for details.

NCLEX® Registration Fee	\$200.00
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### INITIAL LICENSE FEE

When all requirements for licensure have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application evaluation fee.

### Filing Deadlines/Processing Times

- Applications are accepted on a year-round basis. There are no specific filing deadlines. However, appointments for testing are made on a first-come, first-serve basis.
- You are encouraged to file your application for examination at least three (3) months prior to your anticipated testing date to allow sufficient time for evaluation. **It takes approximately eight (8) weeks for initial processing. You will be notified at that time if additional information is needed to complete the evaluation of your application.**

### Name Change

- If you change your name please notify the Board in writing and attach a copy of one (1) of the following documents: Marriage Certificate, Divorce Decree, Passport, or Driver's License.

### NCLEX® Registration Process

- After the Board has determined your eligibility for examination you will be mailed a National Council Licensure Examination (NCLEX®) Candidate Bulletin which contains the examination registration information. Eligible candidates must register with the NCLEX Data Center within 180 days (6 months) of this notification.

- The NCLEX® Registration procedures are:

#### Registration by Mail

- a. **Complete** the Registration Application Form
- b. **Attach** a money order **or** cashier's check for \$200.00 made payable to "NCSBN"
- c. **Mail** the Registration Application Form **and** fee to the NCLEX® Data Center

#### Registration by Telephone

- a. **Complete** the Registration Application Form
- b. **Call** the NCLEX® Data Center Directly, using the toll free number on the application form
- c. Provide the operator with all of the information contained on the Registration Application Form
- d. Provide the operator with your VISA or MasterCard credit card number **and** expiration date. The registration fee is \$200.00

#### Registration by Internet

- a. For internet registration go to [www.vue.com/nclex](http://www.vue.com/nclex), and follow the instructions provided. The registration fee is \$200.00.

### Scheduling Your Appointment to Test

- When NCLEX® Data Center has processed your registration and verified your eligibility with the Board the **NCLEX® Data Center** will mail you an "Authorization to Test", along with a list of Testing Centers.
- Select the Testing Center most convenient for you. Call that Testing Center **and** schedule your appointment to take the test.
- The Testing Center is required to ensure that all eligible first-time applicants are scheduled within thirty (30) days of their requested test date. In addition, all eligible repeat applicants will be scheduled within forty-five (45) days of their requested test date.

### Special Accommodations for Disabled Candidates

- Special testing accommodations are available for candidates with disabilities. Disabled candidates must notify the Board prior to scheduling an appointment to test, to obtain the requirements for requesting special accommodations.

### **\*SOCIAL SECURITY NUMBER/INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER DISCLOSURE STATEMENT –**

**Disclosure of your Social Security Number/Individual Taxpayer Identification Number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [(42 USCA (c) (2) (C))] authorizes collection of your Social Security Number/Individual Taxpayer Identification Number. Your Social Security Number/Individual Taxpayer Identification Number will be used exclusively for tax enforcement purposes and for purposes of compliance with any judgment or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your Social Security Number/Individual Taxpayer Identification Number, your application for initial license will not be processed and you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.**

**\*\* The DOJ currently requires live scan fingerprint services for California residents. Applicants submitting live scan fingerprints will be required to pay the fingerprint processing fees at the live scan station. All applicants residing out-of-state must submit hard card fingerprints. If you reside outside of California and will be submitting the "hard card" fingerprints rather than live scan fingerprints, you must include the \$49.00 fingerprint processing fees with your fingerprint cards. The fingerprint processing fees may be combined with the application fee and submitted to the Board on one check or money order, made payable to the "BVNPT" (see "Important Fingerprint Information" enclosed).**

**\*\*\* Retake applicants are not required to submit fingerprint cards and the applicable processing fees unless they have not previously satisfied this requirement, or the original application was abandoned. Applicants are only required to submit fingerprints and associated processing fees one time.**