

COMMONWEALTH OF VIRGINIA  
Department of Health Professions - **Board of Nursing (VBON)**  
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web: [www.dhp.virginia.gov/nursing](http://www.dhp.virginia.gov/nursing)

**CHECKLIST INSTRUCTIONS**  
**LICENSURE BY EXAMINATION APPLICATION**

**Check One:**  RN \$190  LPN \$170

➤ **COMPACT INFORMATION:**

Virginia is a *Nurse Licensure Compact (NLC)* participating state. Virginia implemented the *Enhanced Nurse Licensure Compact (eNLC)* on January 19, 2018. In order to receive a license with *multi-state privilege(s)*, an applicant must meet all [Uniform Licensure Requirements](#) in accordance with [Virginia Code § 54.1-3040.3 C](#). If you do not meet all **Uniform Licensure Requirements (ULRs)** OR you reside in a ‘non-compact’ state, you may be eligible for a single-state license authorizing practice only in Virginia.

If your **Primary State of Residence (PSOR)** is a **compact** state, you must apply for licensure in your **PSOR** (home state). *Primary state of residence (PSOR)* is defined by the NLC as: *the state of a person’s declared fixed permanent and principal home or domicile for legal purposes*. If your PSOR is Virginia or a non-compact state, you must obtain a Virginia license to practice as a nurse in Virginia. Please indicate on the application your primary state of residence.

- In accordance with Virginia law [Virginia Code §54.1-3040.3 \(C\)](#): If you meet all **Uniform Licensure Requirements (ULRs)** and your **PSOR** is **Virginia**, you will be granted a license with *multi-state privilege* which allows you to practice in other *compact* states. **For current information on the NLC** go to: <https://www.ncsbn.org/enhanced-nlc-implementation.htm>.

**REQUIREMENTS** listed below to submit an application by **Examination**

Please **check COMPLETED applicable items** that are included with your application:

- Completed Licensure Application to VBON\* and required Fee:** Acceptable fees include payment by credit/debit card (**online** applicants only); or if required to apply by mail, include check or money order made payable to *Treasurer of Virginia*. Your application will not be reviewed or considered until you have submitted payment and **fees are non-refundable**.

{\***Note:** A **Paper application** must be submitted by mail if you do not have a social security number (SSN) or Virginia DMV Control Number. If submitting a paper application, the fee (check or money order made payable to the **Treasurer of Virginia**) must be sent to the VBON address}.

- Complete fingerprint-based Criminal Background Check (CBC):** Required by [Virginia Code § 54.1-3005.1](#): Register for fingerprinting exclusively through [Fieldprint Va](#).
- **Online applicants** will receive an **application confirmation receipt** which contains a VBON **Fieldprint Code** required to register for fingerprinting. \***Online applicants** will also see their **Fieldprint Code** at the top of the **checklist instructions** page.
  - **If you apply by mail**, you must contact the [VBON CBC unit](#) for your **Fieldprint Code** that is required to register for fingerprinting. More information for initiating the CBC may be found at [VBON CBC Info](#).

- Official Attestation of Graduation:** **Contact your nursing program to see if your school transmits an **Attestation of Graduation Letter**. If you graduated from a **program outside of Virginia** OR your program does not submit an Attestation Letter, you must request an Official transcript from the registrar’s office to be sent to the Virginia Board of Nursing at the address above or sent electronically to [transcriptbyexam@dhp.virginia.gov](mailto:transcriptbyexam@dhp.virginia.gov). Information sent electronically **must include in the subject line of the email: Applicant’s Name: Official Transcript; OR (if applicable) Attestation Letter.****

- Graduates of nursing schools located in other states - Verification of Clinical Hours:** **Request your nursing program to submit the following to the VBON:** A letter on school letterhead, specific to you, that includes the name of the course, the type of clinical experience completed in each course, and the number of clock hours per subject and overall. **Registered Nurse** applicants must have completed a minimum of **500 direct client care hours** across the lifespan and **Licensed Practical Nurse** applicants must have completed a minimum of **400 direct client care hours** across the lifespan. For more information regarding clinical hours see **Guidance Document 90-21** on the Board’s website at [www.dhp.virginia.gov/nursing/guidancedocuments](http://www.dhp.virginia.gov/nursing/guidancedocuments).

- Complete a Separate Application with Pearson Vue to take the NCLEX Exam:** Online at [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) or by phone at 1-866-496-2539. You can pay with either credit or debit using one of the following: Visa, MasterCard or American Express.

## Licensure by Examination Instructions: Continued

- Submit CGFNS Professional Report:** Exam licensure applicants educated in a foreign country **must** request the [CES Professional Report](#) from *Commission on Graduates of Foreign Nursing Schools* (CGFNS) and request that it be made available to the VBON. For more information, click on these regulation(s): [18 VAC 90-19-130](#).

- To contact CGFNS you may call 215-349-8767 or visit their website at [www.cgfns.org](http://www.cgfns.org).
- **NOTE: Canadian RN Nurses who have taken the CRNE may apply for licensure by Endorsement.**

### SUPPORTING DOCUMENTS (IF APPLICABLE)

- **Official Transcript/Attestation:** Mailed or emailed to the VBON directly from your nursing program.
- **Requesting Accommodations:** If you are requesting accommodations for testing, see [Guidance Document 90-22](#) for required documentation.
- **Graduate from Out of State School:** Letter from nursing education program detailing clinical hours.
- **Certified Copies of Court Documents:** if applicable.
- **Name Change:** If your name on the transcript or any additional documentation is different from the name on your application, submit a copy of your marriage certificate, naturalization certificate or the court order authorizing the change. If there is a name discrepancy, you may not be admitted for NCLEX testing.
- Submit acceptable proof of **Primary State of Residence** (PSOR): includes copy of current (VA) driver's license, voter's registration card, a federal income tax return, military form #2058 (active duty military personnel only) or W2 from U.S. government.

### ADDITIONAL INFORMATION

- License application processing times are between 30-45 **business** days to complete.
- **Periodically log into your DHP license application portal:** <https://www.license.dhp.virginia.gov/apply/Login.aspx> to monitor progress of your application and remember "unchecked" items may have been received but are **pending** review.
- **Check your license status by going to:** [License Lookup](#) (\*license information is posted in *real time*).
- Documents submitted with the application are property of the Board and cannot be returned.
- An incomplete application for licensure will be retained on file only as required for audit. If not completed within one year, a new application may be necessary.
- A licensure application shall be held in abeyance in accordance with the compact regulations when a license is under investigation in another compact state.
- Nursing laws and regulations may be obtained at [www.dhp.virginia.gov/nursing](http://www.dhp.virginia.gov/nursing).

### INSTRUCTION CHECKLIST MUST BE INCLUDED WITH PAPER APPLICATION