



School of Nursing  
UNIVERSITY OF WISCONSIN-MADISON

## 2015 Licensing and NCLEX Information

Dear Students:

You can begin the process of applying for RN licensure and registering for the NCLEX up to six weeks before graduation. In the past, our office has been contacted by students asking very specific questions about how to fill out the application for nurse licensure. Since each State Board of Nursing are the governing bodies that oversee licensure, we suggest you contact them directly with your specific questions (i.e. "what counts as a felony or misdemeanor, and should I list it?). We can give you broad information about the timeline, process and what forms to use. For specific questions pertaining to your individual application or questions on how to complete the application, you should be contacting the Board of Nursing in the state you plan to apply for licensure.

**The DSPS credentialing staff is available to answer any questions that you may have about your application, Monday through Friday 7:45 am to 2:00 pm. They can be reached at 608/266-2112, [dsp@wisconsin.gov](mailto:dsp@wisconsin.gov) or <http://dsp.wi.gov>.**

### Wisconsin Licensing

You can view the WI licensing information at <http://dsp.wi.gov/> select "Licenses/Permits/Registrations" then "Health Professions" then "Registered Nurse"

- Click on OLAS (Online Licensure Application System)
- Complete the online application for licensure
- \$90.00 fee
- If you want a temporary permit (\$10.00), the total fee is \$100.00. Temporary permits are for students who have jobs lined up and will begin working before taking the NCLEX. A temporary permit is valid for 90 days. You can select this as part of your online application OR if you secure a position at a later date, you can complete Form #2434 and have your nurse manager or supervisor sign.
- **Do not complete the statement of graduation (Form #259).** The School of Nursing will send our own letter to the DSPS as soon as we can verify you have completed the requirements for graduation. Final grades need to be posted before education verification can occur.

Once you submit your application and you wish to check the status of your application, you may do so, but please allow at least 20 working days after you apply before checking. Select Application Status from the options at <http://online.drl.wi.gov/ApplicationStatus/CredentialApplicationStatus.aspx>

### **Illinois Licensing**

You can view the IL licensing information at: <http://www.idfpr.com/profs/info/Nursing.asp>

In the middle of the page, look for Licensee Application Forms.

- Can apply online : Online Examination Application (RN)
- Can view the application by selecting Written Application (RN)
- Pages 26 and 27 contain the Certification of Education forms. The top portion of the form is filled out by the applicant and then turned into the Academic Programs office in the School of Nursing. The form needs to be returned to you and then you submit it to the State Board of Nursing in IL. When you turn in the form, provide an address that we can mail it to the first week of June or let us know that you will stop by the office to pick it up.

### **Minnesota Licensing**

You can view the MN licensing information at: <http://mn.gov/health-licensing-boards/nursing/>

Select "Applicants" then "Apply for License" then "Apply by Exam"

- Can apply online
- Can view the application by looking at the downloadable forms: Exam application packet for U.S. educated RN applicants
- Page 7 of the downloadable forms is the Confirmation of Program completion for Licensure by Examination. The top portion of the form is filled out by the applicant and then turned into the Academic Programs office in the School of Nursing. We will submit the form directly to the MN State Board of Nursing when education verification is complete.

### **Other State Licensure**

If you are planning to apply for licensure in another state, please contact that state's Board of Nursing to verify the information you need to submit in your application. Information on other states' Board of Nursing can be found at: <https://www.ncsbn.org/contactbon.htm>

### **NCLEX Exam**

The NCLEX information can be reviewed at <http://www.pearsonvue.com/nclex/>. This site contains information on how to create an account and register to take the exam. The exam fee is \$200. Please be sure to read the NCLEX bulletin carefully:

<https://www.ncsbn.org/1213.htm>

Remember that the School of Nursing will send education verification to the WI DSPS (or to you or other states if you have provided us with that information) **around June 1st**. It may take up to **20 days** before your application will be processed by each State Board of Nursing, and you will get your appointment to test (ATT) for the NCLEX exam. Usually, students take the NCLEX exam the latter part of June or early July.

### **Timeline**

- Starting 6 weeks before graduation, you can submit your application to the State Board of Nursing and create an account through Pearson VUE.
- Graduation Weekend: May 16/17
- Last day for faculty to submit grades: May 22
- Academic programs office verifies grades and sends a statement of graduation to WI DSPS, back to student or to other State Board of Nursing (if requested): Week of June 1
- State Board of Nursing processes your application: Can take up to 20 days from receiving your statement of graduation

- You receive your ATT (Appointment to Test): Mid-late June
- You can schedule your exam through Person VUE: Late June and after  
**Pearson Professional Centers-Madison WI**  
 8517 Excelsior Drive, Suite 202  
 Prairie Trail Office Suites II  
 Madison, WI 53717  
 608-833-3991

## What does the NCLEX cover?

### There are four major content areas

- 1. Safe and effective care:**  
 Management of Care: 17-23%  
 Safety and Infection Control: 9-15%
- 2. Health Promotion and Maintenance: 6-12%**
- 3. Psychosocial Integrity: 6-12%**
- 4. Physiological Integrity:**  
 Basic Care and Comfort: 6-12%  
 Pharmacological and Parenteral Therapies: 12-18%  
 Reduction of risk potential: 9-15%  
 Physiological Adaptation: 11-17%

### **Safe and Effective Care**

- These questions deal with overt safety issues such as use of restraints, medication administration, safety measures (side rails, etc.), infection prevention, isolations procedures, safety needs of specialized populations such as pediatrics, the elderly, and those with psychiatric conditions.
- Includes questions about lab tests, results and nursing actions associated with them. Legal/ethical issues. A small number of management and QA issues (delegation, staffing, etc.)

### **Health Promotions and Life Span**

- Life span growth and development
- Prevention and early detection of illness/disease
- Questions include:
  - Birth control measures
  - Pregnancy/labor/delivery
  - Care of the newborn
  - Growth and development
  - Contagious diseases, particularly STDs
  - Patient teaching and counseling including knowledge of diet, signs and symptoms of complications, fetal development, and testing used during pregnancy

## Psychosocial Integrity

- Includes questions that revolve around the patient with psychiatric conditions, as well as patients that do not have psychiatric conditions but are experiencing stress and coping issues associated with illness, trauma, or life threatening conditions
- Common questions:
  - Eating disorders
  - Personality disorders
  - Anxiety disorders
  - Depression
  - Schizophrenia
  - Organic mental disorders
  - As well as therapeutic communication, crisis intervention, and substance abuse

## Physiological Integrity

- **This category comprises the largest number of questions.**
- These questions include adult med/surg, pediatrics, and gerontology. Common conditions include:
  - Diabetes
  - Cardiovascular disorders
  - Neuro
  - Renal
  - Respiratory
  - Trauma
  - Immune disorders
  - Skin and infective disorders
- Pediatric conditions usually include a significant number of questions about:
  - Growth and development
  - Congenital abnormalities
  - Child abuse and neglect
  - Burns and trauma
  - Fractures and cast care/traction care
  - Childhood infectious diseases

## Level and Difficulty of Questions

Three levels

- Level 1 – knowledge and comprehension; less than 10% of questions
- Level 2 – analysis/interpretation/application
- Level 3 – synthesis/judgment/evaluation; More than 90% of questions are level 2 or 3

Examples:

### **Level 1**

- List normal lab values
- Identify growth and development milestones

### **Level 2**

- Given an abnormal finding, what does it mean?

### **Level 3**

- And then, apply rules, methods, principles or theories to a situation and then, make a decision about patient care

## Question Format

- Most questions are multiple choice with only one right answer. There might be more than one answer that appears correct, but you must identify the “best” answer.
- Multiple answer questions-all of the above
- Alternative format questions include fill in the blank (commonly used for pharm and math questions)
- Sequencing questions, you must prioritize your care/actions
- Identify the hotspot
- Chart/exhibit items

## Test Preparation

- Be prepared!
- Avoid thinking you need to cram just before exam
- Avoid speaking with any fellow students who have not prepared, who express negativity, who will distract your preparation
- Try to forget outside pressures
- A program of exercise is said to sharpen the mind
- Get a good night's sleep the night before the exam
- Don't go to the exam with an empty stomach. Fresh fruits and vegetables are often recommended to reduce stress.

## At the Testing Center

- Plan to arrive at the Pearson Professional Center at least 30 minutes before your scheduled testing time.
- If you arrive more than 30 minutes **after** your scheduled appointment, you may be required to forfeit your NCLEX examination appointment.

## During the test

- Read the directions/questions carefully.
- Budget your test taking time (6 hrs).
- Change positions to help you relax.
- Relax; you are in control. Take slow, deep breaths.
- Use positive reinforcement for yourself. Acknowledge that you have done, and are doing, your best.
- Expect *some* anxiety....It's a reminder that you want to do your best and can provide energy. Just keep it manageable.

Feel free to contact Mary Russell ([mlrussell@wisc.edu](mailto:mlrussell@wisc.edu)) with general questions about the application process. Questions specific to your application and attaining licensure should be directed to the Board of Nursing in the state from which you plan to obtain your license.