Procedures for NCLEX-PN Applications for PRCN Students

Locating and Completing the NCLEX Application:

1. Go to the State of Hawai'i, Department of Commerce and Consumer Affairs, Professional & Vocational Licensing Division website at http://cca.hawaii.gov/pvl/boards/nursing/

2. Click to “Applicants & Licensees” and “Application Forms, Requirements, Fees and Instructions,” and then “Requirements & Application” [under Nursing License (by Exam)].

3. Please read through the (15-page) PDF document which contains detailed instructions as part of the licensure application within which the (two-page) NCLEX application form appears on pages 12-13.

4. When completing the NCLEX application include dates you have been in the nursing program. Your program type is LPN.

Submitting the NCLEX Application

1. Target date for submitting NCLEX application:
   a. If graduating in Fall Term, NCLEX-RN application should be submitted after successful completion of the program in mid-December.
   b. If graduating in Summer Term, NCLEX-RN application should be submitted after successful completion of the program in mid-August.

2. The NCLEX application can be submitted to the Hawai'i Board of Nursing:
   - By Mail: Board of Nursing
     PO Box 3469
     Honolulu, HI 96801
   - In-Person Delivery: Board of Nursing
     335 Merchant Street, Room 301
     Honolulu, HI 96813

Cost

There is a $40 cost for the application and $219 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 Code for Pearson/Vue

Practical Nursing Program completed – applying for NCLEX-PN, use Program Code 37105900

Transcript

Graduating PRCN students planning 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 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.

The Kapi'olani CC Transcript Request Form may be downloaded via the following URL link:
https://www.kapiolani.hawaii.edu/admissions/admissions-toolbox/

Graduating PRCN 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 an LPN-RN Transition program with an unofficial (student-issued) transcript followed by an official one. As an alternative, graduating PRCN 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 PRCN program unless re-enrolling in non-nursing classes in a subsequent semester.

The Star Academic Transcript may be obtained (with your UH Username and password) via the following URL link:
https://www.star.hawaii.edu/studentinterface/

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