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## IDAHO NURSE (RN) LICENSING GUIDE

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NOVEMBER 1, 2016  
GLOBAL TALENT

## Step-By-Step Overview for Internationally Trained Nurses to Relicense as an RN in Idaho

*Note: If your degree is NOT deemed comparable to a U.S. nursing degree of any kind, you will need to return to school for a degree program to qualify you for licensure as a Registered Nurse*

<p><b>Acronym Guide:</b> CGFNS - Commission on Graduates of Foreign Nursing Schools NCLEX - National Council Licensure Examination IBN - Idaho Board of Nursing ATT - Authorization to Test IELTS - International English Language Testing System</p>
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**Step: 1**  
Apply for a credential evaluation from [CGFNS](#)

**Step: 2**  
Prepare for and take [TOEFL](#) exam or the [IELTS](#) exam

**Step: 3**  
Receive your [CGFS certificate](#). *Request one copy to be forward to IBN.*

**Step: 4**  
[Apply](#) to Idaho Board of Nursing for the licensure

**Step: 5**  
Receive the [temporary license](#). It is valid for three (3) months.

**Step: 6**  
After the IBN declares that you are eligible. Receive your [ATT](#).

**Step: 7**  
Register for [NCLEX exam](#)  
It can take up to 6 months to a year of preparation.  
Cost: [\\$200](#) for the exam  
Cost: [\\$20-\\$160](#) for review material exam

**Step: 8**  
In case failed the NCLEX-RN exam. You will be able to retake the exam [after 45 days, up to 8 times](#).

**Step: 9**  
Pass the NCLEX and received your [Registered Nursing license](#).

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## **IMPORTANT NOTIFICATION:**

### **QUALIFYING VERSUS NON-QUALIFYING FOREIGN NURSING APPLICANTS**

In order to receive and successfully obtain your Registered Nurse license in the U.S., specifically Idaho, you will need to follow a series of steps. One of these steps is to receive a credential evaluation from the Commission on Graduates of Foreign Nursing Schools (CGFNS). CGFNS will compare your foreign credentials to the U.S. nursing degree to see if your education is comparable to U.S. nurses. If your degree is deemed comparable, you will be able to continue down the relicensing track, which is outlined below.

If your degree is **NOT** deemed comparable to a U.S. nursing degree of any kind, you will need to return to school for a degree program to qualify you for licensure as a Registered Nurse. You should research nursing education programs in your area, and bring your transcripts and credential evaluation to the program coordinators to see if you can receive advanced standing for a Bachelor of Science in Nursing (BSN). The quickest route to becoming an RN may be to earn an Associate's Degree of Nursing. However, if you choose this option you will be settling for a U.S. degree that is not as advanced as your foreign degree, and you will have to continue studying for a Bachelor's of Nursing (BSN) degree if you want better career opportunities.

If you hold a BSN from another country, your degree might be determined comparable to the minimum standard required by the State of Idaho. However, sometimes different standards in nursing practice can affect your degree evaluation, such as male nurses not practicing obstetrical nursing, or nurse midwives not receiving training in other areas of nursing.

## **1. HOW THE PROFESSION IS ORGANIZED IN IDAHO**

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### OVERVIEW

As a foreign-educated nurse there are steps to becoming eligible for licensure in Idaho. This guide looks at what you will need to accomplish before becoming a Registered Nurse (RN) in Idaho. This guide also includes some background and tips on the broader opportunities for the nursing profession that can be utilized as you work to build your career.

### REGULATION OF THE NURSING PROFESSION

The Idaho Board of Nursing, hereinafter referred to as IBN, regulates the practice of nursing in the state of Idaho. IBN issues 2 types of nursing licenses in Idaho:

1. Registered Professional Nurse (RN)
2. Licensed Practical Nurse (LPN)

For the purpose of this guide, it is assumed that you hold the equivalent of a U.S. Bachelor of Science in Nursing and have not held a nursing license in the United States. With this equivalent, you will be able to license as a Registered Nurse (RN). In order to license in Idaho, you will need to have your credentials evaluated and sit for an examination. The National Council of State Boards of Nursing (NCSBN) administers the National Council Licensure Examination (NCLEX-RN), which is required for licensing as an RN in Idaho.

### REGISTERED NURSES (RN) AND EDUCATIONAL BACKGROUND

In order to become an RN, there are two types of educational programs that you must choose:

- An Associate's Degree of Nursing or ADN (2 years of study, typically in a community college)
- A Bachelor of Science in Nursing or BSN (a 4-year university degree)

Even though you can become an RN through both of these pathways, a Bachelor of Science in Nursing allows for greater career advancements, specialization within the industry, and a greater level of opportunity, and pay.

## THE JOB MARKET FOR NURSING IN IDAHO

Due to a growing population of aging adults and increasing complexity of nursing practice, the field of nursing is expected to increase over the next 10 years.

Between 2015 to 2020, the fastest growing jobs for RNs will be employment in physician's offices, home health care, and outpatient care facilities. The highest average earnings paid to nurses working in private industry in Idaho is around [\\$61,280](#) annually.

## THE JOB SEARCH

Qualified RNs are in high demand, especially those with bilingual and bicultural backgrounds. Employers are highly interested in nurses who can serve diverse communities. Having this type of background can make many positions, even part-time, highly appealing with numerous benefits such as tuition fees, health insurance, continued education, and childcare.

## **2. TIME AND COSTS**

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Evaluating your foreign degree and achieving licensing as a Registered Nurse in Idaho depends on many factors. A few of these include:

- The completeness of your educational and professional records (the more documentation, the better)
- The efficiency of your home country's system in compiling and transmitting your university records and verification of licensing
- Your performance on the National Council Licensure Examination (NCLEX)
- Your free time and how much money you have to spend

Below, is a broad overview of the licensing process and the cost and times associated with it. It is worth noting that this is **NOT** a standard for everyone. Cost and times vary on many factors.

This is just a brief overview of what it might take to relicense in the U.S.

**Hypothetical Scenario for Licensing as a Registered Nurse:**

<b>Step</b>	<b>Relicensing Approximate Time and Cost</b>
1. <a href="#">CGFNS Degree Evaluation</a>	<ul style="list-style-type: none"> <li>• Can take between 3 months to one year for this process. It generally takes 8 weeks for an evaluation to take place; however, the majority of the time depends on how fast your documents can be sent from the issuing institution to CGFNS.</li> <li>• Cost: <b><a href="#">\$350</a></b> (this cost does not include translation fees, expedited services, or additional recipients)</li> <li>• Cost of Translation: <b><a href="#">\$85</a></b> per page needed for translating.</li> <li>• Cost for TOEFL English proficiency examination: <b><a href="#">\$190</a></b></li> <li>• For More Information on Fees, Click <a href="#">Here</a>.</li> </ul>
2. <a href="#">Fingerprints</a>	<ul style="list-style-type: none"> <li>• This takes normally one day</li> <li>• Cost: <b><a href="#">\$42</a></b></li> </ul>
3. <a href="#">Submit Licensure Application to Board</a>	<ul style="list-style-type: none"> <li>• This process can take up to two weeks to review.</li> <li>• Cost: <b><a href="#">\$90</a></b></li> </ul>
4. <a href="#">NCLEX</a>	<ul style="list-style-type: none"> <li>• Depending on whether you pass the NCLEX for the first time or not, this process can take up to 6 months to a year to prepare and successfully complete the NCLEX.</li> <li>• Cost: <b><a href="#">\$200</a> for exam</b></li> <li>• Cost: <b><a href="#">\$50-\$160</a> for review material</b></li> </ul>
Total	<ul style="list-style-type: none"> <li>• The timeline for relicensing can be very time intensive and expensive. In order for you to get through all steps you need to be able to successfully qualify and pass</li> </ul>

	<p>each step. This can take up to 2-3 years for successful completion.</p> <ul style="list-style-type: none"><li>• Minimum Total Cost: \$1,000 (this is without study material, retakes, translations, or forgone costs from employment)</li></ul>
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### **3. ELIGIBILITY FOR LICENSING**

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Licensure as a nurse in this state requires among other things, graduation from a nursing education program substantially equivalent to approved programs in Idaho, demonstrated proficiency in written English, and success on the National Council Licensure Examination (NCLEX-RN).

For nurses educated and licensed outside the United States and its Territories, the process for licensure consists of two (2) distinct steps:

#### **1. CGFNS' CES Professional Report evaluation and English proficiency examination**

If you have never been licensed as a nurse in the United States, prior to accepting your application for licensure, the Idaho Board of Nursing requires that your nurse credentials be evaluated for authenticity and U.S. equivalency and that you pass an English proficiency. The process that the Board has approved for credentials evaluation is the certification program administered by the Commission on Graduates of Foreign Nursing Schools (CGFNS) CES Professional Report, 3600 Market St., Suite 400, Philadelphia, PA 19104-2651, U.S.A.

Application forms are available directly from CGFNS at the above address or you may contact CGFNS by phone at (215) 349-8767, by Facsimile at (215) 662-0425 or on-line at [www.cgfns.org](http://www.cgfns.org)

Upon completion of the CGFNS's CES Professional Report and English proficiency examination, and issuance of the CGFNS certificate, applicants interested in applying for Idaho nurse licensure should request that CGFNS forward notice of issuance of the CGFNS certificate directly to the Idaho Board of Nursing.

#### **2. Completion of the Idaho licensure application and success on the National Council Licensure Examination (NCLEX-RN)**

Applicants who have received a CGFNS certificate and have requested that a copy be forwarded to the Idaho Board of Nursing should contact the Idaho Board of Nursing to request an application for licensure as a registered nurse in this state. Once the IBN receives your CGFNS certification, you will need to request IBN to issue you a licensure application packet.

Upon notice from CGFNS that the applicant holds a valid CGFNS certificate and receipt of the completed RN licensure application and all required materials and fees, a temporary license to practice nursing in Idaho may be issued. The temporary license is valid for three (3) months, during which time the applicant must successfully write the NCLEX-RN on the first attempt. Failure on the NCLEX-RN will result in withdrawal of the temporary license. An applicant who fails the NCLEX-RN is not eligible for licensure until the NCLEX-RN has been repeated and passed.

Questions regarding RN licensure in Idaho may be directed to the Board of Nursing at (208)334-3110 or [lcoley@ibn.state.id.us](mailto:lcoley@ibn.state.id.us).

LICENSING PROCESS OVERVIEW



**I. COMMISSION ON GRADUATES OF FOREIGN NURSING SCHOOLS (CGFNS) CREDENTIAL EVALUATION** [\(BACK TO TOP\)](#)

\* The following information has been provided by the Commission on Graduates of Foreign Nursing Schools. For more comprehensive information on the CGFNS Credential Evaluation, please visit CGFNS’s website at <http://www.cgfns.org/services/ces-professional-report/>. The steps must be completed in the following order.

***CGFNS Registration***

In order to receive licensure by examination as an RN in Idaho, internationally educated nurses must first have their foreign degree and foreign license evaluated through CGFNS’s Credential Evaluation Service Professional Report. The following steps outline a step-by-step process of how to apply to CGFNS, choose the CES Professional Report, and what documents are required to receive an evaluation.

Step 1 (New User or Returning User): Login to CGFNS Connect

Step 2: Select Your Service

Step 3: Choose Credentials Evaluation Service Professional Report

Step 4: Make sure that you ask for your report to be prepared for the IBN - this will make your record available to the State electronically.

## CGFNS Fees

For more information on fees and different service costs, please follow this [link](#).

### *CGFNS Required Documents for Evaluation*

Once you have logged in and selected your CES Professional Report option, you will be informed of the required documents that you will need to submit to CGFNS for evaluation.

**Make note**, if these documents are not in English, you will need to have an English translation of these documents made. Refer to [Step 4](#), *English Translation of Foreign Documents*.

Documents for CGFNS evaluation include:

#### *1. Secondary School Information*

You must show proof that you graduated from high school (a photocopy of a high school diploma or exit exam will work). You must submit this directly with your application, accompanied by a translation and special translator statement. See [Step 4](#) for more information about English Translation of Foreign Documents.

#### *2. License/Registration/Diploma Information*

Validations of all licenses/registrations/diplomas are required. This includes.

- Licenses/registrations/diplomas that are currently held, or have ever been held
- Licenses/registrations/diplomas in all international jurisdictions
- Only licenses/registrations/diplomas for the profession that you are wanting evaluated

To submit this information:

- Download the personalized “[Request for Validation of License/Registration/Diploma](#)” form from within CGFNS Connect

- Send it to the appropriate organization that issued your license/registration/diplomas.

### 3. *Professional Education Information*

Please, submit a complete academic record or transcript from all relevant educational institutions for the profession being screened.

To submit this information:

- Download the personalized “[Request for Academic Records/ Transcripts](#)” form from within CGFNS Connect
- Deliver it to the appropriate institution that you received your education from. This form will need to be filled out by your academic institution and then sent back with the required documents to CGFNS.

### 4. *English Translation of Foreign Documents*

Any documents (including all seals and/or stamps) not in English must be professionally translated. Translations can be done either through the school where you received your education or through CGFNS. CGFNS offers English translation services and is probably your best resource to use for English translations. Once your documents are received from your school, CGFNS will contact you with pricing options for translating. The average price is [\\$85](#) per page.

## II. ENGLISH LANGUAGE PROFECIENCY EXAMINATION

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While you’re finishing up CGFNS’s CES Report, you are required by the Idaho Board of Nursing to take an English language proficiency examination through TOEFL or IELTS. **Please, make** sure that you send your report to the Idaho Board of Nursing during the same time as your CGFNS report is being sent. The minimum scores of the TOEFL and IELTS is as follows:

- TOEFL® iBT: Minimum score requirement is 540 (207 Comp Version)
- IELTS: Minimum Score Requirement is scores at or above 6.5 overall and a 6.0 each module; or standard of 55, with no individual section of the test at a scoring level below 50.

*Note: For TOEFL® iBT, please choose Idaho Board of Nursing on your application form to ensure your results will be sent electronically to the Idaho Board of Nursing. For IELTS, please request IELTS to have your exam scores made electronically available to the Idaho Board of Nursing.*

**Exemption from the English Proficiency requirement:** You must meet two criteria to be exempt from the English proficiency requirement.

- The language of textbooks and verbal instruction were in English.
- Your entry-level nursing education was completed in one of the following countries:
  - Australia
  - Barbados
  - Canada (except Quebec, the only schools approved for exemption are: McGill University, Dawson College, Vanier College, John Abbott College, and Heritage College)
  - Ireland
  - Jamaica
  - New Zealand
  - South Africa
  - Trinidad and Tobago
  - United Kingdom
  - United States

**If you feel you are exempt from taking the English proficiency exam, the CGFNS will determine this and let the board know.**

#### TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

- The TOEFL iBT is offered by Educational Testing Service (ETS). Candidates must register at ETS for information regarding the TOEFL iBT, including dates and location of examinations, fees, and application procedures. The cost for the examination is \$190, which is accepted by credit or debit card online. The TOEFL testing center in Boise is

located at Boise State University 1464 University Drive ACCS 115, Boise, Idaho 83725.  
(208) 436-4007.

- In order to sit for the exam, please fill out the online application form at [www.toefl.org](http://www.toefl.org).
- For CGFNS program purposes, candidates choosing to take the TOEFL iBT must take each subsection of the TOEFL iBT.
- The minimum required score on the TOEFL iBT is 540 (207 Comp Version). All candidates must pass all sections of the TOEFL iBT in a single examination administration.
- The Idaho Board of Nursing requires original score reports directly from Educational Testing Service; copies are not acceptable. Please mark that the Idaho Board of Nursing is where you will want your score report sent. Because ETS only maintains score reports for two years from the date of examination, candidates should plan accordingly to ensure that score reports do not expire before requesting that they be submitted to the IBN.
- Contact information for the TOEFL iBT: P.O. Box 6151, Princeton, NJ 08541; Web site: [www.toefl.org](http://www.toefl.org); telephone: 609-771-7100.

#### INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)

- The International English Language Testing System (IELTS) is administered by the University of Cambridge Local Examinations Syndicate, the British Council, and IDE Education Australia. The Idaho Board of Nursing requires original score reports directly from IELTS Inc.
- The examination fee is between [\\$205-235](#), which is accepted by credit or debit card online. There are no scheduled appointments to take this exam. Please, register online at

<http://www.ielts.org/>. The IELTS testing center in Boise is located at Boise State University 1464 University Drive ACCS 115, Boise, Idaho 83725. (208) 436-4007.

- For IBN purposes, candidates choosing to take the IELTS must have the minimum required score of 6.5 overall and a 6.0 each module; or standard of 55, with no individual section of the test at a scoring level below 50.
- All candidates must pass all sections of the academic IELTS in a single examination administration.
- The IBN requires original score reports directly from IELTS Inc.; copies are not acceptable. Because IELTS Inc. only maintains score reports for two years from the date of examination, candidates should plan accordingly to ensure that score reports do not expire before requesting that they be submitted to IBN.
- For information in North America, contact IELTS Inc at 825 Colorado Boulevard, Suite 112, Los Angeles, CA 90041 (Web site: [www.ielts.org](http://www.ielts.org); telephone: 323-255-2771).

### **\*IMPORTANT INFORMATION**

- a) Your report is active for 12 months
- b) CGFNS will evaluate your education and licensing to see if it is comparable to the minimum standards for a Idaho Registered Nurse program. This includes standards for coursework and clinical experience in five areas of nursing practice:
  - a. Adult medical nursing
  - b. Adult surgical nursing
  - c. Obstetrics (maternal and infant health)
  - d. Pediatrics (care of children)
  - e. Psychiatric or mental health nursing

### **III. EDUCATIONAL REQUIREMENTS**

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After your CGFNS' CES Professional Report is submitted to the Idaho Board of Nursing, the

board will compare your education with U.S. graduates. If there are deficiencies within your education you will be notified as to what steps you will need to take to complete these deficiencies. In some cases, individuals have had to reenroll into a nursing program and complete a Bachelor's in nursing program. In other cases individuals have had to complete a couple classes and submit proof of their completion. This is a highly individual process and depends solely on your educational background.

#### **IV. IDAHO BOARD OF NURSING LICENSURE APPLICATION**      [\(BACK TO TOP\)](#)

Applicants who have received a CGFNS certificate and have requested that a copy be forwarded to the Idaho Board of Nursing should contact the Idaho Board of Nursing to request an application for licensure as a registered nurse in this state. You will be notified to create an account in the [Nursing Portal of the Idaho Board of Nursing website](#).

Upon receipt of the CGFNS certificate in the Board office directly from CGFNS, the IBN licensure application packet will be forwarded to the applicant for completion. The licensure application requires the following documents:

- **Application for IBN Licensure Form**- this must be completed in ink and notarized by a public notary. (**Applications may not be photocopied and will NOT be accepted by fax.**) If all information requested is not supplied, provide an explanation for the omission. (All documents become the property of the Board and may be destroyed, without further notification, if the application is not completed within one year.)
- **Photograph**- You must attach a photograph of yourself to the application form, either by tape or enclose it in the Board of Nursing envelope with the application form. The picture must be taken within the last year and show head and shoulders only. The photo must be approximately 2" x 2" or 2" x 3".) The picture may be passport or digital/polaroid type. (Please indicate on the application form the date the photograph was taken.)

- **Licensure Fee of \$90.00**- submit the licensure fee, in the form of a personal check or money order made payable to IBN, the application form. (All fees are **nonrefundable**.)
- **Census Questionnaire Form**-Complete in ink and return with your application form.
- **CGFNS' CES Professional Report**- Your CGFNS report will replace the Affidavit of Graduation, since you did not receive your degree from a U.S. institution.
- **Eligibility to Receive Licensure**- The Idaho Board of Nursing requires that you are/were licensed in your home country or permitted to practice by the government. If your license has been expired for more than 3 years, you will have to be issued a Conditional Temporary License after you pass the NCLEX.
- **Fingerprint Card**- All applicants for licensure are required to submit to a fingerprint-based criminal background check by the Idaho central criminal database and the federal bureau of investigation criminal history database. Complete the required fingerprint card and submit to the Board for processing. Only cards from the Board office are acceptable-**fee for processing- \$42 (Total fee to submit- \$132.00)**. Cards can take from 3-4 weeks for processing. You must complete and return the enclosed “Non-Criminal Justice Applicant Privacy Statement” to the Board office before your license can be issued.

**\*IMPORTANT NOTICE:** The licensure application is valid for 1 year. If you have not passed the National Council Licensure Examination (NCLEX) or met other licensing requirements within 1 year you will have to submit a new application and pay the processing fee again or will be forever ineligible in Idaho. **MAKE SURE that you submit a new application before your old one expires. IBN will transfer your CGFNS CES Professional Report to your new application.**

## V. TEMPORARY LICENSE

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Upon notice from CGFNS that the applicant holds a valid CGFNS certificate and receipt of the completed RN licensure application and all required materials and fees, a temporary license to practice nursing in Idaho may be issued. The temporary license is valid for three (3) months and

costs [\\$25](#), during which time the applicant must successfully pass the NCLEX-RN on the first attempt. Failure on the NCLEX-RN will result in withdrawal of the temporary license. An applicant who fails the NCLEX-RN is not eligible for licensure until the NCLEX-RN has been repeated and passed.

## VI. NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX) [\(BACK TO TOP\)](#)

Once your IBN application has been accepted and approved for licensure, you will need to register and successfully complete the NCLEX in order to receive your Registered Nursing license.

\* Even though this is a detailed overview of the National Council Licensure Examination (NCLEX), you are required to review the entire NCLEX Candidate Bulletin on the NCSBN website: <https://ibn.idaho.gov/IBNPortal/>

### *NCLEX Application and Registration*

1. Submit an application for licensure/registration to the [IBN](#), follow previous steps above to apply for licensure in Idaho.
2. [Register](#) for the NCLEX with Pearson VUE online (refer to the section on [Schedule to Take NCLEX](#) for more information on how to schedule). You will need a [program code](#) to register, and an email address must be provided with your registration. **Make sure** that you enter click on International Education Codes and then select the institution that you received your education from. Correspondence from Pearson VUE will only be available via email.
3. **MAKE NOTE:** You will be registering to take the National Council Licensure for Registered Nurses exam.

### *NCLEX Payment*

At the end of registering for NCLEX, you may only pay using a credit, debit or prepaid card (VISA, MasterCard or American Express only). Have the card ready when completing the Internet registration.

The cost of taking the exam is [\\$200](#). For additional fees that might apply, follow this [link](#). If you have not received confirmation of your NCLEX registration within two days of submitting a registration, you should call [NCLEX Candidate Services](#) to check the status of your registration. You should not submit another NCLEX registration and fee before calling. If you decide to submit an additional NCLEX registration, you should first stop payment on the original payment submitted.

**MAKE NOTE:** If you register for the NCLEX before the IBN approves your eligibility, your NCLEX account will remain active for up to one year awaiting your eligibility from the IBN. Once you are made eligible, you must test within the validity dates on the Authorization to Test (ATT) email (which will be explained in the next section).

- If you are not made eligible or are denied eligibility by the IBN within the one year time period, you will forfeit your NCLEX registration and exam fee. If this occurs you will need to reregister and pay another exam fee after the current registration expires.
- You may not have two NCLEX registrations (of the same exam type) open at the same time. If you reregister before your current registration expired, your second registration will be processed and denied, and the fee collected will be non-refundable.

### *Scheduling to Take NCLEX*

#### **Authorization to Test (ATT)**

After the IBN declares that you are eligible, you will receive an Authorization to Test (ATT) email.

You may not schedule your exam appointment until you have received your ATT email confirmation. You will receive your ATT via the email address you provided when registering. You must have your ATT email to schedule an appointment to take the NCLEX. To gain access to the NCLEX, you will be required to present one form of [acceptable identification](#). The first and last name on your identification must match exactly the name you provided when registering.

### ATT VALIDITY DATES

- Each ATT is valid for a period of time specified by the IBN (the average length of an ATT is 90 days).
- Once IBN has declared you eligible to test and you receive your ATT, you must test within the validity dates on the ATT.
- Call NCLEX Candidate Services if you've lost your ATT or if you have not received your ATT two weeks after registering.
- The ATT contains the authorization number, candidate identification number and an expiration date.
- These validity dates cannot be extended for any reason.

### Setting Up Your Appointment

- Visit the [Pearson VUE Website](#) to set up your appointment
- Sign in using the username and password that was created when registering
- Request preference for date and time of testing at the preferred test center

**IMPORTANT NOTE:** Make sure to schedule your appointment as soon as possible. Waiting to schedule an exam appointment may significantly limit the selection of dates from which you can choose to schedule. Additionally, if you wait until your ATT is close to expiring, test centers may not be able to seat you prior to its expiration. If this occurs, you will be required to reregister and pay another exam fee.

First-time test takers will be offered an appointment within 30 days of the request to schedule an appointment. Repeat candidates will be offered an appointment within 45 days. If you wish, you may decline the appointment offered and schedule later than the 30 or 45 days. If your first-choice date or time is unavailable, you will be offered an alternative as close to your first choice as possible.

***NCLEX-RN Overview***

The NCLEX-RN is a primarily multiple-choice computer-based examination. This is an adaptive test that adjusts the difficulties of its questions based on your level of knowledge of the test content. The amount of questions that you will need to answer will be based on the computer’s ability to measure how well you know the content. You may be required to answer between 75-265 questions. The test will continue until all content areas are covered in the required proportions, and the system is 95% certain that your abilities are either above or below the passing standard due to its analysis of your answers.

You will not be allowed to skip any questions, but, please, do not make random guesses with your answers. Making guesses significantly decreases your score. You will not be allowed to bring study/testing materials to the exam. A calculator will be provided for certain problems.

**NCLEX-RN TEST PLAN:**

<b>2016 NCLEX-RN Test Plan</b>	
<b>NCLEX-RN Client Needs</b>	<b>Percentage of items from each Category/Subcategory</b>
<b>Safe and Effective Care Environment</b>	
<ul style="list-style-type: none"> <li>• Management of Care</li> <li>• Safety and Infection Control</li> </ul>	<p style="text-align: right;">17-23%</p> <p style="text-align: right;">9-15%</p>
<b>Health Promotion and Maintenance</b>	6-12%
<b>Psychosocial Integrity</b>	6-12%

Physiological Integrity	
<ul style="list-style-type: none"><li>• Basic Care and Comfort</li></ul>	6-12%
<ul style="list-style-type: none"><li>• Pharmacological and Parenteral Therapies</li></ul>	12-18%
<ul style="list-style-type: none"><li>• Reduction of Risk Potential</li></ul>	9-15%
<ul style="list-style-type: none"><li>• Physiological Adaptation</li></ul>	11-17%

To learn more about what the NCLEX is like and what the general overview is of the exam, please, go to the NCLEX Candidate Bulletin: <https://www.ncsbn.org/1213.htm>

### *NCLEX Scoring*

Your NCLEX scores should be available to IBN within one month after testing. Once you have received a passing grade on the NCLEX you will receive a letter of passage from IBN and your licensure will be issued as soon as it can be processed, usually within 2 weeks.

### *NCLEX Preparation*

The National Council of State Boards of Nursing (NCSBN) Learning Extensions offers online review courses that allow you to study at your own pace, giving you unlimited 24-hour access to NCLEX preparation resources. [Click here](#), to learn more about the preparation courses. You are able to subscribe to a 3, 5, 8, 15-week subscription that will allow you access to all sorts of study material, including:

- **Practice Tests:** Over 1,300 practice “NCLEX-style” questions. This includes alternate item types such as multiple response (SATA), fill-in-the-blank and hot spot questions.
- **Study Material:** 2,000+ pages of comprehensive student nursing content organized according to the current NCLEX test plan.

- **Ask the Instructor:** A feature where you can ask questions and get a timely response.

### *Failing the NCLEX-RN*

If you fail the NCLEX-RN exam, the IBN will send you a Candidate Performance Report (CPD). This report reviews and summarizes your score and what your strengths and weaknesses were in the test. This will help guide you through studying for the retake examination.

You will be able to retake the exam 45 days after the administration of the previous exam. You will be allowed to take the exam up to 8 times a year, but no more than once in any 45-day period. You are required to contact the IBN to be issued a retake application and fee payment. You can either call IBN at: (208) 577-2476 or email them at [info@ibn.idaho.gov](mailto:info@ibn.idaho.gov).

## **VII. CONDITIONAL TEMPORARY LICENSE**

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If you have not practiced with a license in another country for more than 3 years, you will be required to purchase a Conditional Temporary License for [\\$25](#). Under this conditional licensure, you are required to work under the supervision of a licensed RN for 80 hours. If you are not able to find employment under an RN, you can, in some cases, earn these hours through volunteering. It is a good idea to contact Idaho Board of Nursing for more information if you are issued a Conditional Temporary License.

#### **4. OTHER CAREERS AND CREDENTIALS**

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##### *Lower-Level Employment Opportunities*

It is highly recommended that individuals wishing to relicense as a nurse in the U.S. consider finding lower-level jobs within the healthcare field as they work on relicensing. The relicensing process can take years to complete. By taking a lower-level job within the healthcare field while you work towards relicensing can help you in a variety of ways, including:

- There is a potential for employers to invest in you while you are working for them and trying to relicense. This could mean employers paying for tuition and fees associated with the NCLEX.
- The ability to utilize co-workers and colleagues knowledge about the licensing process.
- The ability to learn the U.S. healthcare work culture and system in a lower-pressure environment.

**MAKE NOTE:** When looking for lower-level jobs in the healthcare industry, you should be honest with your employer about your long-term goals of wanting to relicense in the U.S. Ask and make sure that they have tuition reimbursement or schedule flexibility that will help support your long-term goals.

##### **CERTIFIED NURSING ASSISTANT, CNA**

CNA, also known as orderlies and nurses' aides, is a great short-term employment strategy that gets you into the nursing field, expands your professional network, and gives you contacts with companies that could potentially support you in the long term with relicensing. In order to become a CNA, you must pass the [Idaho Nurse Aide Exam](#) and a criminal background check before working as a CNA. CNAs typically earn approximately [\\$12](#) per hour.

**Make Note:** Individuals who can provide documentation of licensure as a nurse or physician from another state or country may be added to the registry without completing a CNA training course or testing. However, if any evidence exists of negative action on that license, the

individual's application will be denied. The Long Term Care Supervisor makes the determination for all applicants as to whether or not they can be admitted onto the registry after reviewing the submitted documentation.

Please, contact the Idaho Department of Health and Welfare's Bureau of Facility Standards CNA Registry for more information about what documentation you will need to submit for review. Their address is: 3232 W Elder Street Boise, ID 83705. Email: [IDNAP@DHW.IDAHO.GOV](mailto:IDNAP@DHW.IDAHO.GOV). Phone Number: (208) 334-6620

## HEALTHCARE INTERPRETER

If you are bilingual and a strong communicator, you may want to research opportunities for work in hospitals as an interpreter. Certified Medical Interpreters is a course that you can take and become licensed. This type of role is regulated in Idaho, so standards for employment as well as pay and benefits may be very different depending on the employer. You are more likely to have benefits such as tuition reimbursement if you find work as a direct employee of a healthcare facility, instead of working for a company that provides interpretation services to hospitals. The following is one company that offers this training:

Lopez Translation and Training  
107 S. Kimball Avenue  
Caldwell, ID 83605  
(208) 250-6507

## **5. BEYOND LICENSING**

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### MAINTAINING LICENSURE

Licenses are renewed on a biennial basis - even-numbered years for licensed practical nurses (LPN) and odd-numbered years for professional nurses (RN) and Advanced Practice Professional Nurses (APRN). Licenses expire on August 31st of the appropriate year. The current fee for renewing prior to the expiration date is [\\$90.00](#). After August 31st of the appropriate year, there will be a late fee assessed. If you have continued to practice nursing in

Idaho with an expired license, an administrative fine may be assessed. After August 31st of the appropriate year, you will need to contact the Board office at (208) 577-2476 prior to renewing a license.

If you are unable to renew online, for paper renewal contact the Board of Nursing office at (208) 577-2476, or mail a request to Idaho Board of Nursing, PO Box 83720, Boise, ID 83720-0061, or send an e-mail to the Board: [info@ibn.idaho.gov](mailto:info@ibn.idaho.gov). PLEASE NOTE: Fees are not accepted without the accompanying signed renewal form.

**You may not renew your license online if one or more of the following apply to you:**

1. Your license has lapsed for more than one year
2. Your primary state (other than Idaho) of residence is a member of the Nurse Licensure Compact. Exception: APRN with valid RN Compact license may renew online.  
(See [www.ncsbn.org](http://www.ncsbn.org) for a list of current states)

Note: if you are employed by the United States Government (including the Department of Defense), and a license in Idaho is required in order for you to perform your official duties, you may renew online during the normal renewal period.

Licenses may be renewed online three (3) months prior to the expiration date of your current license. For any other time period, please contact the Board office to request a paper application.

#### CONTINUING EDUCATION CREDITS

Registered Nurses in Idaho are not required to have Continuing Education Credits.

#### JOINING A PROFESSIONAL ASSOCIATION

State and national associations for nurses provide opportunities for professional development and networking. They also help set acceptable working conditions for nurses, and give information and opinions on policy in Idaho and across the U.S. Their websites may offer useful information to nursing candidates about the licensing and examination process, including test preparation. They often provide Continuing Education to members as well.

State:

- [Idaho Nurses Association](#)
- [Idaho Student Nurses Association](#)
- [Idaho Association of Nurse Anesthetist](#)
- [Nurse Leaders of Idaho](#)
- [Idaho Healthcare Association](#)

National:

- [American Nurses Association](#)
- Additionally, there are numerous national recognized nursing associations in the U.S. that are formed by specialty of practice.

## **6. IMPORTANT LINKS**

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REGULATION:

- The [Idaho Board of Nursing](#) issues licenses for Licensed Practical Nurses (LPN), Registered Professional Nurses (RN) and certifications for Advanced Practice Nurses (APRN). Application packets (both by Examination and by Endorsement) can be downloaded on the homepage.

TESTING:

- [Pearson Vue](#) administers the National Council Licensure Examination (NCLEX) and gathers important information and further links regarding the NCLEX
- Download the latest [NCLEX Examination Candidate Bulletin](#) as well as a small software program that offers an online tutorial for the NCLEX computer-based exam interface - this will familiarize you with the appearance and operation of the interface including the variety of possible question formats (multiple choice, ordering, fill in the blank)

CREDENTIALS:

- The Commission on Graduates of Foreign Nursing Schools (CGFNS) in Philadelphia, PA is one of two credentialing organizations accepted by the State of Idaho for RN licensure. Phone: (215) 349-8767 ext. 476.

NATIONAL RESOURCES:

- The National Council on State Boards of Nursing (NCSBN) represents member Nursing Boards for all 50 states. It develops the National Council Licensure Examination (NCLEX).
- National Council on State Boards of Nursing (NCSBN) Learning Extension is a portal for e-learning for nursing that includes test preparation for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) for nursing candidates and continuing education for practicing nurses at all levels. The NCSBN's Review for the [NCLEX-RN® Examination](#) is an online subscription service that includes extensive NCLEX preparation resources, including skills assessment to identify knowledge gaps, plus curriculum, test questions and interactive exercises
- The American Nurses Association is a national organization that represents nurses and advocates for nursing issues.

**7. TIPS**

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PROVIDE COMPLETE DOCUMENTS

- When applying for an exam or license, provide complete documents and make sure you communicate your information clearly. Services that verify your credentials require that your university and licensing authority send transcripts **directly** to their office. Give yourself plenty of time facilitate this process, and be prepared for the required fees. It is suggested that you also send additional information about your program of study. The organization suggests that, in addition to what is minimally required, you should provide them with information about the educational program where you graduated, including syllabi, course descriptions, and any other pertinent information.

### GET YOUR QUESTIONS ANSWERED

- It is important that you advocate on your own behalf throughout this process. If something is unclear to you, it is best to seek clarification and concerns directly from official sources. Please, contact CGFNS, NSBN, NCLEX, Prometric, or the Idaho Board of Nursing if you have any questions about credentialing, testing, or state regulations.

### INVEST IN TEST PREPARATION

- Even though test preparations can be expensive, it is worth the time and money to invest in these options. On-line and in-person test preparations are readily available. Some of these test preparations are developed by the same group that develops the National Council Licensure Examination (NCLEX). Investing money wisely now to make your licensing process a success will get you into a job that pays well that much faster

### BE FLEXIBLE IN YOUR JOB SEARCH

- It is important to build your professional network as you prepare for obtaining your license. During the process, it can be beneficial to seek a lower level position to build a foundation of connections and networks. If you are overqualified for positions for which you are applying, explain how your plans can bring long-term value to the employer.