



## CTSONLINE APPLICATION INSTRUCTIONS FOR: 041 Registered Professional Nurse (RN) 043 Licensed Practical Nurse (LPN)



**NOTICE:** Read the following instructions carefully and thoroughly prior to applying for the examination. Failure to follow instructions could result in not being scheduled for the examination.

If you hold an Active Registered Professional Nurse or Active Licensed Practical Nurse license in another state and are trying to obtain the same type of license in Illinois, **DO NOT** apply through this method (Examination). Apply online via Endorsement, through the Illinois Department of Financial and Professional Regulation website at [www.idfpr.illinois.gov](http://www.idfpr.illinois.gov).

If you are trying to Restore your Illinois Registered Professional Nurse or Licensed Practical Nurse license, **DO NOT** apply through this method (Examination). You must have IDFPR preapproval to sit for the examination. Contact IDFPR at [fpr.lmu@illinois.gov](mailto:fpr.lmu@illinois.gov) and request a Restoration packet be sent to you.

### Reference Materials and Procedures for the NCLEX Examination:

- Reference Materials and Procedures for the NCLEX Examination can be found at [www.ncsbn.org/nclex.htm](http://www.ncsbn.org/nclex.htm)

### Application and Registration:

Applying for the Registered Professional Nurse (RN) or Licensed Practical Nurse (LPN) Examination is a **DUAL** process. All applicants must apply to **both** Continental Testing Services, Inc. (CTS) AND Pearson Vue Professional Testing.

- Apply online with CTS at [www.continentaltesting.net](http://www.continentaltesting.net) and pay their application fee **NOTE:** the application is valid for **three (3) years**, if you do not pass the examination within those three years you will need to reapply as a NEW applicant and resubmit all new documentation including proof of completion of a NCLEX Review Course.
- Register with Pearson Vue Professional Testing online at [www.pearsonvue.com/nclex/](http://www.pearsonvue.com/nclex/) or by calling 866-496-2539 (US & Canada) and pay their fee
- **NOTE: All communication with applicants is accomplished via email; therefore, it is critical that applicants provide a valid email address as part of their application process.**

### Fee(s):

- All fee payments should be drawn on a US Bank with payment in US dollars. Any payment generated by a bank outside of the US will not be accepted by our financial institutions.

### Required Application Documents for First-Time Applicants:

- Certification of Education
  - Illinois schools may submit either an **Official Student Roster**, **Official Transcript**, or form **ED-NUR**  
The official student roster is only valid for a period of 90 days. If you do not register with CTS within 90 days, your school will need to submit either a newly dated Official Roster or form ED-NUR.
  - **Out-of-state applicants** MUST submit form **ED-NUR** or an **Official Transcript**
  - ED-NUR is available at [continentaltesting.net/state-of-illinois-downloadable-forms](http://continentaltesting.net/state-of-illinois-downloadable-forms)

**FOREIGN Educated applicants** must submit:

- A credentials evaluation report of foreign nursing education from any of the following Services
  - Commission on Graduates of Foreign Nursing Schools
  - Education Records Evaluation Services, Inc
  - Josef Silny & Associates, Inc. International Education Consultants
  - SpanTran the Evaluation Company

If your first language is NOT English, certification of passage of either **TOEFL** or **IELTS**

- Proof of Fingerprinting by a licensed Illinois LiveScan Fingerprint Vendor
  - Submit fingerprint receipt with TCN as proof fingerprinting by an Illinois licensed Live Scan Fingerprint Vendor. List of approved vendors [www.idfpr.illinois.gov/LicenseLookUp/fingerprintlist.asp](http://www.idfpr.illinois.gov/LicenseLookUp/fingerprintlist.asp)
  - **Out-of-State** residents MUST submit completed form **OOS-FP** showing submission of fingerprints to an Illinois licensed Live Scan vendor
  - **NOTE:** Fingerprint receipt and form OOS-FP are only valid for a period of 60 days. If your fingerprint receipt/OOS-FP is over 60 days old at the time you apply to CTS, you will be required to submit a new fingerprint receipt/OOS-FP. CTS does NOT supply fingerprint cards.

#### **Submitting Supporting Documents:**

- **Mail all supporting documents for examination approval to:**  
Continental Testing Services Inc., 547 South LaGrange Road, or P.O. Box 100, LaGrange, IL 60525-0100
- Consider sending your documents via UPS, FedEx, or CERTIFIED US Mail so that you have a confirmation receipt of document delivery
- **It is the applicant's responsibility to verify that all supporting documents are received by CTS**

#### **Checking Your Application Status:**

- Application status is updated every business day and is **only available online** and NOT available by phone or email. You can check your status on the CTS home page under Application Status and Test Results. The direct link is [www.continentaltesting.net/OnlineStatus/Login.aspx](http://www.continentaltesting.net/OnlineStatus/Login.aspx).
- Applicants should contact CTS for the status of their application only if it has been over ten (10) business days since submission of ALL required documents (application, fee, education document(s), fingerprint receipt, etc.)

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

- Applications will be screened for eligibility once fees and all documentation have been received. Once eligibility is determined, the applicant will be approved at CTS.
- **You must be registered with Pearson Vue in order to receive an Authorization to Test (ATT)** which is sent to the applicant **by email** from Pearson Vue
- Once the ATT is received, please follow the instructions to schedule your examination appointment
- **The ATT is only valid for six months, NO extensions are allowed**
- **Note: The three-year application validity supersedes the date shown on the ATT**

#### **What Happens After Taking the Exam:**

- Official examination results are usually released within 7-10 days following the exam
- An **Official Results Letter** with instructions on how to apply for licensure will be sent by CTS after the grades have been reviewed
- **Make sure your address and email address are up-to-date with CTS**

#### **Applying for Illinois Licensure:**

- All applicants who apply directly to CTS will have to apply to IDFPR upon passing your examination in order to obtain a license
- **DO NOT apply for licensure with IDFPR PRIOR** to receiving your Official Results Letter from CTS. The Official Results letter provides instructions on how to apply for licensure with IDFPR along with the fee amount and any required documentation.
- **NOTE:** *If application for licensure is not made within **one year** after notification of passing the examination, you shall again be required to successfully complete the examination, unless you obtain licensure in another jurisdiction of the US within one year of passing the examination.*

### Procedure for Retaking the NCLEX:

- You must apply online with CTS at [www.continentaltesting.net](http://www.continentaltesting.net) and pay their application fee.  
**You must wait until you receive your official result letter from CTS in order to reapply to CTS, if you do not wait until you receive your official result letter, your application will NOT be processed.**
  - If the retake is during the initial three-year application period, you **will NOT** have to resubmit the EDNUR and fingerprint receipt with your new application
  - If the retake is **after** the initial three-year application period, that application is **EXPIRED**. You must submit a **NEW** application along with **NEW** supporting documents including the ED-NUR, a new fingerprint receipt, and **proof of completion of a NCLEX Review Course**.
- Register with Pearson Vue Professional Testing online at [www.pearsonvue.com/nclex/](http://www.pearsonvue.com/nclex/) or by calling 866-496-2539 (US & Canada) and pay their fee
- Wait until you receive an Authorization to Test (ATT) from Pearson VUE Professional Testing that will contain the necessary information to schedule yourself for this examination. The ATT eligibility lasts for six months only. You must take the exam within those six months or reapply with a new fee.
- Once you receive your ATT, schedule your NCLEX examination appointment through the NCLEX Candidate Web Site [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) or by calling NCLEX Candidate Services at 866-496-2539. **You may sit for the NCLEX examination once every 46 days.**

**ALWAYS RETAIN A COPY OF ALL YOUR DOCUMENTS & EXAMINATION RESULTS FOR YOUR PERSONAL FILE**