



Nursing Department

Policy #038

Preparation for the NCLEX and Application for RN License

Status:	Originated 2017-07-13 Revised 2025-03-28, 2019-02-15
Effective:	2025-03-28
Initiated by:	Admission, Progression, Retention, and Graduation Committee
WAC:	WAC 246-840-519

PURPOSE

The purpose of this policy is to provide direction to students on how to prepare and apply for national council licensing examination (NCLEX) testing and licensure.

AUDIENCE

This policy applies to all Heritage University Nursing Department (HUND) students.

POLICIES AND PROCEDURES

PREPARATION FOR THE NCLEX

Upon successful completion of the BSN curriculum, graduates will be eligible to sit for the NCLEX examination (<https://www.nclex.com/>) from the National Council of State Boards of Nursing (NCSBN) for licensure as a Registered Nursing (RN). Satisfactory completion of the NCLEX enables the graduate to be eligible for a license to practice as an RN in the state in which the new graduate has applied.

The HUND faculty and Nursing Director work with each student to recommend or give guidance of a best NCLEX testing timeline. All students are strongly advised to wait until demonstrating readiness to pass the examination before making a first attempt.

NCLEX-RN Review Course

The HUND Nursing Director and Nursing Chair, in consultation with the NURS 418L course lead, will select an NCLEX-RN review course that best matches students' learning needs. Students will attend the review course in the last academic year of the BSN program.

HESI Exit Exam

The HESI Exit Exam is administered as part of NURS 418L Professional Role Integration during the final semester of the BSN program. The criteria for passing NURS 418L and the incorporated HESI Exit Exam are outlined in the NURS 418L syllabus. Students should aim for a 900 or higher benchmark score on the HESI exam before sitting for the NCLEX exam. As with all HESI exams, students are required to remediate the recommended materials following the HESI Exit Exam. Just like the specialty exams, a customized online remediation plan is created for each missed question. All students must remediate according to the guidelines outlined in the NURS 418L syllabus and submit proof of remediation before taking a second Exit exam (Nursing Policy #019 Standardized Testing and Remediation).

OVERVIEW OF WASHINGTON STATE LICENSURE APPLICATION PROCESS

The process as outlined by the Washington State Board of Nursing includes all necessary details including possible variations (e.g. students who do not complete program requirements with cohort).

<https://nursing.wa.gov/licensing/apply-license/rn-or-lpn-license/apply-nclex-exam>

1) Complete all BSN program requirements

- Nursing Policy #004 Graduation Requirements for the BSN Program
- Heritage University. (n.d.) Catalog. <http://catalog.heritage.edu/>

2) Complete Washington State DOH/WABON Application

- <https://nursing.wa.gov/licensing/check-license-status/license-process>
- Application can be initiated up to 2 weeks before program completion.
- WABON reviews applications and informs NCBSN that you are eligible to take the NCLEX.

3) Register for NCLEX Exam

- <https://www.nclex.com/registration.page>
- Registration can be initiated up to 2 weeks before program completion.

4) Receive Authorization to Test

- Receive an "Authorization to Test" email from Pearson VUE.

5) Take Exam

6) Receive License

- WABON pulls NCLEX pass/fail scores from Pearson VUE and informs RN applicants of licensure.

Testing Accommodations

Testing accommodations requests for the NCLEX must be ADA-approved and in line with current NCLEX policies.

<https://www.pearsonvue.com/us/en/test-takers/accommodations.html>

CITED AND RELATED POLICIES

Cited

- Nursing Policy #004 Graduation Requirements for the BSN Program
- Nursing Policy #019 Standardized Testing and Remediation

Related

- Nursing Policy #010 Academic Advising

WAC

Washington State Legislature. (2016). WAC 246-840-519. *Student requirements in all approved nursing education programs*. <https://app.leg.wa.gov/wac/default.aspx?cite=246-840-519>

REFERENCES

Heritage University. (n.d.) *Catalog*. <http://catalog.heritage.edu/>

FORMS

No forms are associated with this policy.

POLICY REVIEWERS

Proposed revisions of this policy should be reviewed by:

- 1) Admission, Progression, Retention, and Graduation Committee [initiating committee]
- 2) Curriculum Committee
- 3) Bylaws, Policies, and Handbooks Committee
- 4) Nursing Faculty Assembly

Nursing Director Signature:

A handwritten signature in cursive script, appearing to read "Denise Mark". The signature is written in dark ink and is positioned to the right of the "Nursing Director Signature:" label.