Procedures for NCLEX-PN and NCLEX-RN Applications for ADN Students

Locating the NCLEX Application on-line:

1. Go to the State of Hawai'i, Department of Commerce and Consumer Affairs website at http://cca.hawaii.gov/pvl/boards/nursing/
2. Click to “Request an Application” and then “Requirements and Application”
3. Please read through the nine-page PDF document within which the last two pages contain the NCLEX application form.

Completing the NCLEX Application

1. The application cannot be submitted electronically and must be completed and mailed in or hand-delivered to the Hawai'i Board of Nursing.
   - Mailing Address: Board of Nursing
     - PO Box 3469
     - Honolulu, HI 96801
   - In-Person Delivery: Board of Nursing
     - 335 Merchant Street, Room 301
     - Honolulu, HI 96813
2. For ADN students applying for the NCLEX-PN exam, include dates you have been in the nursing program and that you are continuing in an RN program.
   a. If completing the NURS 320 course in Fall semester, NCLEX-PN application should be submitted after successful completion of the course in mid-December.
   b. If completing the NURS 320 course in Spring semester, NCLEX-PN application should be submitted after successful completion of the course in mid-May.
3. For ADN students applying for the NCLEX-RN exam, include dates you have been in the nursing program and that you received an AS degree in Nursing. Your program type is RN.
   a. If graduating in Fall semester, NCLEX-RN application should be submitted after successful completion of the program in mid-December.
   b. If graduating in Spring semester, NCLEX-RN application should be submitted after successful completion of the program in mid-May.

Cost

There is a $40 cost for the application and $223 which covers the cost of related fees to take the exam. Pearson is the company that creates exam and Vue provides the testing center and procedures. After your application is completed, Pearson-Vue will send you an Examination Candidate Bulletin describing procedures for the NCLEX examination.

Program Codes for Pearson/Vue

AS in Nursing not completed – applying for NCLEX-PN, use Program Code 37909700
AS in Nursing completed – applying for NCLEX-RN, use Program Code 37400000

Transcript

Continuing ADN students choosing to take the NCLEX-PN exam must have official transcripts sent to the Hawai'i Board of Nursing (to the mailing address above) with the final grade posted for the semester (or module) that includes the NURS 320 - Health and Illness II (Family Health) course. Transcript Request Form can be completed at the same time as the NCLEX exam application form.

Graduating ADN students planning to take the NCLEX-RN exam must have official transcripts sent to the Hawai'i Board of Nursing (to the mailing address above) with the final grades posted for all pre-nursing courses and nursing courses and degree is conferred. Transcript Request Form can be completed at the same time as the NCLEX exam application form.

Graduating ADN students should also request a transcript be sent to themselves for their records and portfolio. Many institutions of higher learning will start the application process for the Bachelor of Science in Nursing program with an unofficial (student-issued) transcript followed by an official one. As an alternative, graduating ADN students should retrieve a hard copy of their STAR academic transcript immediately after graduating, since access to the STAR academic transcript will end after graduating from the ADN program unless re-enrolling in non-nursing classes in a subsequent semester.