



THE STATE

of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Board of Nursing

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REGISTERED NURSE BY EXAMINATION ONLINE APPLICATION INSTRUCTIONS

PLEASE READ the application instructions, statutes, and regulations before completing your application. Please retain this information for future reference. **YOU MUST HOLD A TEMPORARY PERMIT OR PERMANENT LICENSE TO PRACTICE NURSING IN ALASKA.**

APPLICATION PROCEDURES – 12 AAC 44.290

The following documents must be submitted:

1. A completed online application, including payment of fees.

Fees: \$375.00 total (\$100.00 nonrefundable application fee, \$200.00 license fee, \$75.00 fingerprint processing fee).

Note: You may only pay with a credit card when submitting an online application. The online application is not complete until you have completed the credit card payment online.

2. Notarized Signature Page (#08-4112, page 4 **only**).

The original notarized signature page must be mailed to our office in order to complete the initial application (12 AAC 44.290(a)(1)(F)).

3. Fingerprinting & Background Reports - One original 8" x 8" card provided by the State of Alaska (FD-258). An incorrect card will be automatically rejected. The fingerprint card submitted as part of this application packet will be sent to the Department of Public Safety (DPS) and the Federal Bureau of Investigations (FBI) to perform a criminal background check (AS 08.24.120).

Please note that the fingerprint card will be rejected for the following reasons (28 CFR 50.12(b)):

- Incorrect type of card,
- incomplete personal information or signatures, or
- improperly rolled prints

If, however, an adverse report is received; you may decide to challenge the accuracy or completeness of your FBI report directly with the FBI at www.FBI.gov (28 CFR 16.30 through 16.34). Challenges to the accuracy or completeness of your State of Alaska criminal history report may directed to the Division of Statewide Services, Department of Public Safety at <https://dps.alaska.gov/Statewide/R-I/Background/Home>. Challenges may be given no later than 30 days after you have been notified by the department of an adverse report.

4. Nursing Program Verification form, sent directly from the school of nursing attended, verifying successful completion of an approved nursing program.
5. An official transcript sent directly from the college or school of nursing attended. The graduation date and the type of degree conferred must be posted on the transcript. (Send electronic transcripts to boardofnursing@alaska.gov)
6. Documents not in English must be accompanied by a certified English translation.

TEMPORARY PERMIT REQUIREMENTS – 12 AAC 44.320

To receive a temporary permit, submit items number 1, 2, 3 and 4 above. To be eligible for the temporary permit, an applicant must not have failed the NCLEX examination, or failed to appear to take the NCLEX examination for which the applicant was registered. The permit is nonrenewable and valid for six months or until the results of the NCLEX are made available and notification of the results is received by the temporary permits holder, whichever occurs first. **If you are unsuccessful on the NCLEX-RN, the temporary permit becomes invalid and must be returned to the Board of Nursing.**

FOREIGN GRADUATES – 12 AAC 44.310

All foreign graduates must take the NCLEX. (Please read 12 AAC 44.290 & 310). All documents must be accompanied by certified English translations if the original documents are not in English. Applicants from schools outside the U.S. or Canada (except Quebec, Canada) must submit an evaluation of the applicant's nursing education by the CGFNS Credentials Evaluation Service, with a full education, course-by-course report.

12 AAC 44.290(a) (3) (D)

(D) graduated from a pre-licensure nursing program that was not taught with English as the primary language, English textbooks, and English testing modules, verification of passing one of the following English proficiency examinations, with at least the following minimum scores:

- (i) International English Language Testing System (IELTS) examination – overall score of 6.5 with a minimum of 6.0 on all modules;
- (ii) Test of English as a Foreign Language, paper-based test (TOEFL-PBT) – overall score of 560 with a score on the Test of Spoken English (TSE) of 50;
- (iii) Test of English as a Foreign Language, computer-based test (TOEFL-CBT) – overall score of 220 with a score on the Test of Spoken English (TSE) of 50;
- (iv) Test of English as a Foreign Language, Internet-based test (TOEFL-iBT) – overall score of 84 with a speaking score of 26;

EXAMINATION INFORMATION

You may register with PearsonVUE Professional Testing to take the NCLEX at anytime during the application process. When your application has been approved and after you have registered with PearsonVUE, the Board will then notify the testing company that you are eligible to take the examination. Your Authorization to Test (ATT) from PearsonVUE will be issued approximately 48 hours after the Board makes you eligible. The candidate website for the examination is: www.pearsonvue.com/nclex.

After you have passed the NCLEX-RN examination, your permanent license will be issued. If you did not achieve a passing score, you will be notified in writing (e-mail or USPS).

SPECIAL ACCOMMODATION TO TAKE THE NCLEX EXAM

Programs under the jurisdiction of the Division of Corporations, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require a special accommodation when taking the licensing examination, you must submit a complete Application for Examination Accommodation for Candidates with Disabilities form. This form is available on the board's website at www.nursing.alaska.gov or contact the Division to request the form.

GENERAL INFORMATION

Please be aware that the denial of an application for licensure may be reported to any person, professional licensing board, federal, state or local government agency, or other entity making a relevant inquiry or as may be required by law.

PROCESSING TIME

Applications will be processed according to the date received and generally within 15 business days. Every effort will be made to process your application in a timely manner. However, the process will be delayed if the application is incomplete or the required documentation is not submitted. Due to the high volume of application(s) received by the Board of Nursing, please apply well in advance of when the permit or license is needed.

You will be notified in writing as soon as your application is reviewed. Please allow 15 business days from the date of application receipt for your first status letter to reach you.

Wait for your first status letter to before calling the Division to ask for status updates.

FIRST DATE OF LICENSURE AND RENEWAL DATES

All RN licenses expire on November 30 of even-numbered years regardless of when it was first issued, except new licenses issued within 90 days of the expiration date. The licenses will be issued with an effective date through the next biennium.

SOCIAL SECURITY NUMBERS

Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the Request for Exception from Social Security Number Requirement form located on the board's website at www.nursing.alaska.gov or contact the Division office for the form.

PAYMENT OF CHILD SUPPORT

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.