

Applying for the NCLEX-RN Examination and Graduate Nurse License

*If you complete your nursing education program in **April**, expect a delay in processing your application due to the large number of new nurses entering the profession. Your application may take 6 weeks to process.*

- 1) **NCLEX-RN Application and \$294.00 fees with SRNA:** Create your account under [Apply for Membership](#). Under the *Welcome* section click on the *Start New Application*. Complete this application, attached your proof of name documentation (birth certificate, marriage certificate, legal name changes and current government issued photo ID) and pay the \$294.00 application fee.
- 2) **Confirmation of Program Completion:** After the official program completion date, Saskatchewan universities will automatically send this document to the SRNA on your behalf.

For Canadian graduates outside of Saskatchewan only: Complete the [Verification of Completion of Nursing Education Program](#) form and send to the University that will be issuing your nursing degree. The completed form must come directly from the University to the SRNA after the official nursing education program completion date. The University may scan & email the completed form to exams@srna.org.

3) Nursing Education Transcripts:

U of R graduate: After the official program completion date the University of Regina will automatically send your final nursing education transcripts directly to the SRNA on your behalf.

U of S graduate: Do not order your final transcripts until after the official program completion date, the University of Saskatchewan will email you with further information. Please have your transcripts sent to: SRNA, 2066 Retallack St, Regina, SK S4T 7X5.

For Canadian graduates outside of Saskatchewan only: Please contact the University that issues your nursing degree to have your final nursing transcripts sent after the official nursing education program date, directly to the SRNA, 2066 Retallack St, Regina, SK S4T 7X5, or email to exams@srna.org.

- 4) **NCLEX-RN Application and \$360.00 Fee with Pearson VUE:** Register for the NCLEX-RN examination with [Pearson VUE](#).

Exam Application Status: To view your application status log into [Apply for Membership](#), click on the **Review** button. If there are any issues with the documents you submitted or if more information is required from you, it will be noted here.

Once all requirements have been received and verified the SRNA will:

- 1) make you eligible for the exam with Pearson VUE,
- 2) you will receive an email from the SRNA to register for the exam with Pearson VUE if you have not already done so,
- 3) within 72 hours Pearson VUE will email the *Authorization to Test* (ATT) email to you,
- 4) you must book your exam appointment within the dates stated on the ATT.

NCLEX-RN Exam Results – the exam results will be emailed to you within two weeks.

Graduate Nurse License:

If you wish to practice as a [Graduate Nurse](#), the application link will become available to you within 3 to 5 business days after you have booked your exam appointment with Pearson VUE.

- 1) Log into [Apply for Membership](#) and complete the *Graduate Nurse License Application*.

As you have previously submitted proof of name, etc. you will be able to skip this section. You will be required to attach a current [Vulnerable Sector Check](#) report. The final webpage has a note about program completion and transcripts which **does not apply to you**.

- 2) Once your application has been reviewed and approved you will receive an email to go online and pay the Graduate Nurse License [fee](#). Once this fee has been received your Graduate Nurse license will be issued within 30 minutes. Once a GN License has been issued there is no refund.

It is your responsibility to confirm that your GN License has been issued before you begin work, [Nurse License Check](#). Practicing without a License is in violation of *The Registered Nurses Act, 1988* and you would have no liability coverage through CNPS. We recommend that you print this webpage to give to your nurse manager as proof of your GN License.