

713 S. Pear Orchard Rd.
Plaza II, Suite 300
Ridgeland, MS 39157
T: (601) 957-6300
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LICENSURE BY EXAMINATION

Instructions for Registered Nurse (RN) and Licensed Practical Nurse (LPN) Applicants

1. Submit application online. Go to www.msbn.ms.gov. On the home page select **click here to access your Nurse Gateway**.
2. Click the **Register Now** button if this is your first time visiting this website. This will allow you to create a profile and create a new username and password. Your old username and password from prior years will not work
3. If you have already created your account put in your username and password to get into your Nurse Gateway.
4. After you have login using your username and password select applications located at the top to get started with the process
5. Indicate your primary state of residence. If your primary state of residence is a member of the Nurse Licensure Compact (NLC), you will need to apply for licensure in that state. A complete listing of NLC states is available at www.ncsbn.org. If you are a resident of a non-compact state you may apply for licensure and will be issued a single state license for Mississippi
6. **FEE:** RN Applicant \$100.00; LPN Applicant \$60.00 (add \$20.00 for IV therapy expanded role if desired). **Fees are non-refundable.** submit online payment using a credit card or debt card

7. Evidence of completion of nursing program.

A. Graduates of accredited Mississippi programs and approved out-of-state or U.S. territory programs must have the Registrar send an official final transcript directly to the Mississippi Board of Nursing indicating degree earned and date program completed. **NOTE: Please do not send transcripts prior to completion of Nursing Program. Please submit your online application BEFORE you send your transcript to the Board of Nursing**

B. Applicants who have met all requirements for graduation but who have not formally graduated may have the Registrar submit official documentation (letterhead with school seal) of eligibility to graduate. An official transcript **must** follow within 30 days of graduation.

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8. Special Accommodations: If requesting, complete and submit online using the upload button the Special Accommodation Request for NCLEX Candidates

INTERNATIONAL GRADUATES OF FOREIGN NURSING PROGRAMS (schools outside the states and territories of the U.S.) must meet immigration requirements, submit official verification of evaluation of nursing education and credentials by the Commission on Graduates of Foreign Nursing Schools (CGFNS), and must meet the Board's qualification requirements. International applicants should follow the instructions as presented herein. In lieu of a transcript submitted from the nursing program, international nursing graduates must:

- Have a valid social security number.
- Submit evidence of nursing education and credential evaluation from CGFNS. An original copy of the report must be sent directly to the Board of Nursing. Copies of reports and/or transcripts submitted from the nursing program will not be accepted by the Board. The Board does not evaluate transcripts. Associated fees and expenses for evaluation services are at the expense of the applicant and should be paid directly to CGFNS.
- Request a CES Professional report if you are a graduate of an English speaking program.
- Request a CP report if you are a graduate of a non-English speaking program.
- Go to www.cgfns.org to request reports, more information, and questions regarding the evaluation process.
- Employer's address or a business address cannot be used on Licensure by Examination applications

NOTE: This application, once submitted, is valid for only one (1) year. If you are not scheduled for the examination within that period of time, you must submit a new application, fee and supporting documentation if needed. Effective January 15, 2011, candidates may take the NCLEX examination a maximum of six (6) times and within two (2) years of graduation. **All applicants that have tested and are unsuccessful must submit a new application to Pearson Vue and the Board of Nursing along with the application fee (RN \$100; LPN \$60).**

TO REGISTER FOR NCLEX EXAMINATION

1. The NCLEX application may be accessed online through the NCLEX website at www.vue.com/nclex, or via phone at 1- 866-49NCLEX (1-866-496-2539), or from your school of nursing.
2. Follow all directions accurately and completely.

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3. Once the NCLEX® application has been submitted, candidates who want to change the state where licensure was requested or the type of examination (RN or LPN) requested are required to pay a \$50.00 change fee.
4. Applications may be submitted as early as three (3) months prior to graduation.

TO REGISTER FOR A CRIMINAL BACKGROUND CHECK (CBC)

Miss Code Ann. Section § 73-15-19 (1) and 73-15-21 (1) authorizes the Mississippi Board of Nursing (MSBN) to undergo a fingerprint-based criminal background history check of the Mississippi central criminal data base and the Federal Bureau of Investigations criminal history data base on all applicants for licensure. Please follow the instructions below to complete the criminal background check process. **For repeat examination applicants, if you have been fingerprinted within the previous two (2) years by the Mississippi Board of Nursing the instructions below are not applicable. You do not have to re-register for a CBC.**

1. You must submit an online completed Licensure by Examination application to the board office before registering for a Criminal Background Check (CBC). In your Nurse Gateway click the pink box that says CBC not on file to get started with the background check application.
2. Please complete at least 48 hours prior to a scheduled (in-state only) onsite campus visit by the MSBN staff. **NOTE:** It will be to your advantage to complete this process immediately after submitting your online application to prevent any delays.
3. Complete the CBC application using the exact name as used on the Licensure by Examination application. If an applicant has undergone a name change different from the name on **any** of their identification, you must present the necessary legal documents (i.e., marriage certificate, divorce decree, or other legal name change document) as proof at the time of fingerprinting.
4. Pay the \$75.00 fee in addition to a minimal processing charge at the time of completion of the CBC form by using a credit or debit card bearing the Visa, MasterCard, Discover or American Express logo. **Fees are non-refundable.**
5. Applicants who reside in Mississippi and have completed an in-state nursing program should contact their school of nursing for the date and time scheduled for onsite fingerprinting to be performed by the MSBN staff. If you are not present at the scheduled fingerprinting it is your responsibility to call MSBN to set an appointment to come to our office. **No walk-ins will be accepted.**
6. Applicants who reside in Mississippi but have attended an out-of-state nursing program should contact the board to make arrangements based on MSBN staff availability.
7. **OUT OF STATE APPLICANTS** who reside in a state other than Mississippi must contact the board for fingerprinting instructions.
8. An applicant must provide two (2) sources of identification, one of which being a government issued current, valid and unexpired picture identification document. A driver's license is preferred for the picture identification but in the absence of a driver's license, a state-issued identification card may be acceptable. Other forms of identification documents may include: School Issued Student ID, State Government Issued Certificate of Birth, U.S. Active Duty/Retiree/Reservist Military Identification

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MISSISSIPPI

Board of Nursing



- Card (000 10-2), U.S. Passport, Federal Government Personal Identity Verification Card (PIV), U.S. Tribal or Bureau of Indian Affairs Identification Card, Social Security Card, Court Order for a Name Change/Divorce, Marriage Certificate (Government Certificate Issued), U.S. Government Issued Consular Report of Birth Abroad, Foreign Passport with Appropriate Immigration Documents, Certificate of Citizenship (N560), Certificate of Naturalization (N550), INS 1-688 Temporary Resident Identification Card.
9. To expedite the licensing process, applicants who have checked "YES" to the questions related to misdemeanor or felony offenses/charge(s), or have charges pending against them for a felony or misdemeanor, other than a minor traffic violation in any state or jurisdiction, must provide the board with the following pertinent records including but not limited to:
 - Certified copies of any and all court records, i.e., court abstracts or court orders.
 - Evidence that all court ordered requirements have been met, i.e., fines paid, classes completed, probation completed, etc.
 - A written detailed explanation as to the circumstances leading to each criminal offense. This information should be uploaded to your Nurse Gateway at the time the applicant completes the Licensure by Examination application.
 10. Applicants with potentially disqualifying events may be required to submit additional information as requested by the board. MSBN staff will contact the applicant either by phone or letter to request as needed.
 11. Applicants should **NOT CALL THE BOARD REQUESTING THE RESULTS OF THEIR CBC. THIS INFORMATION WILL NOT BE GIVEN OUT OVER THE PHONE, IN PERSON, BY MAIL**, and copies of CBC results will not be available through the board office.
 12. Allow additional time for the CBC process to be completed because of additional follow-up by board staff. The amount of additional time required is dependent on the applicant's ability to provide necessary documents and the time required for the board to review the information. A set timeframe cannot be given.
 13. . A second set of prints may be requested by MSBN staff if inconsistencies associated with the original fingerprint submission cause the submission to be rejected. (Do not call MSBN to check acceptance of fingerprints. If inconsistencies are noted, board staff will contact the applicant.)
 14. . If an applicant disagrees with the CBC results, they must contact the Board in writing within 10 business days of notification. This will be forward to the FBI. **ONLY THE FINGERPRINTS AND CBC PERFORMED BY THE MISSISSIPPI BOARD OF NURSING WILL BE ACCEPTED**
 15. CBC reports are only valid for two years. If your CBC expires before you are finished with the licensing process you will need to redo your background check with the Board of Nursing.

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