

INSTRUCTIONS FOR APPLYING FOR ILLINOIS RN LICENSURE (BSN)

If you plan to apply for a RN license in the state of **Illinois**, please read and follow the instructions below carefully. **You must complete all 3 steps.**

STEP 1. Complete the Application for Illinois Licensure (Fee Required)

- Apply Directly On-Line at www.continentaltesting.net
- Click on “Application Services” then “Illinois” then “IDPR-Illinois Division of Professional Regulation Exams” then “041-Professional Nurse” then “Online Professional Registered Nurse Application” and follow the instructions
- Print your name exactly as it appears on the photo ID that you will present at the testing center on the day of the examination
- **DO NOT** complete the ED-NUR form
- School Code: Scroll down list until you find “University of Illinois-49-514”
- Answer **all** Personal History Information questions with either a yes or no.
- Your application is **NOT COMPLETE** until payment method is selected and “Submit Application” button is clicked
- If you do not pay by credit card you must print your application and obtain a certified check or money order made payable to Continental Testing Services, Inc. in the amount of the required fee. **(NO PERSONAL CHECKS)**
- **IF YOU DO NOT PAY BY CREDIT CARD YOU MUST RETURN THE APPLICATION AND FEE PAYMENT TO:**
CHICAGO STUDENTS - Debby Gabl, Room 524, CON
URBANA STUDENTS – Tony Hooker, Urbana Regional
Office

STEP 2. Fingerprinting (Fee Required)

- All applicants for initial licensure as a registered nurse in Illinois must submit to a criminal background check and provide evidence of fingerprint processing.
- In “**CHICAGO**” a fingerprint technician will be on site to perform fingerprint processing.
- In “**URBANA**” fingerprinting is coordinated through the Unit 4 (Champaign) schools. Specific information will be available by mid-March.

STEP 3. Register for the NCLEX Exam with Pearson VUE (Fee Required).

- Register on-line by going to the NCLEX Candidate Web site www.pearsonvue.com/nclex and select the Registration option
- Follow the step-by-step instructions provided in the NCLEX Examination Candidate Bulletin

ADDITIONAL INFORMATION

- The fees for processing the Application of Licensure, Fingerprinting and Registration to take the NCLEX Examination total to approximately \$350 however, all fees are subject to change.
- Approximately 4-8 weeks **after graduation** you will receive an “Authorization to Test” (ATT) letter from Pearson VUE.
- You must receive your ATT letter before you can schedule an appointment to take the NCLEX examination. Refer to the “NCLEX Examination Candidate Bulletin” for scheduling instructions and ID requirements.
- After you have passed the NCLEX Examination you will receive a letter with official test results and an Application for Licensure form that must be completed and returned to the Illinois Department of Financial and Professional Regulation along with an additional \$50 payment for an official copy of your nursing license.

PLEASE NOTE: If you plan to apply for licensure in a state other than Illinois, you are responsible for contacting the Board of Nursing for that specific state for an application for RN licensure. Even though the NCLEX Examination is the same, applications for licensure vary from state to state.