STUDENT NCLEX REPORTING PROCESS

Students are required to have an active Connecticut R.N. license as per YSN’s Licensure Policy. This NCLEX reporting process outlines student responsibilities with respect to reporting exam date(s) and results by set deadlines. This standardized process will allow for students to receive remediation if needed and allow YSN faculty and staff to better support students, particularly those who have not passed the NCLEX-RN.

GUIDELINES FOR TAKING AND REPORTING NCLEX RESULTS

1. Students are given information in May on the NCLEX-RN testing process, including recording date of exam and reporting results.
2. Upon receipt of GEPN student grades, final transcripts are sent to the Department of Public Health by the Office of Student Life in early August.
3. GEPN students secure an NCLEX-RN exam date and record their exam date in eValue by September 15.
4. GEPN students must pass the NCLEX-RN by December 1 of their first specialty year.*
5. RN students who are not new graduates must upload their active Connecticut R.N. license into eValue by August 1.
6. New RN graduates must pass NCLEX-RN and upload their Connecticut R.N. license into eValue by 90 days from their graduation date.
7. Post-Graduate Master’s Certificate students must upload their active Connecticut R.N. license into eValue by August 1.
8. All incoming D.N.P. students are required to have an active R.N. license and upload it into eValue by August 1.
9. Ph.D. students are not required to have an active R.N. license unless they are practicing. However, they are encouraged to maintain their R.N. license.
10. After GEPN students take the NCLEX-RN exam, they must record their unofficial result, PASS OR FAIL, in eValue within three days of the exam date.
11. Upon receipt of the Connecticut R.N. license, students must upload their Connecticut R.N. license into eValue within three days so that it may be verified by the Office of Student Life.

* Some specialties may have licensure requirements based on the licensure requirement of the assigned clinical sites. In such circumstances, students are advised to obtain their Connecticut R.N. license as quickly as possible, to ensure they can continue with their clinical hours at sites with R.N. licensure requirements.

GUIDELINES FOR STUDENTS WHO DO NOT PASS THE NCLEX

1. If the student rescheduled the exam or did not pass the NCLEX, the student must record the new exam date in eValue.
2. Students who do not pass the NCLEX must report this to the associate dean of student life and their specialty director(s).
3. Obtain a new exam date as soon as possible given the 45-day wait period and record the new exam date in eValue.
4. Make an appointment with their specialty director(s) to review their remediation plan based on the NCLEX score report.
5. After taking the exam, students must record their unofficial result, PASS OR FAIL, in eValue within three days of the exam date and inform their specialty director(s) and the associate dean of student life.
6. Upon receipt of the Connecticut R.N. license, students must upload their Connecticut R.N. license into eValue within three days so that it may be verified by the Office of Student Life. The Connecticut R.N. license must be uploaded into eValue by December 1.

MAINTAINING AN ACTIVE LICENSE

Students are responsible for maintaining an active Connecticut R.N. license and must upload their new and renewed license annually in order to remain compliant, participate in clinical hours, and attend classes. Students with out-of-state clinical placements will upload their additional licenses in eValue and seek assistance from the Clinical Support Unit if needed.