



From Graduation to Licensure: Your Next Steps to Becoming a Nurse

<https://www.youtube.com/watch?v=-AAdhr6BFBQ>

1. Apply for Licensure

- Apply 30 days before graduation if you have no criminal history or special requests.
- Apply 60 days before graduation if you have:
 - Criminal history
 - Waiver requests
 - Testing accommodations
- Create an Arkansas Nurse Portal Account, if needed
<https://www.youtube.com/watch?v=RxJbyjwGXcE>
- Apply through the Arkansas Nurse Portal <https://healthy.arkansas.gov/boards-commissions/boards/nursing-arkansas-state-board/licensing/examination/>

2. Complete Your Initial Application

- Select the correct application type (**fees are non-refundable**).
- Upload required documents, including:
 - **Signed** CBC Challenge & Privacy Notification Form
<https://healthy.arkansas.gov/wp-content/uploads/CBC-ChallengePrivacyNotificationForm11.2025.pdf>
- Ensure name, birthdate, and personal information are correct.

3. Request a Temporary Permit (Optional)

- Can be requested within the application.
- Issued after program completion and AOG submission, providing there is not an investigation pending.
- Valid for 90 days or until the first NCLEX attempt.
- Cannot be extended or reissued.

4. Complete Criminal Background Check (CBC)

- Submit after completing your licensure application
<https://healthy.arkansas.gov/boards-commissions/boards/nursing-arkansas-state-board/licensing/criminal-background-checks/>
- Pay CBC fee and schedule fingerprinting at an approved LiveScan site.
- Bring your payment receipt with BON number to fingerprint appointment.
- Ensure all personal information matches your application.

5. Register for the NCLEX

- Register with Pearson VUE and pay the \$200 exam fee [Home | NCLEX](#)
- Select Arkansas as the state of licensure.
- Doublecheck:
 - Name matches your ID exactly
 - Correct birth date
 - Social Security number entered

6. Affidavit of Graduation (AOG)

- Your program director submits the AOG after you complete the program.
- Once received, the Board can:
 - Issue your Authorization to Test (ATT)
 - Issue your temporary permit if requested.

7. Send Your Official Transcript

- Required after passing the NCLEX for permanent license issuance.
- Ensure the degree has been conferred and is on the transcript before sending.
- Send via:
 - Registrar electronic transcript
 - Parchment
 - National Clearinghouse

8. If You Have Criminal History

- Upload:
 - Certified court documents – County Clerk
 - Personal narrative explanation of each charge
 - If multiple charges, create a timeline, and put all documents in chronological order.
- Combine all documents into one file.
- Investigations typically take 6–8 weeks if all documents are submitted.
- Temporary permits are **NOT** issued until investigation is closed.

9. Optional Requests

Workforce Expansion Waiver

- Available for applicants receiving government assistance or under 200% federal poverty level.

- Must upload approved proof of benefits (not insurance or Medicaid cards).
- The applicant must be named as the receiver of benefits on the current Notice of Action Letter or the Benefit Worksheet

Testing Accommodations

- Must have received accommodation during nursing school.
- Submit required forms and documentation before scheduling the exam
<https://healthy.arkansas.gov/wp-content/uploads/SpecialAccommodationNCLEX-1.2024.pdf>

10. After You Receive Your License

- Licenses expire:
 - Last day of your birth month
 - Odd birth year → renew odd years
 - Even birth year → renew even years
- Renew within 60 days before expiration.

11. Renewal Requirements

- Complete 15 hours of continuing education (CE) before renewing.
- If late:
 - \$100 late fee
 - 20 CE hours required

Key Tips to Avoid Delays:

- Read instructions carefully in the Nurse Portal.
- Ensure all personal information matches across systems.
- Upload documents as single PDF files when required.
- Respond quickly to Board messages in your portal.
- Schedule and take the NCLEX as soon as possible after graduation.
- Reminder: **ALL FEES ARE NONREFUNDABLE AND CANNOT BE TRANSFERRED**

Resource Links:

- ASBN Website [Arkansas State Board of Nursing - Arkansas Department of Health](#)
- How to Create an Arkansas Nurse Portal
<https://www.youtube.com/watch?v=RxJbyjwGXcE>
- CBC Challenge & Privacy Notification Form <https://healthy.arkansas.gov/wp-content/uploads/CBC-ChallengePrivacyNotificationForm11.2025.pdf>

- Special Testing Accommodations Forms <https://healthy.arkansas.gov/wp-content/uploads/SpecialAccommodationNCLEX-1.2024.pdf>
- Applying for licensure link <https://healthy.arkansas.gov/boards-commissions/boards/nursing-arkansas-state-board/licensing/examination/>
- Multistate or Compact License information [Home | NURSECOMPACT](#)
- New Nursing Graduates and the NLC [Nurses & The NLC | NURSECOMPACT](#)
- Pearson registration and NCLEX test plans [Home | NCLEX](#)
- Workforce Expansion Act of 2021 <https://healthy.arkansas.gov/wp-content/uploads/WorkforceExpansionActof2021.pdf>
- Arkansas Federal Poverty level calculator <https://povertylevelcalculator.com/arkansas/>