

Arkansas State Board of Nursing



State Licensure Process: Most Common Mistakes that Delay Processing

Last Revision : August 2019



Information in this presentation is intended for the purpose of providing training for program directors and faculty that teach in Arkansas nursing programs.

Content may be shared with nursing education program students; however, it is not intended to include all instructions that the applicant needs to make application.






The Arkansas State Board of Nursing (ASBN) accepts applications electronically online through the Arkansas Nurse Portal that is located on our website at www.arsbn.org.

The process for submitting an electronic ASBN examination application streamlines the application process for the applicant and eliminates submission of a paper application.

At a Glance



- 
- Create Nurse Portal account
 - Submit ASBN Application for licensure
- 
- Register at testing vendor – Pearson VUE
- 
- Submit request for Criminal Background Checks

Application notes



Nursing students preparing to graduate from a nursing education program that are anticipating taking the NCLEX, are encouraged to create an Arkansas Nurse Portal account and make application early.

Applicants may create an Arkansas Nurse Portal account at anytime and may make application up to two months prior to graduation.

Note: Fees are non refundable in the event that the applicant does not successfully pass the nursing education program.

Application notes



- ❧ Early creation of an Arkansas Nurse Portal account, submission of an examination application, submission of criminal background checks and registration for Pearson VUE facilitates processing by allowing ASBN to potentially receive the criminal background check results prior to an applicant completing the program.
- ❧ If an applicant waits until at or after completion of the nursing education program, ASBN does not receive the criminal background check results until several weeks later, thus the application processing time takes longer.
- ❧ Please note that regardless of when an applicant submits an application to ASBN, whether or not an applicant successfully completes the nursing education program, fees are nonrefundable.

Application notes



- ❧ Submission of an examination application does not mean that an applicant is automatically or immediately processed.
- ❧ Once an application is electronically submitted, it is manually processed through a series of vital steps before an applicant is issued a temporary permit (if applicable) or made (deemed) eligible to test.
- ❧ New applications are in a queue of applications for review; at any given time there may be upwards of 1000 new applications.
- ❧ The application status is not updated on a daily basis.

How is application processed?

Processing Steps



- ❧ Verify creation of an Arkansas Nurse Portal account,
- ❧ Submission of complete and accurate application and fee(s),
- ❧ Verification of registration with the testing vendor (Pearson VUE),
- ❧ Verification of submission of Criminal Background Checks,
- ❧ Receipt of approved Affidavit of Graduation (program director verification),
- ❧ Review of Primary State of Residence (PSOR),
- ❧ Review of responses to application eligibility questions, and
- ❧ Receipt of clear state and federal background checks.

Processing Steps



Creation of a Nurse Portal account

- Access and create an Arkansas Nurse Portal. Access to Nurse Portal is located on the ASBN website at www.arsbn.org

Arkansas Nurse Portal

Create a new account

Don't have an account?
Create an account to apply for a license or maintain your existing license.
[Create an Account](#)

Didn't receive the verification email after registering?
Note: Registration link in the verification email is only valid for 24 hours. If you have exceeded this time, please restart the registration process.

1. Check your Spam, Junk, Trash, Deleted Items, or Archive folder.
2. Resend the verification email.
[Resend Verification Email](#)

Already have an account?

Authorized User Sign In

Email Address (required)

Password (required)

[Forgot your password?](#)

Processing Steps



Submission of a complete and accurate application

- It is important that an applicant submits an application before registering with the testing vendor- Pearson VUE.
- Review any areas that are incomplete or incorrect and do not match the Pearson VUE registration. If areas are inconsistent staff will have to obtain clarification before processing application.

Processing Steps



Registration with the testing vendor (Pearson VUE)

- ❧ In addition to completing the ASBN Examination Application for Licensure through the Arkansas Nurse Portal, an applicant must register with Pearson VUE to take the NCLEX.
- ❧ An applicant is encouraged to register with Pearson VUE before graduation at the same time as submitting the ASBN state application.
- ❧ Registration with Pearson VUE must be complete before ASBN can begin processing an application and before a temporary permit (if applicable) will be issued.

Processing Steps



Verification of submission of Criminal Background Checks

☞ Arkansas law requires applicants for licensure by examination to submit to criminal background checks. If an applicant has pleaded guilty or nolo contendere to or found guilty of any offense listed in ACA 17-87-312, he/she is not eligible for Arkansas licensure. (ACA 17-87-312 provides the applicant an opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances.)

Processing Steps



Verification of submission of Criminal Background Checks Continued

- ❧ Criminal Background Checks are requested and the fee is paid through a separate online system located at www.arsbn.org. Click on the blue box titled Criminal Background Checks.

Processing Steps



Receipt of approved Affidavit of Graduation (program director verification)

- ❧ The nursing director of an applicant's nursing education program must verify graduation **after** completion of the nursing education program by completing an Affidavit of Graduation (AOG)/Program Verification.
- ❧ For in state nursing education programs, the ASBN receives AOG notification via the Affidavit of Graduation Portal(pending deployment).

Processing Steps



Review of Primary State of Residence (PSOR)

- ☞ The applicant declares a PSOR during the ASBN application process.
- ☞ If an applicant has a PSOR in another compact state- applicant should submit initial licensure application to that state.
- ☞ If an applicant has Arkansas or a non compact state as PSOR, can submit licensure application in Arkansas.

Processing Steps



Review of responses to application eligibility questions

- ☞ Applicant responds to a set of questions on the ASBN application regarding prior conviction(s), drug treatment etc.
- ☞ It is imperative that an applicant respond honestly.
- ☞ Applicant responding “yes” to any of the questions is routed for additional review and investigation . For additional information, access the Criminal Background Information and Frequently Asked Questions on our website at www.arsbn.org.
Click on the Licensing tab, then the link in left column.

Processing Steps



Review of responses to application eligibility questions continued

Applicant that responds "yes" to any of the questions on the examination application or if there is a positive criminal background check(s), a temporary permit (if applicable) will not be issued nor will an applicant be deemed eligible to take the NCLEX until ASBN has reviewed the information and case is complete.

Processing Steps



Receipt of clear state and federal background checks

- Processing of an application includes review of the results of both the state and federal criminal background checks.
- Reminder: Applicant with a state or federal background check that is not clear is routed for additional review and investigation.

Check Status



Applicants can review application status by accessing their Arkansas Nurse Portal account- see screen shot on next page.

To view the [How to Check Application Status in the Arkansas Nurse Portal](#) video go to www.arsbn.org and click on the Red box titled Arkansas Nurse Portal How To Videos

Once tasks are complete; application is in work queue for processing regarding next step.



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[Manage Profile](#)

Message Center

[Inbox \(1\)](#)

1 new



Learn more about available [NCLEX](#) resources.



Use [Nursys e-Notify](#) to get notifications about your license.

For help, contact [Nursys e-Notify](#)

[Support](#)

[Click here to view task Pearson Vue Registration](#)

1 of 2

Your Licenses with Arkansas

[Apply for License](#)

License Number	License Type	Compact Status	License Granted Date	License Expiration Date	License Status
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No Licenses Found

License data provided by the Arkansas State Board of Nursing

Submitted License Applications

License Number	License Type	Application Type	Status	Submission Date		
	RN	Initial - Exam	Processing	Apr 05, 2018	Application Copy	View Status



Your Credentials

RN Initial by Exam Application

Initial licensure by examination application, based on the NCLEX-RN, for first - time applicants educated in the United States

SHOWING Applicant Tasks Board Tasks

FILTER TASKS

Please Select

Pending

 Fingerprint Card

Due Apr 05, 2019

Board

Fingerprint Card

 Pearson Vue Registration

Due Apr 05, 2019

Applicant

 AOG

Due Apr 05, 2019

Board

 State Check

Due Apr 05, 2019

Board



 State Check

Due Apr 05, 2019

[Board](#)

 National Check

Due Apr 05, 2019

[Board](#)

 Official Transcript

Due Apr 05, 2019

[Applicant](#)

Completed



 Application Submitted

Apr 05, 2018

[Applicant](#)

Return to [Dashboard](#)

Processing Note



- ☞ Once tasks are completed, ASBN deems an applicant eligible to test, and the testing vendor (Pearson VUE) will send the Authorization To Test (ATT) via email if an applicant provided an email address on registration with Pearson VUE.
- ☞ The nursing education program is required to submit an official transcript to ASBN **prior to release of the examination results and before a permanent license can be issued.**

Processing Note



There are often times that an application is delayed in processing.

A few of the most common mistakes that an applicant may make that will delay processing of an ASBN application follows.

Most Common Mistakes that Delay Application Processing



Failing to register for NCLEX with the testing service (Pearson VUE) prior to application and/or graduation.

Result

Applicant state application will not be processed, a temporary permit will not be issued and an applicant will not be deemed eligible to test and receive the Authorization to Test (ATT).

Applicant must submit application for both the Arkansas State Board of Nursing Licensure and NCLEX at Pearson VUE, they are two separate application processes.



Most Common Mistakes that Delay Application Processing



Failing to provide social security number when registering with Pearson VUE.

Result

Applicant state application will be incomplete and will not be processed until receipt of applicant security number, a temporary permit will not be issued and an applicant will not be deemed eligible to test and receive the Authorization to Test (ATT). The applicant must upload a copy of the social security number to ASBN.

Most Common Mistakes that Delay Application Processing



Failing to submit Criminal Background Check (CBC) request through the system on the ASBN website.

Result

Applicant will not have CBC conducted and application will not progress.

The applicant must access the Criminal Background system to request Criminal Background Checks and follow instructions.

Note: Having fingerprints obtained by Ink based Fingerprint card results in 4 - 6 weeks before ASBN received results.

Most Common Mistakes that Delay Application Processing



Choosing the wrong nursing education program of study from the drop down menu on the application.

Result

Notification of application submission is sent to incorrect Nursing Education Program Chair.

The correct Nursing Education Program Director will not receive notification to verify program completion.

The applicant should closely review and edit the application for accurateness prior to submission.

Most Common Mistakes that Delay Application Processing



Incorrectly entering email address on the application or in the Arkansas Nurse Portal

Result

Applicant potentially will not receive email notifications.

Applicant should use his/her PERSONAL email account, not the nursing program email.

Applicant should check Arkansas Nurse Portal message center frequently.

The applicant should closely review and edit the application for accurateness prior to submission.

Most Common Mistakes that Delay Application Processing



Failing to double check accuracy of application material before submission.

Result

Applicant enters incorrect, address, social security number, date of birth, etc.

Application is incomplete/incorrect and does not match the Pearson VUE application.

The applicant should closely review and edit the application for accurateness prior to submission.

Most Common Mistakes that Delay Application Processing



Not clicking the submit button at the end of the application.

Result

Application is incomplete and not submitted. Application is not in work queue for processing.

Applicant must submit the application and pay associated fees.

Most Common Mistakes that Delay Application Processing



Failing to provide license or certificate numbers for all licenses held.

Result

Applicant fails to inform ASBN of licensure.

Most Common Mistakes that Delay Application Processing



Failing to check the status of the application via the Arkansas Nurse Portal account at www.arsbn.org.

Result:

The ASBN may post information to the applicant message center or status pinwheel regarding missing or additional information that is needed. If the applicant does not check their Arkansas Nurse Portal account, they will not receive this information.

Most Common Mistakes that Delay Application Processing



Failing to respond correctly to eligibility questions and/or submit required court documents for review, if applicable.

Result

Applicant fails to inform ASBN of prior issues that are required to be investigated. If an applicant is required to upload documentation for an investigation and does not, an investigator cannot review the required material.

Documents can be uploaded during the application process.

Most Common Mistakes that Delay Application Processing



Failing to review compact state information and submits application to ASBN when Primary State of Residence is in another Compact State.

Result

Applicant is not able to hold a compact license in two states, application is denied; all fees are nonrefundable.



Most Common Mistakes that Delay Application Processing



Failing to follow directions for completing and mailing the fingerprint card. This includes **incorrectly** mailing the fingerprint card and/or submitting an incomplete fingerprint card.

Result

Directions for completion and mailing of the fingerprint card is located on the website, within the online application system. The card must be filled in completely (refer to instructions) and mailed to the Arkansas State Board of Nursing.

DO NOT upload the fingerprint card



Training Modules



Training Modules are available on the ASBN website at
www.arsbn.org.

Click on Education/ Program Director and Faculty
Information.



Training Modules that are available continued...



Modules that are **under revision**

- What if an Applicant Marks “Yes” to a Eligibility Question
- State Licensure Process: Most Common Mistakes that Delay Processing