

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 261-7083
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703

E-Mail: web@dps.wi.gov
Website: <http://dps.wi.gov>

BOARD OF NURSING

INFORMATION FOR LICENSED PRACTICAL NURSES LICENSURE BY EXAMINATION

REQUIREMENTS FOR EXAMINATION CANDIDATES

An applicant is eligible for the examination for practical nurses if the applicant has graduated or completed a board-approved school of practical nursing; has completed 2 years of high school or its equivalent and does not have an arrest or conviction record, subject to the Fair Employment Act. (See attached Convictions and Pending Charges-Form #2252.)

Applicants who have graduated or completed a school of practical nursing outside of the United States or a U.S. territory are required to take and satisfactorily complete a board-approved qualifying examination by the "Test of English as a Foreign Language" (TOEFL) prior to admission to the NCLEX. **Exemption:** If English was the primary spoken and written language of instruction and communication in your school of practical nursing, you are exempt from the TOEFL requirement.

The NCLEX is being administered year-round via Computerized Adaptive Testing (CAT). Your eligibility for examination will be determined by the Board of Nursing upon receipt of a completed application and all supporting documents in the board office.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

- 1. Application (Form #738):** Complete the enclosed application and attach the appropriate fee. Make check payable to "Department of Safety and Professional Services". Mail to the Board of Nursing at P.O. Box 8935, Madison, WI 53708-8935. See page 2 of this application for other required documents.
- 2. Statement of Graduation or Completion (Form #259)** ("Board-approved school" U.S. or U.S. territory): Complete and forward to your board-approved school of nursing. This form must be returned directly to the Board of Nursing, at P.O. Box 8935, Madison, WI 53708-8935 by the school. Forms received from the applicant will be rejected by the board. This form should not be completed by your school of nursing until you have actually graduated or completed. Anticipated dates of graduation will not be accepted. Official transcripts are not required as transcripts do not contain the information we require. If the school you graduated or completed from is closed, contact the Department of Public Instruction in the state where you graduated to determine where the records for the closed school were transferred.
- 3. Statement of Foreign Nursing Education (Form #1006)** (Foreign graduates only including Canada): Complete and forward to your board-approved school of nursing. This form must be returned directly to the Board of Nursing at P.O. Box 8935, Madison, WI 53708-8935. Forms received from the applicant will be rejected by the board. This form should not be completed by your school of nursing until you have actually graduated. Anticipated dates of graduation will not be accepted.
- 4. Credential Evaluation Services (CES) Report Required** (Foreign graduates only): You must take the HealthCare Profession and Science Course-by-Course version of CES. Contact the "Commission of Foreign Nursing Schools" at 3600 Market St., Suite 400, Philadelphia, PA 19104-2651, (215) 349-8767 to request a valid CES report to be sent directly to the Board of Nursing, P.O. Box 8935, Madison, WI 53708-8935. Reports received from the applicant will be rejected by the board. **EXEMPTION:** If you have graduated from or completed the nursing education program of an English speaking school in Canada you are exempt
- 5. TOEFL Report Required** (Foreign graduates only): Contact the "Test of English as a Foreign Language" at P.O. Box 6151, Princeton, NJ 08541-6151 to request a copy of test result scores be sent directly to the Board of Nursing, P.O. Box 8935, Madison, WI 53708-8935. **Certificates received from the applicant will be rejected by the board.**
- 6. Temporary Permit (Form #2433) (optional):** In addition to the completed LPN exam application (Form #738) and fee complete the top portion of Form #2433. The bottom portion must be completed by your R.N. supervisor. Return this form to the board office with your application and additional \$10.00 fee. If you do not have employment with supervising RN at this time, you can submit completed Form #2433 and fee when you have supervising RN. If more than one temporary permit is desired, complete additional Form 2433 and \$10.00 permit fee for each supervising RN.

Wisconsin Department of Safety and Professional Services

NCLEX CANDIDATE BULLETIN

To register for the NCLEX examination you must go online at <http://www.vue.com> and follow the NCLEX Registration Instructions.

TEMPORARY PERMIT (Form #2433) (optional)

An applicant for L.P.N. licensure who has graduated or completed a board-approved school of practical nursing may be eligible for a temporary permit upon submission of a completed application, supporting documents, credential fee, exam fee, and additional \$10.00 temporary permit fee. To maintain eligibility, an applicant shall schedule and take the examination prior to the expiration date of the temporary permit. An applicant who has failed a licensing examination in any state may apply for admission to take the NCLEX in Wisconsin, but shall not be eligible for a temporary permit.

A temporary permit is good for a period of 90 days or until the holder receives notification of failing NCLEX. If applicant fails NCLEX, the applicant is required to return the permit to the board immediately. Failure to return the permit promptly shall, without further notice or process, result in a board order to revoke the permit. Temporary permits are non-renewable and non-refundable.

An applicant for L.P.N. licensure who holds a valid permit under this section or sec. N 3.05(4)(b), may use the title "graduate practical nurse" or the letters "G.P.N." and shall not practice beyond the scope of the license the holder is seeking to obtain. The holder is required to practice under the direct supervision of an R.N. (The supervisor must be on-site and immediately available at all times.)

You may not practice as a licensed practical nurse in Wisconsin unless you have either a permanent license or temporary permit.

AMERICANS WITH DISABILITIES ACT

The department complies with the Americans With Disabilities Act of 1990. The department will make reasonable modifications to policies, practices and procedures when modifications are necessary to avoid discrimination on the basis of disability and will make reasonable accommodations necessary to provide a qualified individual with a disability with equal access to department programs.

Complaints: Procedures for alleging violations of the Americans with Disabilities Act of 1990 may be obtained by calling the Department's ADA Coordinator at (608) 266-8608 or TTY at (608) 267-2416.

REQUESTS FOR EXAMINATION MODIFICATIONS FOR PERSONS WITH DISABILITIES

Candidates must indicate at the time of application to the department that modifications are being requested.

Requests must include a specific description by the candidate of requested modifications, a letter of diagnosis of specific disability from a qualified professional, and a letter from the nursing education program indicating what modifications were granted by the program. Request forms are available at (608) 266-2852 or TTY at (608) 267-2416.

MAILING ADDRESS AND CHANGE OF ADDRESS

Credential holders may use a business address as a mailing address for department mail. A change of address must be reported to the department within 30 days.

MAILING INSTRUCTIONS

Mail the application, the appropriate fee, and supporting documentation to the following address:

U.S. Postal Service: DEPARTMENT OF SAFETY & PROFESSIONAL SAFETY
BOARD OF NURSING
P.O. BOX 8935
MADISON, WI 53708-8935

Expedited Delivery Services: DEPARTMENT OF SAFETY & PROFESSIONAL SAFETY
(i.e. Fed Ex, UPS, etc.) 1400 E. WASHINGTON AVENUE
MADISON, WI 53703