

## **INSTRUCTIONS FOR APPLYING FOR ILLINOIS RN LICENSURE (GEP)**

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. Application for Illinois Licensure (Fee Required)**

- Complete the Application for Illinois Licensure (Parts I-VIII)
- Part III, #2, nursing program code is 49-526 and check the ED-NUR box
- Complete the Certification of Education (ED-NUR) form, top portion of form, **#1-8 ONLY**
- **DO NOT FORGET TO SIGN AND DATE BOTH FORMS**
- Print clearly and **DO NOT USE WHITEOUT**
- 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
- Fee payment must be in the form of a certified check or money order made payable to Continental Testing Services, Inc. (**NO PERSONAL CHECKS**)
- **SUBMIT APPLICATION AND FEE PAYMENT TO DEBBY GABL, ROOM 524, COLLEGE OF NURSING**

### **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. For your convenience, a fingerprint technician will be on site to perform fingerprint processing.

### **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](http://www.pearsonvue.com/nclex) and select the Registration option.
- Follow the step-by-step instructions provided in the “NCLEX Examination Candidate Bulletin”
- When asked for the nursing program code choose 49-526 (University of Illinois at Chicago-MS)

## **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 certification** completion 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.