The Texas Board of Nursing NCLEX Application Procedure

All Applicants are required to use the new online Texas Nurse Portal

The new Texas Nurse Portal is a confidential and secure system that allows applicants to apply for nurse licensure by examination, endorsement, or renewal. The Texas Board of Nursing will be launching the new, entirely online Texas Nurse Portal on June 15, 2020.

The new paperless system is entirely online. All applicants and licensees can apply for an initial license or renew a license 60 days prior to their expiration date. The system requires applicants to register and create an account with the Board through the Texas Nurse Portal.

The Nurse Portal page (https://www.bon.texas.gov/texasnurseportal/) includes how-to videos that applicants can watch prior to creating an account or submitting an application. The videos walk through the process of creating an account and submitting an application.

NCLEX Acceptable ID: Candidates who don't show an acceptable form of ID won't be allowed to take the NCLEX. Click on the link https://www.ncsbn.org/1221.htm

El Paso Community College Nursing Programs school codes:

☞ Use ADN Code (**US27404400**) <u>if the following applies to you</u>:
☐ RN Nursing Associate Degree Graduate Student.

☞ Use VN School Code (**US27203500**) <u>if the following applies to you</u>:
☐ VN Nursing Certificate of Completion Graduate Student

Failure to choose correct school code can delay your ATT process

Students Q & A

1. **How can a student Log in to the Nurse Portal page?** The Nurse Portal page (https://www.bon.texas.gov/texasnurseportal/) includes how-to videos that applicants can watch prior to creating an account or submitting an application. The videos walk through the process of creating an account and submitting an application.
2. **Has the Application for NCLEX changed?** No, the Application is the same but is now completed through the Texas Nurse Portal.
3. **How early can a student complete the NCLEX application?** The student can apply by submitting the NCLEX Application 120 days prior to graduation.

4. **How long is the NCLEX application valid?** The NCLEX application & fee are valid for 1 year.
5. **NCLEX Application Check List:** when students apply in the new Nurse Portal, it does give them a checklist of items required.
6. **Procedure for applicants with no SS#:** All applicants must apply thru the new Nurse Portal, even applicants with no SS#. (Direction for no SS# will be given in the portal)
7. **What if the student's name changed? They get married or divorced?** Students can correct their name and address by submitting a change (with any required documentation) through their Nurse Portal Account. That information will be received by BON staff for review and approval.
8. **Are declaratory orders an online process or a paper process for the students who need one?** Declaratory Orders are now an online process completed through the Nurse Portal also.
9. **Declaratory Order Procedure:** when students login thru the Nurse Portal, they will have an option to select for a Declaratory Order
10. **Procedure if they have a declaratory order letter approval already:** All applicants must apply thru the new Nurse Portal, even students with previous approval.
11. **What should the student select in the portal if they have an LVN license and need to apply for an RN license?** They will select NCLEX-RN applications if they have now graduated from the RN nursing program.
12. **What can the students do if they realize they make a mistake when they submit it?** Students can now update their school information through their Nurse Portal account and no longer need to email the BON for assistance. Students can update their information as many times as needed as long as an Affidavit Of Graduation has not been submitted. Once an Affidavit Of Graduation is submitted, the school information can only be updated by the BON.
13. **Can students change their school code through their manage profiles in their portal?** Students can now update their school information through their Nurse Portal account and no longer need to email the BON for assistance. Students can update their information as many times as needed as long as an Affidavit Of Graduation has not been submitted. Once an Affidavit Of Graduation is submitted, the school information can only be updated by the BON.
14. **Will the "Check Application Status" Portal still be available?** The old application status page is still available but will only show historical data. It will show applicants at what stage their Application was prior to the shutdown. All current statuses will be available to applicants through their Nurse Portal account.
15. **After a graduate takes NCLEX, how long will it take until we can see their license by going into the license verification option on the BON website?** This process should take 24-48 hours from the date of the applicant passing the NCLEX.

EPCC Nursing Affidavit Contact information:

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ADDITIONAL RESOURCES

NCSBN GENERAL NCLEX PROCEDURES: Click on the link https://www.ncsbn.org/nclex.htm

Candidate Bulletin & Information
Highlights for before, during, and after the NCLEX. Includes information on The Eight Steps of the NCLEX, acceptable identification and rules for scheduling/rescheduling your appointment Click on the link: Candidate Bulletin & Information | NCSBN

NCLEX Candidate Tutorial – English
The NCLEX Candidate Tutorial is provided to help candidates become familiar with the Pearson VUE exam software. Click on the link
https://wsr.pearsonvue.com/testtaker/common/StartTestLaunch.htm?clientCode=NCLEX&seriesCode=Web_Tutorial_ENU&languageCode=ENU

FAQs for NCLEX Candidates Click on the link https://www.nclex.com/faqs.page

Texas Board of Nursing Frequently Asked Questions – Licensure
Click on the link https://www.bon.texas.gov/faq_licensure.asp.html