STUDENT NCLEX REPORTING PROCESS

Students are required to have an active Connecticut R.N. license as per YSN’s Licensure Policy. This NCLEX-RN 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. In May of their GEPN year, students are provided information by the associate dean of student life and the chair of GEPN on the NCLEX-RN testing process, including a review of particular dates and this YSN NCLEX policy regarding what is required of students to record exam date(s) and report results.

2. Upon receipt of final grades demonstrating successful completion of GEPN coursework, the registrar’s office will notify students that they are able to request transcripts from Parchment. These transcripts will document completion of the certificate in nursing.

3. By September 1, GEPN students will secure an NCLEX-RN exam date and record their exam date into eValue. Each week the GEPN program manager/administrator will generate a report to ascertain who has not entered a scheduled test date and the associate dean for student life will be notified by e-mail. Please note: If a student reschedules the exam, the student must update the new exam date in eValue.

4. GEPN students must pass the NCLEX-RN by January 1 of their first specialty year. Students who have not passed the NCLEX-RN by this date are required to take a leave of absence and may return to YSN in the spring of the following academic year as long as the NCLEX has been passed. A leave of absence will affect financial aid and any outstanding loans will come due after six months. Exception: Acute Care students are required to pass the NCLEX exam by October 10 in their first specialty year in order to enroll in NURS 7820, Critical Care Immersion. If Acute Care students have not passed NCLEX by October 10, they are required to take a leave of absence. See the section Leave of Absence and Withdrawal in the chapter YSN Student Policies and Guidelines.

5. Once the NCLEX-RN exam has been completed, the student must record the unofficial result, pass or fail, into eValue within three days of the test date. The GEPN program manager will track test dates and results beginning September 1 and share with the executive deputy dean, GEPN program chair, specialty directors, and associate dean of student life. If a student does not pass the NCLEX-RN, the guidelines below should be followed.

6. Upon receipt of the Connecticut R.N. license, students must upload the Connecticut R.N. license within three days into eValue so it may be verified.
GUIDELINES FOR STUDENTS WHO DO NOT PASS THE NCLEX

1. Students who do not pass the NCLEX-RN must report the negative result by e-mail to their specialty director(s) and the associate dean of student life within three days of receipt of the result.

2. Students will need to obtain a new test date as soon as possible and record the new test date in eValue. Note: There is a forty-five-day waiting period between test-taking dates, but students can schedule the subsequent NCLEX-RN date as soon as they receive the result of not passing.

3. Students will make an appointment with their specialty director(s) and the associate dean of student life together to review their study plan based on the NCLEX Candidate Performance Report. Students should consider a referral to the YSN Academic Success Team (send an e-mail to ysnastreferral@yale.edu) for suggestions of additional resources. Following that meeting, students will submit their study plan by e-mail to their specialty director(s) and the associate dean of student life.

4. After the student takes the second NCLEX-RN test, the student will record the unofficial result, pass or fail, into eValue within three days of the test date and inform their specialty director(s) and associate dean of student life by e-mail of the results.

5. If the NCLEX-RN is not passed after the second attempt, the student will obtain another test date as soon as possible, record it in eValue, and make an appointment with the specialty director(s) and the associate dean of student life to discuss changes in plan of study for a subsequent test date. Following that meeting, student will submit an updated plan of study to the specialty director(s) and the associate dean of student life. Students must schedule this prior to January 1 in order to be able to continue in the spring term.

6. Upon receipt of the Connecticut R.N. license, the student must upload their Connecticut R.N. license within three days into eValue so that it may be verified.

MAINTAINING AN ACTIVE LICENSE

All students in the specialty M.S.N. years and post-graduate master’s certificate program are responsible for maintaining an active Connecticut R.N. license and must upload their new and renewed license annually in order to remain compliant and participate in clinical hours and attend classes (see Licensure Policy). Students with out-of-state clinical placements are required to upload any additional licenses in eValue and may seek assistance from the Clinical Support Unit, if needed. If notary services are needed, the Office of Student Life can assist students with this service. Students are responsible for the costs of R.N. licensing, including licensing in other states for clinical training. YSN Clinical Support Unit is responsible for verifying that an out-of-state license has been obtained prior to a student beginning out-of-state clinical training.

All students in the D.N.P. programs are responsible for maintaining an active R.N. license in the state where they are practicing. Clinical D.N.P. students must also maintain an APRN or CNM license. It must be renewed and uploaded annually.