

Apply for Missouri NCLEX Guide and Checklist

TASK	Where to Find	Helpful Hints and Notes
<b>3 months prior to graduation</b>		
1	<p><b>Fill out MO Nursing Board application &amp; <u>MAIL</u></b></p> <ul style="list-style-type: none"> <li>· Must be notarized</li> <li>· Use personal email</li> <li>· Include <b>Copy</b> of U.S. Citizenship evidence</li> <li>· <b>MUST USE DEGREE CONFERRAL DATE; NOT THE DATE OF GRADUATION CEREMONY</b></li> <li>· Separate notarized statement for any criminal record or disciplinary action is required *</li> </ul>	<p>How to find application: (go to link)</p> <ul style="list-style-type: none"> <li>→ Click on Licensure</li> <li>→ Click on RN</li> <li>→ RN license by exam (first section on right )</li> <li>→ Form 375-0239</li> </ul> <p>Address of MO Board of Nursing is on application.</p> <p>Graduation Date for Application is the Date of Degree Conferral</p> <p><i>*If previous legal proceedings, these MUST be disclosed. You can ask privately about or contact the Nursing Board with specific questions.</i></p> <p><b>*No fee for initial testing</b></p>
2	<p><b>Complete Fingerprint / Background Check</b></p> <ul style="list-style-type: none"> <li>· Information on application must match what was used on board application</li> <li>· Register using the 4-digit registration number <b>0001</b></li> </ul>	<p>After you register, follow the instructions on their website to complete the fingerprint background check.</p> <p><b>* There is a separate fee for this</b></p>
3	<p><b>Register for the NCLEX</b></p>	<p><a href="https://portal.ncsbn.org/">https://portal.ncsbn.org/</a></p>

4	<b>Apply for Graduation from GSON</b>		How to apply for graduation: → Main GSON website: Information For → Click current students → Click registration office → Graduation Application and Commencement
<b>Close to Graduation</b>			
5	Request an official final transcript from GSON be mailed or emailed to MO Board of Nursing office. · Currently the transcript must be mailed or emailed due to GSON not on approved electronic system		How to request official final transcript: → Main GSON website: Information For → Click current students → Click registration office → Academic transcript requests
<b>After Graduation</b>			
6	Your eligibility to take the examination will be communicated to the testing service after all required documents outlined above is received by the MO Board of Nursing. After the board has made you eligible to test, you will receive an Authorization to Test from the testing service by email. The candidate bulletin contains information on how you schedule your exam, acceptable forms of identification required to take the exam and candidate rules.		
Graduates of nursing programs may practice as a graduate nurse until they have received the results of the first licensure exam taken by the nurse or until <u>ninety (90) days</u> after graduation, whichever first occurs. You can only work as a GN after you graduate and <u>until 1) you receive results of your first exam OR 2) 90 days after your graduation date; whichever of these situations occurs first.</u> You are a graduate after you have completed ALL degree requirements and have officially graduated from your nursing program. If you have any questions, please contact the Board office at <a href="mailto:nursing@pr.mo.gov">nursing@pr.mo.gov</a> . If you practice beyond the graduate exempted practice period, you may be denied the opportunity to test. You are responsible for knowing the date you must cease practicing as a graduate nurse. You are required to abide by the laws in the state in which you practice nursing. You can view and/or print the State of Missouri Nursing Practice Act from the board's web site at <a href="http://pr.mo.gov/nursing">http://pr.mo.gov/nursing</a>			