



New Jersey Office of the Attorney General

Division of Consumer Affairs

New Jersey Board of Nursing

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www.njconsumeraffairs.gov/nur/Pages/default.aspx

INSTRUCTIONS FOR LICENSURE BY EXAMINATION IN NEW JERSEY

Please read the following information carefully before completing a **paper application** for licensure by examination.

If you previously held a nursing license in New Jersey, **DO NOT** complete an examination application. You must contact the Renewal/Reinstatement Department in order to complete the Application for Reinstatement.

1. Register with Pearson Vue at www.pearsonvue.com.
2. Complete an application for License by Examination. Check the type of license for which you are applying. Answer ALL of the questions.
3. Sign the application in the presence of a notary public.
4. Attach a clear, full-face original passport photograph (2" x 2") of your head and shoulders taken within the past six months. Sign your name on the back of the picture. (Photocopies and selfies are not acceptable.)
5. If you are a U.S.-born citizen, please submit a copy of your birth certificate or U.S. passport.
6. If you are a naturalized U.S. citizen, please submit a copy of your U.S. passport or certificate of naturalization.
7. If you are a legal alien or other immigration status, please submit your USCIS immigration documents. (Submit a copy of both the front and the back of your card.)
8. Submit proof of a legal name change (i.e., marriage license, divorce decree, court order, if applicable) if your name differs from that on your birth certificate.
9. Complete the Certification and Authorization form for a criminal history background check.
10. If you live outside the metropolitan New Jersey area, please go to: www.njconsumeraffairs.gov/nur/Pages/Fingerprint-Request.aspx and request fingerprint cards. Complete the Morpho Trust universal form and two (2) fingerprint cards, one black (New Jersey), and one blue (F.B.I.). Submit a check or money order in the amount of \$58.69 made payable to Morpho Trust.
11. If you live in the metropolitan New Jersey area, you will receive digital fingerprint information via regular mail. Please schedule your appointment as soon as possible.
12. Submit criminal history documents (if applicable).

13. If you are requesting testing accommodations, please submit: 1) a letter describing what type(s) of accommodations you are requesting (e.g. double time, separate room, reader); 2) a letter from your current treating physician with a **diagnosis code**; and 3) a letter from your nursing program describing the type(s) of accommodations you received during your nursing program.
14. Submit a personal check or money order in the amount of \$200.00 made payable to the New Jersey Board of Nursing.
15. You will be made eligible to take the licensing examination after the Board has received a letter of completion or a complete transcript (for out-of-state nursing programs) from your nursing program, your original color photo, and proof of a legal name change (if applicable).
16. Students who complete out-of-state nursing programs must arrange for a complete transcript stating the degree conferred and the date of conferral to be sent **directly** to the Board.

ONLINE APPLICATION INSTRUCTIONS

1. Register with Pearson Vue at www.pearsonvue.com.
2. Go to www.njconsumeraffairs.gov/Pages/onlinelicenses.aspx and submit an online application with payment made by credit card (\$120.00 license fee, \$75.00 nonrefundable application fee, and \$5.00 nonrefundable Alternative to Discipline fee). **Print your receipt.**
3. Submit a clear, full-face original passport photograph (2" x 2") of your head and shoulders taken within the past six months. Sign your name on the back of the picture. (Photocopies and selfies are not acceptable.)
4. If you are a U.S.-born citizen, please submit a copy of your birth certificate or U.S. passport.
5. If you are a naturalized U.S. citizen, please submit a copy of your U.S. passport or certificate of naturalization.
6. If you are a legal alien or other immigration status, please submit your USCIS immigration documents. (Submit a copy of both the front and the back of your card.)
7. Submit proof of a legal name change (i.e., marriage license, divorce decree, court order, if applicable) if your name differs from that on your birth certificate.
8. Submit criminal history documents (if applicable).
9. If you are requesting testing accommodations, please submit: 1) a letter describing what type(s) of accommodations you are requesting (e.g. double time, separate room, reader); 2) a letter from your current treating physician with a **diagnosis code**; and 3) a letter from your nursing program describing the type(s) of accommodations you received during your nursing program.
10. Carefully read and check the attestation at the end of the application granting the Board authorization to conduct a criminal history background check.
11. If you live outside the metropolitan New Jersey area, please go to: <http://www.njconsumeraffairs.gov/nur/Pages/Fingerprint-Request.aspx> and request fingerprint cards. Complete the Morpho Trust universal form and two (2) fingerprint cards, one black (New Jersey), one blue (F.B.I.). Submit a personal check or money order in the amount of \$58.69 made payable to Morpho Trust.

12. If you live in the metropolitan New Jersey area, you will receive digital fingerprint information via regular mail. Please schedule your appointment as soon as possible.
13. Submit a copy of your receipt, signed at the bottom.
14. You will be made eligible to take the licensing examination **after** the Board has received a letter of completion or a complete transcript (for out-of-state nursing programs) submitted **directly** from your nursing program, your original color photo, and proof of a legal name change (if applicable).
15. Students who complete out-of-state nursing programs must arrange for a complete transcript stating the degree conferred and the date of conferral to be sent **directly** to the Board.