

WEST VIRGINIA STATE BOARD OF EXAMINERS
FOR LICENSED PRACTICAL NURSES
101 DEE DRIVE, SUITE 100
CHARLESTON, WEST VIRGINIA 25311-1688
TELEPHONE: (304) 558-3572 FAX: (304) 558-4367
TOLL FREE 1- 877 -558-5767; CHARLESTON AREA (304) 558-5767
EMAIL: lpn.board@wv.gov WEB SITE: <http://www.lpnboard.state.wv.us>

GENERAL INFORMATION FOR LICENSURE BY EXAMINATION

ENCLOSED IS THE WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES - APPLICATION FOR LICENSURE BY EXAMINATION. IF YOU NEED ASSISTANCE, PLEASE CONTACT THE BOARD OFFICE FROM 8:00AM TILL 4:00PM MONDAY THRU FRIDAY, AT YOUR CONVENIENCE.

- A. COMPLETE THE ENCLOSED FORM AND ATTACH A PASSPORT SIZE PHOTOGRAPH SIGNED BY YOU AND THE DIRECTOR OR COORDINATOR OF YOUR SCHOOL OF PRACTICAL NURSING. (VETERANS INCLUDE ONLY THEIR OWN SIGNATURE.)
- B. A TRANSCRIPT OF GRADES COVERING THE ENTIRE TWELVE-MONTH COURSE MUST BE SENT DIRECTLY TO THE BOARD OFFICE FROM THE SCHOOL. (ALL GRADES MUST BE A "C" OR ABOVE.)
- C. A TEMPORARY PERMIT TO PRACTICE MAY BE ISSUED FOR THE PERIOD BETWEEN GRADUATION AND RETURN OF RESULTS FROM YOUR FIRST EXAMINATION OR FOR A PERIOD OF 90 DAYS FROM THE DATE OF GRADUATION, WHICHEVER IS LESS. ENCLOSE AN ADDITIONAL **\$10.00** PERMIT FEE.
- D. RETURN THE APPLICATION AND APPROPRIATE FEE(S) IN THE FORM OF A **CASHIERS CHECK OR MONEY ORDER** TO THE BOARD OFFICE.

TOTAL DUE:	EXAMINATION APPLICATION	\$75.00
	TEMPORARY PERMIT	\$10.00

- E. THE APPLICATION AND INSTRUCTIONS TO APPLY TO THE TEST SERVICE TO TAKE NCLEX-PN BY THE COMPUTER ADAPTIVE TESTING METHOD IS PROVIDED BY TELEPHONE AND INTERNET ONLY. READ THE INSTRUCTIONS CAREFULLY AND FOLLOW THEM EXACTLY TO AVOID UNNECESSARY PROCESSING PROBLEMS. THE FEE IS \$200 WHEN YOU APPLY TO THE TEST SERVICE TO TAKE THE NCLEX-PN. A CREDIT CARD (VISA, MASTERCARD, OR AMERICAN EXPRESS) MUST BE USED TO PAY FOR THE EXAMINATION. THE TOLL FREE NUMBER TO REGISTER BY TELEPHONE IS: 1-866-496-2539. THE WEBSITE TO REGISTER VIA THE INTERNET IS: [HTTP://WWW.PEARSONVUE.COM/NCLEX](http://www.pearsonvue.com/nclex)

WE HAVE ENCLOSED "THE RIGHT STEPS OF THE NCLEX EXAMINATION PROCESS" TO ASSIST IN ANY QUESTIONS REGARDING THE NCLEX PROCESS

- F. IF YOU ARE APPLYING AS A VETERAN CANDIDATE, PLEASE CONTACT THE BOARD OFFICE AS ADDITIONAL INFORMATION IS REQUIRED.

EXAMINATION APPLICATION INSTRUCTIONS - PAGE 2

W. Va. Code §30-7A-10 states that the Board may refuse to admit an applicant for the licensure examination, or may revoke, suspend, or otherwise discipline a license based upon satisfactory proof that the person "... (2) is convicted of a felony; ... (5) is guilty of professional misconduct as defined by the Board..." The Board's Legislative Rules, 10 C.S.R. 2, state that the Board can take disciplinary action against an applicant or licensee who "... 12.1.e.11. was convicted of a felony or misdemeanor with substantial relationship to the practice of practical nursing in a court of competent jurisdiction..."

Failure to disclose any criminal conviction, felony or misdemeanor, on the application or at any time during the application process is grounds for disciplinary action by the Board, including but not limited to denial, revocation, or suspension of the license. Any applicant to the Board who has ever been convicted of a felony or misdemeanor should contact the Board office to discuss the potential impact of the prior conviction(s) on his/her application and the licensure process. Applicants to the Board with prior convictions will experience a delay in the processing of their applications while all documentation relating to this matter is reviewed by the Disciplinary Review Committee of the Board for a determination as to issuance of a temporary permit or license, and what restrictions may apply if issued.

THE BOARD'S LEGISLATIVE RULES, 10 C.S.R. 2, AUTHORIZE THE BOARD TO CONDUCT FEDERAL CRIMINAL HISTORY RECORDS CHECKS ON ALL APPLICANTS FOR LICENSURE BY EXAMINATION. THE BOARD WILL CONDUCT A FEDERAL RECORDS CHECK UTILIZING THE IDENTIFYING INFORMATION ON YOUR APPLICATION. IF YOU HAVE SUBMITTED TO A FEDERAL CRIMINAL HISTORY RECORDS CHECK WITHIN THE PAST TWENTY-FOUR MONTHS, NOTIFY THE LPN BOARD IN WRITTEN FORM OF THIS INFORMATION, AND PROVIDE THE DATE PERFORMED AND NAME AND ADDRESS OF THE AGENCY WHO PERFORMED THE RECORDS CHECK. A RECORDS CHECK CONDUCTED BY THE WV STATE POLICE OR OTHER SIMILAR LAW ENFORCEMENT AGENCY FOR STATE RECORDS ONLY DOES NOT SATISFY THIS REQUIREMENT.

(EXAMINST 08/2010)

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INFORMATION FOR LICENSURE BY EXAMINATION FOR APPLICANTS EDUCATED AS PRACTICAL NURSES OUTSIDE THE U.S.

NOTICE: EDUCATION THAT IS EQUIVALENT TO RN EDUCATION DOES NOT QUALIFY THE APPLICANT TO TAKE THE LPN EXAM IN WEST VIRGINIA. THE BOARD'S LAWS AND RULES SPECIFICALLY REQUIRE THAT THE APPLICANT MUST HAVE COMPLETED THE COURSE OF INSTRUCTION IN AN ACCREDITED LPN PROGRAM.

Effective April 5, 2006, the following requirements must be met pursuant to the Board's Legislative Rules, 10 C.S.R. 2:

Any applicant who was educated in a nursing program in a country located outside of the United States shall meet the following requirements for licensure:

1. The applicant must have satisfactorily completed a basic nursing education program approved by the appropriate authorities in the country where the program is located. The Board may request verification of this approval.
2. The nursing education program must be equivalent to the minimum standards prevailing for state board approved schools of practical nursing in West Virginia at the time of graduation (greater than 50% of total hours in clinical instruction). A credentials evaluation completed by CGFNS, ERES, IREF, or Josef Silny and Associates must be provided to the Board prior to approval to take the exam. Additional information about this process can be obtained on their websites at <http://www.cgfns.org>, <http://eres.com>, <http://ierf.org>, or <http://www.jsilny.com>.
3. The applicant shall successfully complete any deficiencies in the nursing program as determined by the Board (theory and clinical practice) in a state board approved school of nursing;
4. The applicant must provide documentation of English language proficiency by **one of the following methods**:
 - a. evidence that the nursing education, text books, and majority of the clinical experience were in English;
 - b. an original report showing a score of at least 530 for the written exam or 200 for the computer exam on the Test of English as a Foreign Language (TOEFL) plus a score of at least 50 on the Test of Spoken English (TSE);
 - c. an original report showing a score of at least 700 on the Test of English for International Communication (TOEIC) plus a score of at least 50 on the Test of Spoken English (TSE); or,
 - d. a VisaScreen certificate.
5. If duly licensed in another country, the applicant shall provide official verification, translated into English, from the licensing authorities in that country.

IF YOU MEET ALL OF THE ABOVE REQUIREMENTS, YOU MAY COMPLETE THE APPLICATION FORM AND PROCEED WITH THE EXAMINATION APPLICATION PROCESS. THE LPN BOARD DOES NOT SEND VERIFICATION OF RECEIPT OF APPLICATION AND TRANSCRIPT. PLEASE ALSO BE ADVISED THAT AS NCLEX-PN IS A NATIONAL TEST USED BY EVERY STATE BOARD OF NURSING, THERE IS NO MINIMUM REQUIRED SCORE FOR THIS STATE. ALL STATES ISSUE ONLY A "PASS" OR "FAIL" RESULT.

AUTHORIZATION OF RELEASE OF RECORDS

BY SIGNING THIS AFFIDAVIT, I AUTHORIZE THE RELEASE OF ALL DOCUMENTATION COMPILED BY ANY LAW ENFORCEMENT AGENCY PERTAINING TO ME TO THE WEST VIRGINIA STATE BOARD OF EXAMINERS FOR LICENSED PRACTICAL NURSES OR ITS AGENT. SAID RELEASE INCLUDES RECORDS IN EXISTENCE AS OF THIS DATE, AS WELL AS THOSE COMPILED AT ANY FUTURE DATE.

STATE OF _____

COUNTY OF _____

_____, BEING DULY SWORN, DECLARES (SHE)(HE) IS THE PERSON WHOSE PHOTOGRAPH IS ATTACHED HERETO AND WHO IS REFERRED TO IN THE FOREGOING APPLICATION; THAT THE INFORMATION SUPPLIED THEREON IS TRUE TO THE BEST OF (HIS)(HER) KNOWLEDGE; AND THAT (SHE)(HE) HAS READ AND UNDERSTANDS THIS AFFIDAVIT.

SIGNATURE OF AFFIANT

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20

MY COMMISSION EXPIRES ON THE _____ DAY OF _____, 20

NOTARY PUBLIC

SEAL

APPLICANTS BASED UPON VETERAN ELIGIBILITY ARE NOT REQUIRED TO COMPLETE THIS PORTION OF THE APPLICATION!

THIS INFORMATION MUST BE COMPLETED BY THE DIRECTOR OF SCHOOL OF PRACTICAL NURSING AT THE TIME OF GRADUATION.

HAS THIS CANDIDATE SUBMITTED TO A FEDERAL CRIMINAL HISTORY RECORDS CHECK WITHIN THE PAST TWENTY-FOUR (24) MONTHS? NO ___ YES ___ IF YES, WHEN WAS THIS RECORDS CHECK CONDUCTED? _____ NAME OF AGENCY WHICH REQUESTED RECORDS CHECK? _____

DOES THIS CANDIDATE HAVE A VERIFIABLE HANDICAP THAT WILL REQUIRE MODIFICATIONS TO THE TESTING PROCEDURES? NO ___ YES ___ IF YES ATTACH EXPLANATION OF MODIFICATIONS MADE DURING THE PROGRAM OF INSTRUCTION.

I HEREBY CERTIFY THAT _____ HAS COMPLETED ALL CLASS WORK, PASSED ALL EXAMINATIONS AND HAS RECEIVED FROM _____ SCHOOL OF PRACTICAL NURSING, IN THE CITY OF _____ STATE OF _____ A CERTIFICATE DATED _____ CERTIFYING THAT (HE)(SHE) STUDIED IN THE SCHOOL FOR _____ MONTHS AND THAT (HIS)(HER) SCHOLASTIC STANDING WAS SATISFACTORY.

DATED: _____, 20 _____

SIGNATURE OF DIRECTOR OF SCHOOL

SCHOOL SEAL

THIS APPLICATION IS THE PROPERTY OF THE WEST VIRGINIA STATE BOARD OF EXAMINERS AND MAY NOT BE REPRODUCED WITHOUT PERMISSION. THE COMPLETED APPLICATION AND FEE ARE VALID FOR EXAMINATION FOR ONE YEAR FROM THE DATE OF RECEIPT IN THIS OFFICE. AFTER ONE YEAR AN INDIVIDUAL IS REQUIRED TO COMPLETE A NEW APPLICATION, PAY THE CURRENT FEE AND QUALIFY UNDER CURRENT APPLICABLE LAW.

NOTICE

TO INSURE COMPLIANCE WITH FEDERAL LAW, THE WV LPN BOARD IS OBLIGATED TO INFORM EACH APPLICANT OR LICENSEE THAT REPORTING OF THE SOCIAL SECURITY NUMBER IS MANDATORY SO THAT THIS BOARD CAN COMPLY WITH THE REQUIREMENTS OF THE HEALTHCARE INTEGRITY AND PROTECTION DATA BANK. IN THE EVENT THAT THIS BOARD IS REQUIRED TO SUBMIT A REPORT ABOUT AN APPLICANT OR LICENSEE TO THE DATA BANK, IT MUST REPORT THAT INDIVIDUAL'S SOCIAL SECURITY NUMBER.

The Eight Steps of the NCLEX Examination Process

1. **Apply** for licensure to the board of nursing in the state or territory where you wish to be licensed. Contact the state board for the requirements.
2. **Register** for the NCLEX examination with Pearson VUE by mail, telephone or via the internet.
 - A. The name with which you register must **match exactly** with the printed name on the identification you present at the test center.
 - B. **If you provide an e-mail address** when registering for the NCLEX examination, all subsequent correspondences from Pearson VUE will arrive **ONLY BY E-MAIL**. If you do not provide an e-mail address, all correspondences will arrive only through the U.S. mail.
 - C. All NCLEX examination registrations will remain open for a 365-day time period during which a board of nursing may determine your eligibility to take the NCLEX examination.
 - D. **There is no refund of the \$200 NCLEX registration fee for any reason.**
3. **Receive** Confirmation of Registration from Pearson VUE.
4. **Receive** eligibility from the state board of nursing you applied for licensure with.
5. **Receive** the Authorization to Test (ATT) from Pearson VUE.

If more than two weeks have passed after you have submitted a registration for the NCLEX examination and received a confirmation from Pearson VUE, and have not received an ATT, please call Pearson VUE.

 - A. You must test within the validity dates of your ATT. These validity dates cannot be extended for any reason.
 - B. The printed name on your identification must **match exactly** with the printed name on your ATT. If the name with which you have registered is different from the name on your identification, you must bring legal name change documentation with you to the test center on the day of your test. **The only acceptable forms of legal documentation are: marriage licenses, divorce decrees and/or court action legal name change documents. All documents must be in English and must be the original documents.**
6. **Schedule** an appointment to test by visiting www.pearsonvue.com/nclex or by calling Pearson VUE.
 - A. To change your appointment date:
 - For exams scheduled on: **Tuesday, Wednesday, Thursday and Friday**, call Pearson VUE at least 24 hours in advance of the day and time of your appointment.
 - For exams scheduled on **Saturday, Sunday and Monday**, call Pearson VUE no later than the Friday at least **1 full business day** in advance of the time of your appointment.
7. **Present** one form of acceptable identification and your ATT on the day of the examination.
 - A. The only acceptable forms of identification in test centers in the U.S., American Samoa, Guam, Northern Mariana Islands and U.S. Virgin Islands are:
 - U.S. driver's license (not a temporary or learner's permit)
 - U.S. state identification (Dept. of Motor Vehicles issued)
 - Passport
 - B. For all other test centers (international), only a passport is acceptable. All identification must be written in English, have a signature in English, be valid (not expired) and include a photograph. Candidates with identification from a country on the U.S. embargoed countries list will not be admitted to test.
 - C. You will not be admitted to the examination without acceptable identification and your ATT. If you arrive without these materials, you forfeit your test session and must re-register; this includes re-payment of the \$200 registration fee.
8. **Receive** your NCLEX examination results from the board of nursing you applied for licensure with within one month from your examination date.

For more detailed information on the NCLEX examination and registration process consult the Candidate Bulletin by visiting www.ncsbn.org or www.pearsonvue.com/nclex.

Questions About...	Answers
<ul style="list-style-type: none"> • Registering to take the NCLEX® examination • Authorization to Test (ATT) • Lost Authorization to Test • Acceptable forms of identification • Comments about the test center 	<p>Visit: NCLEX® Candidate Web Site http://www.pearsonvue.com/nclex.</p> <p>Call: NCLEX Candidate Services</p> <p>United States— Call at (toll-free) 1.866.49NCLEX (1.866.496.2539), Monday - Friday, 7 am to 7 pm, U.S. Central Time.</p> <p>Asia Pacific Region — Call NCLEX Candidate Services in Kuala Lumpur, Malaysia, at (pay number) +60.3.8314.9605, Monday - Friday, 8:30 am to 6 pm, Universal Time.</p> <p>Europe, Middle East, Africa Call NCLEX Candidate Services, at (pay number) +44.161.855.7455, Monday - Friday 8 am - 6 pm, Central European Time.</p> <p>India — Call NCLEX Candidate Services at (pay number) 91.120.439.7837, Monday-Friday 9 am - 6 pm, Indian Standard Time.</p> <p>All other countries not listed above — Call (pay number) 1.952.681.3815, Monday - Friday, 7 am to 7 pm, Central Time.</p> <p>Candidates with hearing impairments who use a Telecommunications Device for the Deaf (TDD) — Call the U.S.A. Relay Service at (toll-free) 1.800.627.3529 or the Canada & International Inbound relay service at (pay number) 605.224.1837. These services are available 24 hours a day, seven days a week.</p> <p>Write: NCLEX Examination Program Pearson Professional Testing 5601 Green Valley Drive Bloomington, MN 55437-1099</p> <p>E-mail: PearsonVUEAmericasCustomerServiceNCLEX@Pearson.com.</p>
<ul style="list-style-type: none"> • NCLEX examination development • General NCLEX examination information • Unresolved concerns related to examination administration 	<p>Visit: NCSBN Web site, http://www.ncsbn.org</p> <p>Write: National Council of State Boards of Nursing, Inc. NCLEX Examinations Department 111 E. Wacker, Suite 2900 Chicago, Illinois 60601-4277</p> <p>Call NCLEX Examinations Department: 866.293.9600</p> <p>Fax NCLEX Examinations Department: 312.279.1036</p> <p>E-mail: nclexinfo@ncsbn.org</p>
<ul style="list-style-type: none"> • Name or address changes • Name corrections on your Authorization to Test (ATT) • Licensure • Endorsement • Interpretation of results • Candidate Performance Report 	<p>Write or call your board of nursing. Links to all boards of nursing websites and contact information can be found at www.ncsbn.org; click on the link titled Boards of Nursing.</p>
<ul style="list-style-type: none"> • Scheduling an appointment to test • Rescheduling or unscheduling your testing appointment 	<p>Wait until you receive your Authorization to Test.</p>
<ul style="list-style-type: none"> • Examination results 	<p>Examination results are sent to you by your board of nursing. Wait a minimum of four weeks following your examination for your results to arrive in the mail.</p>