



**Licensure by Examination – Single State  
Applicant Checklist**

**This document is intended only as a resource for the applicant; DO NOT send to the ABN.**

Check if you have completed	Requirements	Information
<input type="checkbox"/>	<p><b>ELECTRONIC APPLICATION FEE(S):</b></p> <p>Electronic payment via credit or debit card</p>	<ul style="list-style-type: none"> <li>• Application: \$100</li> <li>• Temporary Permit: \$50 <b>(if you want a temporary permit, select the option within your application.)</b></li> <li>• Transaction Fee: \$3.50</li> <li>• Complete online after graduation; application will not be accepted prior to graduation.</li> <li>• Save the application or write down your order ID/confirmation code to check your results after testing.</li> </ul> <p><b>YOUR NAME MUST MATCH ON EVERY DOCUMENT WITH BOTH THE ABN AND PEARSON VUE.</b></p>
<input type="checkbox"/>	<p><b>SOCIAL SECURITY NUMBER (SSN)</b></p>	<p>You must have a valid Social Security Number. You will not be able to complete the application without submitting your SSN.</p>
<input type="checkbox"/>	<p><b>CITIZENSHIP/LEGAL PRESENCE</b> <i>You must be a citizen or legal resident of the United States.</i></p>	<p>For information on meeting this requirement, please refer to the <b>Citizenship/Legal Presence FAQs</b> (below). You must complete and submit the appropriate form and supporting documentation to the Board.</p> <p><b>Endorsement Applicants: These forms are required and cannot be omitted.</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Citizen Checklist</a></li> <li>▪ <a href="#">Non-Citizen Checklist</a> - For use by applicants who are not citizens of the United States.</li> <li>▪ Include Email address or fax number on the form, do not send both.</li> </ul>
<input type="checkbox"/>	<p><b>NURSING PROGRAM GRADUATION</b> Document Official Transcripts</p>	<p>You must have graduated from a nursing program (RN or PN) which <i>substantially meets the same educational criteria</i> as Alabama nursing programs. You must have graduate to complete the application.</p>



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		<input type="checkbox"/> Name of the governing institution of your nursing program, with your Nursing Program Code. This a ten-digit code that identifies your school and type of nursing degree. Your school can provide this code, or you may look it up in Pearson Vue/NCSBN <a href="https://www.ncsbn.org/1213.htm">https://www.ncsbn.org/1213.htm</a> :  <b>School Name:</b> _____ <b>Nursing School Program Code:</b> _____  <input type="checkbox"/> Date of Graduation on Transcript -Your school will tell you your official graduation date.
<input type="checkbox"/>	<b>NURSING PROGRAM TRANSCRIPT</b>	You must request that your nursing program submit an official transcript to the ABN in a sealed envelope or by acceptable electronic service (the Board accepts transcripts through eScrip-Safe, Parchment, National Student Clearinghouse, and Credential Solutions). <b>This document must come from the primary source; faxed or emailed transcripts will not be accepted.</b>
<input type="checkbox"/>	<b>FOREIGN GRADUATE</b> If you have not taken the NCLEX® (or State Boards) you are not eligible for licensure by endorsement. If you have not been issued a permanent license by your state, you must take the NCLEX® (or State Boards).	Foreign Graduate Endorsement applicants:  1. You must submit a complete education report from a Credential Evaluation Service (CES), prior to applying for Licensure by Exam. The Board accepts the complete education report from the following organizations: <ul style="list-style-type: none"> <li>▪ Commission on Graduates of Foreign Nursing Schools (CGFNS) <a href="http://www.cgfns.org">www.cgfns.org</a></li> <li>▪ Educational Records Evaluation Service, Inc. (ERES) <a href="http://www.eres.com">www.eres.com</a></li> <li>▪ International Education Research Foundation, Inc. (IERF) <a href="http://www.ierf.org">www.ierf.org</a>.</li> </ul> The CES complete education report includes a detailed analysis of credentials earned at multiple levels of nursing education received outside of the U.S., according to a specific state’s requirements
<input type="checkbox"/>	<b>REGULATORY QUESTIONS</b> If you answered yes to one or more regulatory questions on your exam	If you answered “yes” to the Regulatory Questions, you are required to submit by mail:  A detailed description of the circumstances surrounding your yes answer(s). You must include a thorough description of what happened, how it happened, when it happened, why it happened, and



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	<p>application, you must submit additional information.</p> <p>Alabama Board of Nursing P.O. Box 303900 Montgomery, AL 36130-3900</p>	<p>where it happened. You also must include the rehabilitative changes in your lifestyle since the time of the offense which would enable you to avoid future occurrences. It would be helpful to include factors in your lifestyle which you feel may have contributed to your crime, what you have learned about yourself since that time, and the changes you have made that support your rehabilitation. The detailed letter needs to include your original signature.</p> <p>You may need to submit documents, such as a DD214, Another Board of Nursing Consent Orders/Agreements, and court records.</p> <p>Certified official court document(s) relative to your criminal record, showing the date(s) and circumstance(s) surrounding your arrest(s)/conviction(s), sections of the law violated, and disposition of the case. This would normally consist of the charging document (Complaint or Indictment), the Case Action Summary, or other documents showing the final disposition of your case. If placed on probation, you should also include the Order of Probation and official documentation of completion of the probationary period. The court clerk must certify these court documents.</p>
<input type="checkbox"/>	<p><b>REGISTER WITH PEARSON VUE</b> <a href="#">Register with Pearson Vue.</a></p>	<p>1. Although Pearson Vue will allow registration for the NCLEX® without your submitting a middle name or Social Security Number (SSN), the <b>ABN requires you to submit this information to Pearson Vue to ensure accurate processing.</b></p> <p>The first and last name on the ID you will use for testing must match your ABN application and Pearson Vue registration.</p>
<input type="checkbox"/>	<p><b>TESTING</b> When you have been made eligible to test, you will receive an authorization to test (ATT) from Pearson Vue. If you do not register and pay</p>	<p>Please check your junk/spam folder, if the ATT is not in your email box.</p> <p>2. Results are updated once per business day, by 9 am, and will only be available in this system for 30 days after your test date. Please allow 24 – 48 hours from the time you complete the exam for your results to be available in the system. <a href="#">Online test results are available here.</a></p>



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	Pearson Vue, you will not receive your ATT.	
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Frequently Asked Questions (FAQs) are available at: <https://www.abn.alabama.gov/multistate-compact-applications/>