Kapiʻolani Community College – Nursing Department

Procedures for NCLEX-PN Applications for PRCN Students

Locating and Completing the NCLEX Application:

1. Go to the State of Hawaiʻi, 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, **NLCEX-RN application should be submitted after successful completion of the program in mid-August.**

2. **The NCLEX application can be submitted to the Hawaiʻi Board of Nursing**:

    By Mail: Board of Nursing   **In-Person Delivery:** Board of Nursing
    PO Box 3469   335 Merchant Street, Room 301
    Honolulu, HI 96801   Honolulu, HI 96813

    Online: http://cca.hawaii.gov/pvl/file-application-form-supporting-documents-and-pay-fees-online/

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 Hawaiʻi 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 can be completed at the same time as the NCLEX exam application form.

The Kapiʻolani CC **Transcript Request** may be completed online via the following URL link:
https://www.kapiolani.hawaii.edu/admissions/transcript-request/

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/