

Oregon State Board of Nursing:

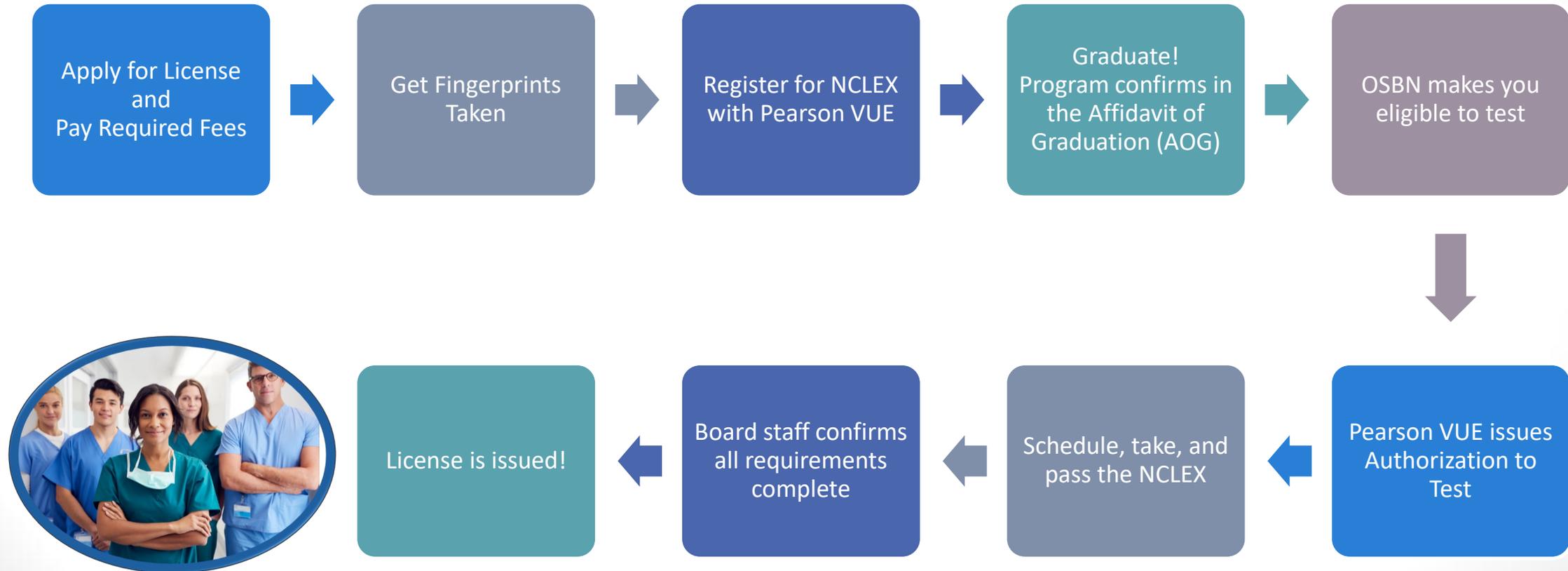
Application Process for License By NCLEX



Updated April 2025

Licensing and Fees

Eligibility: Applicants for examination are permitted to test up to **four attempts**.





NCLEX Resources

[NCLEX](#) – Home page

[NCLEX](#) – Prepare with sample case study

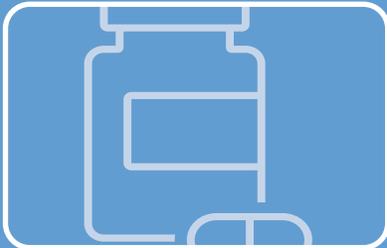
[NCLEX](#) – Test plans with content area breakdowns

[NCSBN](#) – Exam publications

OSBN Resources



[Oregon State Board of Nursing](#)



[Pain Management Continuing Education](#)



[Cultural Competency Continuing Education](#)

The screenshot shows the Oregon State Board of Nursing Nurse Portal. At the top left is the logo and text "Oregon State Board of Nursing Nurse Portal". Below this is a section titled "Create a new account". On the left, under "Don't have an account?", there is a "Create an Account" button circled in red with a "1" in a circle next to it. In the middle, under "Didn't receive the verification email after registering?", there is a "Resend Verification Email" button. On the right, under "Already have an account?", there is a sign-in form with fields for "Email Address" and "Password", and a "Sign in using our secure server" button circled in red with a "2" in a circle next to it.

1. New to Register?

- Use your legal name when creating an account.
- Use a personal email address to create your account

- 2. If you've previously registered, login with your email and password.**

Applying for a License in the Nurse Portal

<https://osbn.boardsofnursing.org/orbn>

1. Apply for a license
2. Manage Profile
3. Message Center
4. NCLEX Resources

Oregon State Board of Nursing
Nurse Portal

Home Inbox Help My Account

NURSING STUDENT

NCSBN ID:
test777@test.com
(503) 815-8099
7650 S Prairie Rd, TILLAMOOK, OR
97141

Manage Profile

Payments Nurse Portal Dashboard
Overdue Payments \$0.00
Upcoming Payments \$0.00
Total payments \$0.00
Manage Payments

Message Center
Inbox (0) 0 New

Next Generation **NCLEX**
Learn more about available NCLEX resources.

Your Licenses with OSBN

Inactivate your License **Apply for License**

Expired Apply for Reactivation/Reinstatement

CNA 201310746CNA

Original Issuance Date	Expiration Date
04/16/2013	03/22/2017

License data provided by the OSBN State Board of Nursing

Your License Applications in Process

RN Initial - Exam Continue

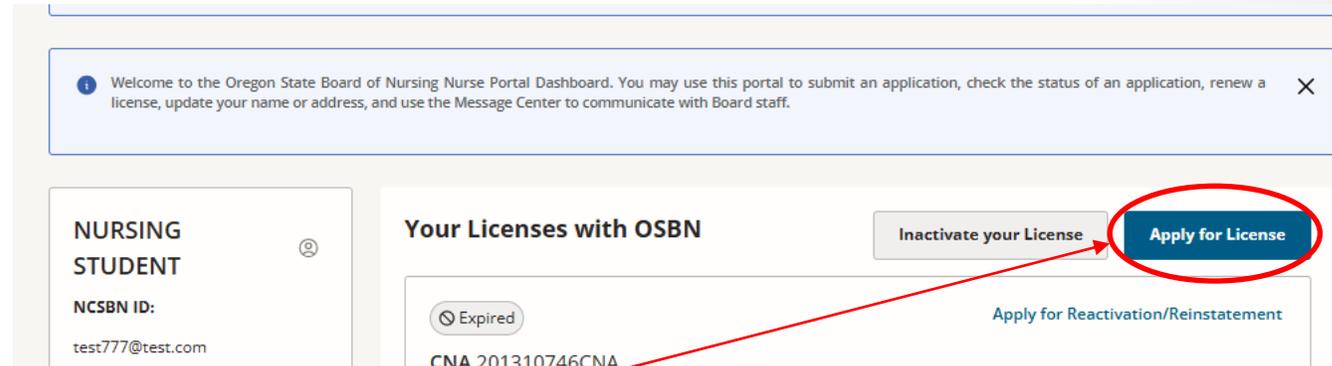
Submitted License Applications

Expired Download View Status

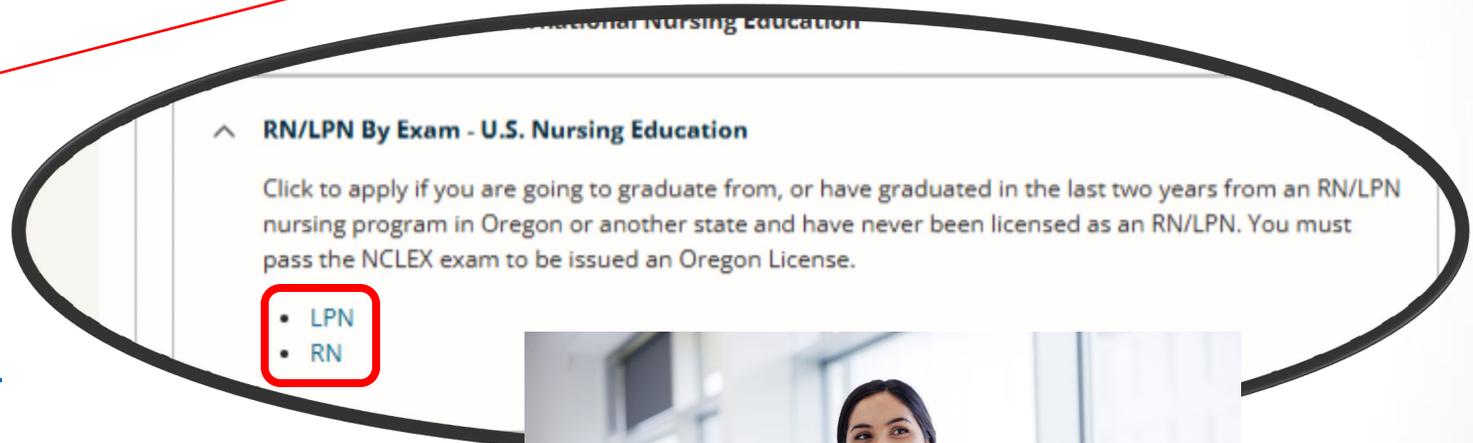
CNA 201310746CNA

Application Type	Submission Date	Application ID
Combined Renewal	Dec 21, 2016	297386

Applying for a License



- On the Dashboard, click on button [Apply for License](#)
- Scroll down through application types
- Click on “[RN/LPN By Exam – U.S. Nursing Education](#)”
- Then click the link for the license type- LPN or RN- that you are applying for by exam



Instructions Page

TIP: Read over carefully when applying. **Take a screenshot or download a copy** of your application after you submit it – these instructions are on it.

Instructions

DO NOT USE THIS APPLICATION IF YOU COMPLETED YOUR PRE-LICENSURE NURSING PROGRAM OUTSIDE THE UNITED STATES, WITH EXCEPTION OF GRADUATES FROM AN RN CANADIAN NURSING PROGRAM THAT HAS AN ACTIVE NCLEX PROGRAM CODE.

This application is for graduates and expecting graduates of LPN and RN United States (US) and RN Canadian (CA) nursing programs that have an active US or CA NCLEX program code, and who are applying to take the NCLEX in Oregon for initial nurse licensure. This application is valid for one year from the date submitted.

To qualify you will need:

- **Oregon Program Graduates:** Make sure to select your correct Oregon nursing program with NCLEX code on the Education page of your application. This is what adds your name to the Dean's program list in the Affidavit Graduation Portal in order to verify completion of your program and provide your graduation date. You will not need to submit official transcripts unless requested to from the Board.
- **Out of State and Canadian RN Graduates:** Request official final transcripts be sent electronically to the Board at OSBN.Transcripts@osbn.oregon.gov or by mail to: Oregon State Board of Nursing 17938 SW Upper Boones Ferry Rd. Portland, OR 97224.
- To have completed two hours of cultural competency education within the last two years from application. Do not send copies of certificate(s) to the Board. For more information on this requirement, [visit our website](#).
- To have completed the one-hour pain management education course through the Oregon Pain Management Commission. Do not send a copy of your certificate to the Board. For more information on the requirement, [OHA Oregon Pain Management Commission](#).
- After you submit this application, register with PearsonVUE for the NCLEX at: <https://www.nclex.com/register.htm>
- After you submit this application, schedule an appointment with Fieldprint, the state's contracted vendor for electronic fingerprint collection, to have your fingerprints taken for the national background check.

Livescan Electronic Fingerprinting

- **DO NOT** get your prints done before submitting your exam application.

IMPORTANT FINGERPRINTING INSTRUCTIONS

- Fieldprint Inc has collection sites throughout Oregon, and nationwide available in every state. This means if you are not in Oregon, you can schedule to have your prints taken at a site in the state you are currently located in.
 - You must use the OSBN agency code **FPORBoardNursingDAS** to register for your appointment on Fieldprint's website. Using another code may result in OSBN not receiving your background results.
 - Fieldprint collection sites are by appointment only. Walk-ins are not accepted.
- Go to the Fieldprint website at <http://www.fieldprintoregon.com> to register. Enter the OSBN agency code **FPORBoardNursingDAS** when requested on the site, then schedule your appointment.



Fieldprint Website: www.fieldprintoregon.com

OSBN Code: FPORBoardNursingDAS

Completing the Application

License Application Type

- You always know what page you are on – it's the **blue box** on the tracker.
- **License Application Type Page:** Verify you selected the right application type.
- If not, click on “More Options” link, and then **Discard Application** link if needed.

1 License Application 2 Preview & Submission 3 Fee Payment 4 Confirmation Receipt

View Instructions

License Application Type

General Information

Eligibility Questions

Education History

NCLEX Information

License Application Type

^ Select License Type

Choose License Type

License Application

License Type

RN

Application Type

RN/LPN By Exam - U.S. Nursing Education

Save and Continue

Save and Return to Home More Options...

Completing the Application

General Information Page

The general information page includes your personal identifier information and demographics.

Review all and fill out required items marked with an (*).

1 License Application 2 Preview & Submission 3 Fee Payment 4 Confirmation Receipt

[View Instructions](#)

- License Application Type
- General Information**
- Eligibility Questions
- Education History
- NCLEX Information

General Information

A U.S. SSN is required if applicant has been assigned one. If you have not been assigned an SSN, you must select one of the following identification options.

- (a) A current passport and US Visa showing the entitlement to work in the United States such as an H1B Visa, I-766 or other current federal government form authorizing the individual to work in the US.
- (b) If the applicant is attending school on an F1 visa, they must provide a copy of a valid I94 and I20 which has been signed by the designated school authority.
- (c) Tax identification number
- (d) Other federally issued identification number

Note: If your SSN is currently on file with the Board or if you have provided your SSN at the time of creating your Nurse Portal account, you will not be prompted to provide your SSN in the Identifying Information section below.

Demographic Information

Full Legal Name Required

First Name (required) *

Middle Name(required) *

Last Name (required) *

[Request Name Change](#)

Completing the Application: Statutorily Required Education

The screenshot displays a four-step application process: 1. License Application, 2. Preview & Submission, 3. Fee Payment, and 4. Confirmation Receipt. The 'Eligibility Questions' step is highlighted with a red box. On the left, a sidebar shows 'License Application Type' and 'General Information' as completed, while 'Eligibility Questions', 'Education History', and 'NCLEX Information' are pending. The main content area contains two questions with dropdown menus for answers.

1) I have completed two hours of cultural competency education in the past two years.If you need assistance locating training, contact the **OHA Equity and Inclusion Division**. (required) *

2) I have completed the one hour Oregon Pain Management Commission's pain education course prior to submitting this application for licensure. For more information on the requirement, contact the **OHA Oregon Pain Management Commission** (required) *

<https://www.oregon.gov/osbn/Pages/Cultural-Competency.aspx>

•Cultural Competency

<https://www.oregon.gov/osbn/Pages/pain-management.aspx>

•Pain Management

Completing the Application: Eligibility Questions

- If you answer “Yes” you must provide a brief explanation.
- Include relevant dates, city/state where occurred, etc.
- You may upload electronic court documentation directly with your application.

5) Have you ever pled guilty, been convicted of, pled No Contest, or entered into an Alford plea for a felony or misdemeanor? (required) *

Yes

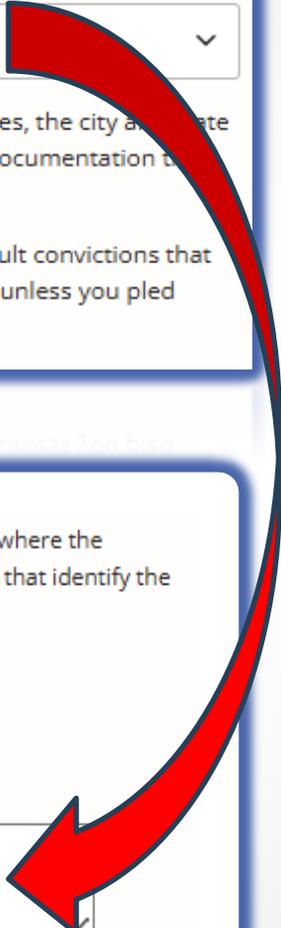
If you answer YES, describe the incidents and the surrounding circumstances. Include relevant dates, the city and state where the incidents occurred, and the outcome of any criminal charges. Provide copies of court documentation that identify the charges and final adjudication.

ATTENTION: You may answer NO for juvenile convictions that were expunged or "set aside", or adult convictions that were "set aside". If you are currently enrolled in a diversion program for DUII, you may answer NO unless you pled guilty - then you must answer YES. .

Describe the incidents and the surrounding circumstances. Include relevant dates, the city and state where the incidents occurred, and the outcome of any criminal charges. Provide copies of court documentation that identify the charges and final adjudication.

Supporting Documents: (optional)

Explanation (required) *



Completing the Application: Education History

- If you have been previously licensed in Oregon, prior education on file may appear here.
- **Program Name:** Scroll or type to find your program name/type/code at the end of the program name.

This field is text predictive. Start typing the name, and matching records will display.

School Name/Program Provider Name
Nursing program information

State (required) *

OREGON - OR

Program Type

RN

Program Name (required) *

Please Select

co

BLUE MOUNTAIN COMMUNITY COLLEGE - ADN - PENDLETON [US80408900]

CENTRAL OREGON COMMUNITY COLLEGE - ADN - BEND [US80408800]

CHEMEKETA COMMUNITY COLLEGE - ADN - SALEM [US80409700]

CLACKAMAS COMMUNITY COLLEGE - ADN - MILWAUKIE [US80409800]

CLATSOP COMMUNITY COLLEGE - ADN - ASTORIA [US80405800]

COLUMBIA GORGE COMMUNITY COLLEGE - ADN - THE DALLES [US80409500]

Completing the Application: Education Program Code

View Instructions

License Application Type	✓
General Information	✓
Eligibility Questions	✓
Education History	
NCLEX Information	

- Each nursing program at an academic institution has a different NCLEX® code. This is important when your school offers multiple nursing programs.

KLAMATH COMMUNITY COLLEGE - ADN - KLAMATH FALLS [US80410100]
LANE COMMUNITY COLLEGE - ADN - EUGENE [US80409000]
LINFIELD UNIVERSITY - ACCELERATED BS - PORTLAND [US80510300]
LINFIELD UNIVERSITY - PORTLAND - MSN - PORTLAND [US80510400]
LINFIELD UNIVERSITY- BS - PORTLAND [US80509800]
LINN-BENTON COMMUNITY COLLEGE - ADN - LEBANON [US80409400]
MT HOOD COMMUNITY COLLEGE - ADN - GRESHAM [US80409200]

- **If you select the wrong program in your application:**
 - Your name will not appear on your school's Affidavit of Graduation (AOG) Portal list.
 - This will delay your Program Director from being able to approve you in the AOG, and for OSBN to make you eligible to test.

Completing the Application: Education Basis for Licensure

- Select your **Education Basis for Licensure**.
- **What's this?** You are telling us which of your education records on file qualifies you for the license you are applying for.
- **Select the matching program** from the drop-down list.

Education obtained

Program Name (required) *
OREGON INSTITUTE OF TECHNOLOGY - RN ...

Program Address
3201 CAMPUS DR
KLAMATH FALLS - OR - 97601

Degree Obtained (required) *
Baccalaureate Degree-Nursing

Education Status (required) *
Graduated

Graduation Date Format
 MM/DD/YYYY MM/YYYY

Graduation Date (required) *
01/21/2025

+Add Education History

Next Section

^ **Education Basis for Licensure**

Please select the educational basis you meet for licensure. If your nursing program is not in the list, please return to Education and enter your education information.

Please Indicate your Education Basis for Licensure (required)
OREGON INSTITUTE OF TECHNOLOGY - RN - BS - KLAMATH FAL ...

Completing the Application: Testing Accommodations

View Instructions

License Application Type	✓
General Information	✓
Eligibility Questions	✓
Education History	✓
NCLEX Information	

NCLEX Information

Complete all

NCLEX can have regist PearsonVU receive an NCLEX in C

NC

Have you

Yes



1) Are you requesting Testing accommodations for the exam? (required) * Yes

In compliance with the federal Americans with Disabilities Act (ADA), applicants who have a documented disability related to testing may be provided with reasonable accommodations to take licensing and/or certification examinations. You must be registered with PearsonVUE before accommodations can be approved. Upload your documentation with your application using the "Upload" link below. Documentation must be from a qualified healthcare provider on official letterhead that states the diagnostic studies/analysis that was completed, and the confirmed diagnosis (including the International Classification of Diseases code and/or the Diagnostic and Statistical Manual code). It must specify the type of disability diagnosed, and the accommodation(s) that are needed in association with the disability. The document must include the healthcare provider's original signature, title, and contact information. The Board will review the documentation for approval of your requested accommodations. Upon approval, and if all application requirements are complete, the Board will make you eligible to test.

Supporting Documents: (optional)

Upload

1.1) Explain the nature and extent of your disability, and how it impairs your ability to take the exam. (required) *

1.2) Describe the testing accommodation(s) you are requesting. (required) *

Do you need testing accommodations?

- Read instructions carefully so you know what is needed, and when.
- Upload your supporting medical documentation here.

Submitting the Application: Preview Page - Review Your Info for Accuracy

Preview & Submit License Application

Instructions

License Application Type [[Edit](#)]

License Type: RN
Application Type: RN/LPN By Exam - U.S. Nursing Education

General Information [[Edit](#)]

Demographic Information

Salutation:
Full Legal Name (Required):
Maiden Name:

Identifying information

Tax Identification Number:
VISA Number:
VISA Issue Date:
VISA Expiration Date:
What is your Gender?: Female
What is your Race?:
Are you of Hispanic or Latino origin?

Contact Information

(Also Mailing Address)
7850 S Prairie Rd
TILLAMOOK OR 97141
UNITED STATES

Check if information you entered is correct. If it's not, click on "Edit" link at top of that section to return to the page and fix it.

Submitting the Application

Preview Page- Authorization & Payment

1. Check the tiny blue box to the left confirming your understanding.
2. Review the **Fee Section** and the breakdown of fees for your total.
3. To be sent to the payment vendor, click on “Make Payment”.

1

Application Confirmation

I agree that I have a duty to provide the Oregon State Board of Nursing with any updates to information required in this application while it is pending.

I hereby certify that I have read this application and that the information provided is true and correct.

I am aware that falsifying an application, supplying misleading information, or withholding information is grounds for denial or discipline of license/certification.

I am aware that the Oregon State Board of Nursing will conduct criminal records checks through the Oregon Law Enforcement Data System (LEDS) and/or the Federal Bureau of Investigation (FBI).

I agree that any fees I pay to the OSBN are non-refundable.

I agree that I am responsible for any fees paid and certify that I am submitting the correct application.

I understand that this application and any supporting documentation I provide are subject to Oregon's public records law.

2

Application Fee

Application: RN/LPN By Exam - U.S. Nursing Education

Application Fee Amount:

RN Exam	\$160.00
OCN Fee	\$9.00
<hr/>	
Total:	\$169.00

3 **Make Payment**

[Save and Return to Home](#)

Paying Application Fees

Payment Alert ✕

You are leaving the Nurse Portal. **While on the payment site, DO NOT click the Back button, close or refresh the browser window.** Any such action could result in issues processing your license application.

Visa and Mastercard are both accepted for payment of fees. We are not able to accept Discover or American Express at this time. No private customer information that you provide in order to pay fees is retained by the secure payment site.

ALL FEES PAID TO OSBN ARE NON-REFUNDABLE and NON-TRANSFERRABLE.

[Cancel - Do not leave this site](#) [OK - Proceed to Payment Gateway](#)

- To pay fees, you are sent to a third-party payment vendor to complete the transaction.
- To submit your application, you must make a payment on the vendor site.

Niic FAQ Contact

1 Payment Type 2 Customer Info 3 Payment Information 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
10544	RN Exam	\$160.00	1	\$160.00
10540	OCN Fee	\$9.00	1	\$9.00
Total				\$169.00

Transaction Summary

RN Exam	\$160.00
OCN Fee	\$9.00
TOTAL	\$169.00

Need Help?

Please complete the Customer Information Section.

Payment

Payment Type ✓

Credit/Debit Card

Application Submission & Payment Confirmation

After paying, you are sent back to the OSBN Nurse Portal where your confirmation number and receipt of payment are displayed.

The screenshot displays the Oregon State Board of Nursing Nurse Portal interface. At the top, the logo and name 'Oregon State Board of Nursing Nurse Portal' are visible on the left, and navigation links for 'Home', 'Inbox', 'Help', and 'My Account' are on the right. The main heading is 'RN/LPN By Exam - U.S. Nursing Education Application Confirmation Receipt'. A 'Printer Friendly Version' button is highlighted with a red box. Below the heading, two green message boxes provide confirmation: the first states the application has been submitted but not yet approved, and the second points to fingerprint background check instructions. A table below lists application details: Application Id (629790), ORBS Transaction Reference (105446297902), Payment Date & Time (4/8/2025 04:46:50 PM PDT), and Payment Confirmation Code (TEST123). The fee section shows an RN Exam fee of \$160.00 and an OCN Fee of \$9.00, totaling \$169.00. A 'Return to the Nurse Portal Dashboard' button is at the bottom.

Application Confirmation Receipt

✓ You have completed and submitted your RN/LPN By Exam - U.S. Nursing Education application. Your application has NOT yet been approved. This message serves **only** as confirmation of receipt of the application and payment.

✓ Fingerprint background check instructions can be found on the Application Copy PDF. Please return to the Nurse Portal Dashboard and click on the Application Copy link for this application.

Application Id:	629790
ORBS Transaction Reference:	105446297902
Payment Date & Time:	4/8/2025 04:46:50 PM PDT
Payment Confirmation Code:	TEST123
Application Fee Amount:	
	RN Exam \$160.00
	OCN Fee \$9.00
	<hr/>
	Total: \$169.00

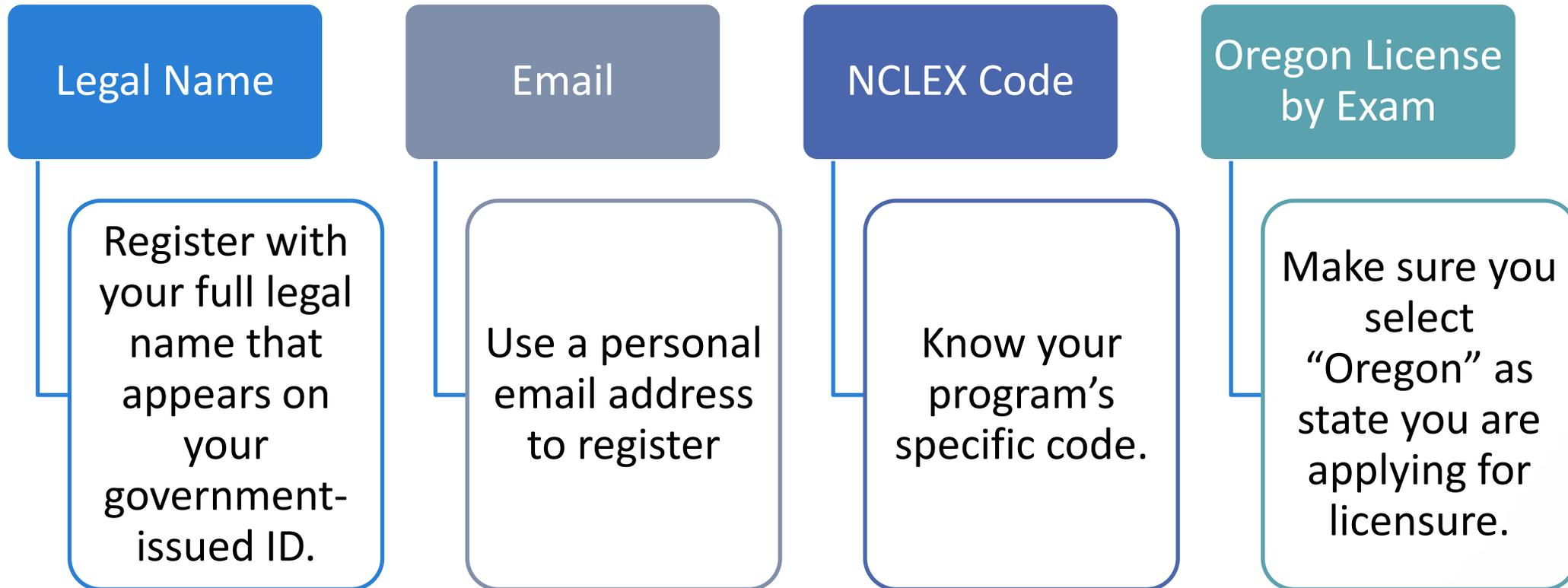
[Return to the Nurse Portal Dashboard](#)

NCLEX Registration: <https://www.nclex.com/register.page>

Register only when you are ready.

The 90-day clock starts the moment you receive your ATT.

You receive your ATT from Pearson VUE after OSBN makes you eligible.



Authorization to Test

You will receive your ATT (Authorization to Test) by email from Pearson VUE.

OSBN will make you eligible after your administrator verifies your program completion.

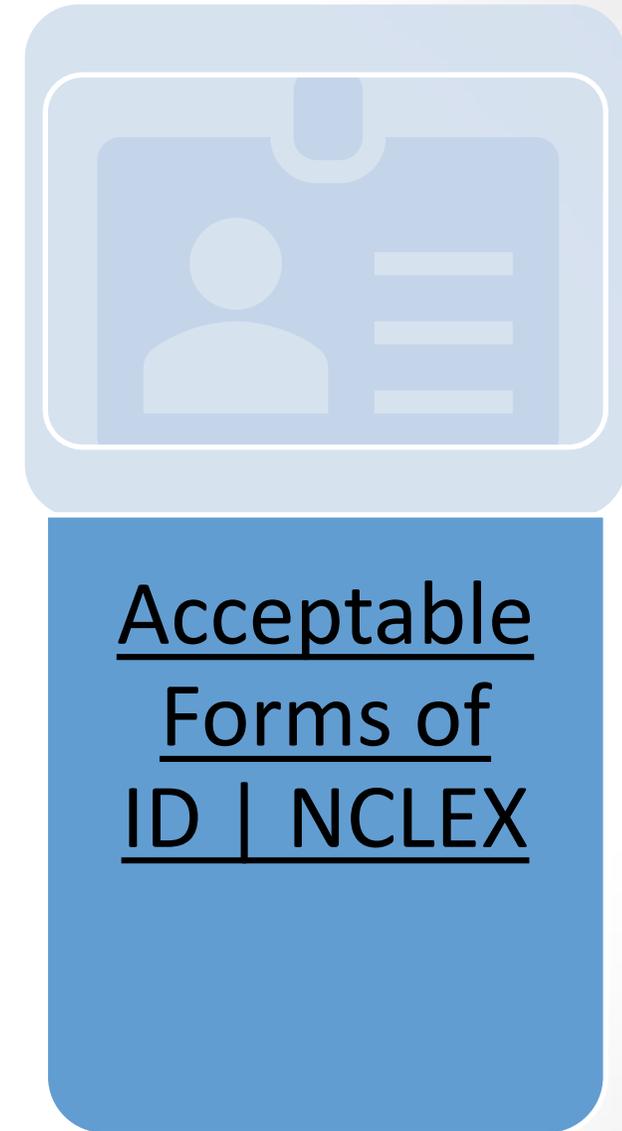
Your ATT is good for 90 days - you can only schedule within your ATT validity period.

You can schedule your test at any national or international Pearson VUE test center.

Oregon allows you a total of four attempts to pass the NCLEX.

Exam Day – Proof of Identity

- **Legal Name Verification:** If your first or last name on the ATT differs from the name on your ID, you must bring additional legal name-change documentation to the test center on your exam day.
- **If your ID does not meet requirements:**
 - Pearson VUE test administrators have the right to turn a candidate away.
 - May result in having to re-register and pay another examination fee.
- **Rescheduling:** If you get turned away at the testing center you will be charged \$200 to reschedule your exam.



Exam Day - Logistics

- Palm scan
- Photo
- Electronic signature
- Phone/electronic storage is mandatory – lockers provided
- Ear plugs or noise canceling headphones are available
- Mask and gloves are permitted, if desired



NCLEX Results: PASS

WHAT NOW?

- OSBN receives results that you have passed the NCLEX.
- Staff will confirm you have met all licensure requirements.
- If complete, your license will be issued.
- OSBN sends a notification in the nurse portal that your license has been issued.
- You (and the public) can also view your license details on the [OSBN License Verification Portal](#)
- You can work as soon as you are issued a license!





NCLEX Results: NO PASS

- OSBN will send you an exam result notice via the Message Center 3-5 days after your exam date which will include:
 - A 'Candidate Performance Report' that identifies your relative strengths and weaknesses related to each test area
 - Instructions for exam re-scheduling
- Before you can test again:
 - Submit/pay for the RN/LPN Exam - Retake Application (\$25 fee) in the Nurse Portal
 - Re-register with Pearson VUE and pay the registration fee.

Questions?





OSBN Email:

Oregon.BN.info@osbn.Oregon.gov

OSBN Contact Center:

971.673.0685

