

## California Licensing Process for Foreign Educated Nurses

- 1. California Application for RNs** - Submit an application for Licensure by Examination to the Board of Registered Nursing. Applicants can call the Board of Registered Nursing at (916) 322-3350 and request an application packet or they can download the forms at [www.rn.ca.gov](http://www.rn.ca.gov). Applicants must submit the following items:
- Completed **application** with the \$75 application fee.
  - Completed fingerprints using either the **Live Scan** process or the **Applicant Fingerprint card** (hard card – If using **Live Scan** method fees varies between sites but should cost approximately \$30; if using **Fingerprint card** submit fee of \$51 for processing directly to the board)
  - Recent 2" x 2" passport-type **photograph**.
  - Completed **Request for Accommodation of Disabilities form**, *if applicable*.
  - Photocopy of license/diploma and English translation.
  - Completed **confirmation card** to confirm receipt of application by the Board (if you download the application form the website you will not have a conformation card to submit, but the board will notify you upon receipt of your application).

*Note: Your application will remain on file for only one year if they do not hear from you or from your school. It is important that you communicate with the Board if there will be any delays with your transcript retrieval.*

- 2. Interim Permit (Optional)** - First-time examination candidates may apply for an Interim Permit to work **prior to taking the examination**. A permittee can practice **only** under the direct supervision of a Registered Nurse who will be present and available on the patient care unit. **Interim permits will be issued one time only**. Interim permits are valid for no longer than six months. To qualify for an interim permit, the examination applicant must meet the following requirements:
- Completed **application** with the \$75 application fee and \$30 Request for Interim Permit fee.
  - Completed fingerprints.
  - Check box on second page if requesting for **Interim Permit**.
  - Submit a **copy of your license** or diploma that allows you to practice professional nursing in your country.
  - Have completed your nursing program and been found **eligible** by the Board for the examination (*i.e., no requirements to fulfill*).
  - Test of English as a Foreign Language (**TOEFL**) if nursing education was not taught in English. TOEFL phone number is (609) 771-7100, address is Box 6151, Princeton, NJ 08541-6151, and website [www.toefl.org](http://www.toefl.org). Current cost for the TOEFL in 2010 is **\$160** (Paper-based Test) or **\$170** (Internet-based Test).

- 3. Request for Transcripts** - Mail the following forms to your nursing school(s) with the fee required by the school. The forms can be download at [www.rn.ca.gov/forms](http://www.rn.ca.gov/forms)
- Request for Transcript Form**
  - Breakdown of Educational Program Form**

Your school will then need to complete these forms and send them to the Board of Registered Nursing. Transcripts are not accepted from applicants or if stamped "issued to student."

An evaluator from the Board of Nursing may send you a copy of the transcripts that they have received, requesting you to get it translated if necessary. You must have it translated in English by an official translator. The English translation of the transcript must then be sent to the Board.

**Your education must meet the requirements for California licensure. If any deficiencies are identified, you must complete the course work prior to being found eligible to take the NCLEX.**

*Note: You will be allowed three years to fulfill any deficiencies; after three years, your application will be destroyed. Once you have been deemed eligible to take the NCLEX, your application will remain active for two years; after two years, it will be destroyed.*

- 4. NCLEX Examination** - The Board will evaluate your application and, if found eligible, you will be provided an NCLEX-RN Candidate Bulletin with instructions regarding the fee and registration procedures for Computerized Adaptive Testing (CAT). The fee for taking the NCLEX as of January 2010 is \$200. The Board recommends you wait until being found eligible by the Board before registering with the testing service for CAT, as an "Authorization to Test" form will be issued that will be valid for a limited period of time. Included in the "Authorization to Test" will be a list of test centers.