

# Arkansas State Board of Nursing



## Arkansas Nurse Portal

Last Revision: April 22, 2019



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

This presentation is not intended for distribution to students, applicants or graduates but information may be used in your discussion and training.



The Arkansas State Board of Nursing (ASBN) is deploying a new licensure database system called the Arkansas Nurse Portal.

**Anticipated Go Live date is June 4, 2019!**

The Arkansas Nurse Portal is a secure portal that enhances online access to a host of services including, but not limited to submission of applications for licensure, license renewal, reinstatement and license status check.



**The ASBN licensure database and associated systems, including the Online Application system will be off line at noon on May 22, 2019 and will remain off line until June 4, 2019.**

The Criminal Background Check system will remain online

ASBN registry search and nursys.com will remain “frozen”; update resumes June 4, 2019

# Transition to Nurse Portal



Graduate candidates that have already submitted an application through the current ASBN online application system, should be registered for Pearson VUE **BEFORE** May 13, 2019.

These applications will automatically import into the new licensure database.

Graduate candidates that have already submitted an application through the current ASBN online application system and have **NOT** registered for Pearson VUE; applications will be manually entered by staff.

# Transition to Nurse Portal



Off line at noon on May 22, 2019 and will remain off line until June 4, 2019.

During this time, it is not possible for ASBN to:

- Accept new applications,
- Process existing applications,
- Deem applicants eligible to test,
- Issue temporary permits, or
- Issue permanent licenses.

**No exceptions can be made**

# Transition to Nurse Portal



**ASBN application and licensure processing resumes once Arkansas Nurse Portal goes live on June 4, 2019**

Applicants that have PASSED NCLEX = license issued keep checking [www.nursys.com](http://www.nursys.com)

Other processes check status through the Arkansas Nurse Portal

*Click the link below on how to set up an Arkansas Nurse Portal account*  
[http://arsbn.publishpath.com/Websites/arsbn/images/Create%20an%20AR  
R%20Nurse%20Portal-RN%20by%20exam%20-%20Copy%20\(4\).mp4](http://arsbn.publishpath.com/Websites/arsbn/images/Create%20an%20AR%20Nurse%20Portal-RN%20by%20exam%20-%20Copy%20(4).mp4)

*or*

*Access at [arsbn.org](http://arsbn.org)... Click on Education tab... then Click [HERE](#) to view video on [CREATION OF AN ARKANSAS NURSE PORTAL ACCOUNT & SUBMISSION OF APPLICATION](#)*



Every nurse licensure applicant will need to create a user profile account within the Arkansas Nurse Portal (whether they are registered with Pearson VUE or not)

Once the Arkansas Nurse Portal is deployed, nursing applicants are encouraged to access the Nurse Portal and create an account as soon as possible.

# Application Process



Applications submitted to ASBN on or after June 4, 2019 will follow the new process.

1. Create an account in the Arkansas Nurse Portal
2. Submit an ASBN License Examination Application in the Arkansas Nurse Portal
3. Register for the NCLEX with Pearson VUE
4. Submit an application for a Criminal Background Check via the Online CBC system

**ALL these steps should be completed at the same time!**

# Creating an Arkansas Nurse Portal



The first step in the application process is for applicants to create an account in the Arkansas Nurse Portal.

1. Access the Arkansas Nurse Portal from the ASBN website at [www.arsbn.org](http://www.arsbn.org)
2. Create an Arkansas Nurse Portal account
3. Submit respective examination application

*Click the link below on how to set up an Arkansas Nurse Portal account*

[http://arsbn.publishpath.com/Websites/arsbn/images/Create%20an%20AR%20Nurse%20Portal-RN%20by%20exam%20-%20Copy%20\(4\).mp4](http://arsbn.publishpath.com/Websites/arsbn/images/Create%20an%20AR%20Nurse%20Portal-RN%20by%20exam%20-%20Copy%20(4).mp4)

*or*

*Access at [arsbn.org](http://arsbn.org)... Click on Education tab... then Click [HERE](#) to view video on [CREATION OF AN ARKANSAS NURSE PORTAL ACCOUNT & SUBMISSION OF APPLICATION](#)*

# Registration with Pearson VUE



The next step is for applicants to register for the NCLEX  
with Pearson VUE at

<http://www.pearsonvue.com/nclex/>

**Please stress the difference between the state application  
and Pearson VUE registration for the NCLEX.**



# Completing a Criminal Background Check



The next step in the application process is now completed  
SEPARATELY from the application submission.

Applicants must submit an application for Criminal  
Background Checks via the Online CBC system.

To access the Criminal Background Checks and Fingerprint  
Card Request system from ASBN website at [www.arsbn.org](http://www.arsbn.org)

1. Click on Forms tab
2. Under Other Online Services, click on Criminal  
Background Checks and Fingerprint Card Request System
3. **Download, Read, & Follow Instructions**

# Application Points to Remember



Applicants may create an Arkansas Nurse Portal account, complete application submission and submit application for CBCs at school, as a group, or independently.

# Application Points to Remember



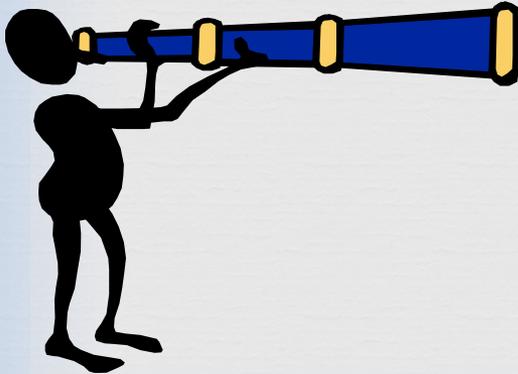
- ❖ Applicants can create an Arkansas Nurse Portal account at any time.
- ❖ Applicants may submit an application in the Arkansas Nurse Portal **two months** prior to completion of the nursing education program (**NO** refunds if applicant does not pass nursing education program successfully).
- ❖ CBC application submission **CANNOT** be processed before an ASBN Examination application is submitted.

**A CBC WILL NOT be processed without a current application on file with ASBN.**

# Application Points to Remember



- ❖ Applicant should enter social security number when registering with testing service, otherwise application processing is delayed.



# Application Points to Remember



- ❖ An application is processed once the nursing education program director or authorized official submits verification of program completion.
- ❖ Verification of program completion cannot occur before a student has **TOTALLY** completed the program and all program requirements are met.
- ❖ Please do not delay, as processing of an application does not begin until ASBN has received the verification of program completion form.

# Program Verification



Program verification forms submitted to ASBN on or after **May 20, 2019** must be a hardcopy verification form.

- Access the ASBN website at [www.arsbn.org](http://www.arsbn.org)
- Click on the forms tab
- Under PDF, click on Program RN/PN Verification

## **Affidavit of Graduation (AOG)**

AOG Portal deployment will be in Fall 2019



# Arkansas State Board of Nursing

UNIVERSITY TOWER BUILDING, SUITE 800  
1123 SOUTH UNIVERSITY AVENUE  
LITTLE ROCK, ARKANSAS 72204-1619  
Telephone 501.686.2701 • Facsimile 501.686.2714  
[www.arsbn.org](http://www.arsbn.org)

## RN/PN NURSING EDUCATION PROGRAM COMPLETION VERIFICATION

### GENERAL INFORMATION

In accordance with the Arkansas State Board of Nursing *Rules*, the licensure examination application shall be authorized by the nursing program director to assure the applicant has completed the program. Additionally, the examination application shall not be acceptable if the director or chairman of an educational program has certified the applicant prior to date of completion.

The online submission of an examination application requires the nursing director or chairman (authorized official) of the nursing education program to verify a student's graduate status **after** they have completed the nursing education program.

### DIRECTIONS

This form must be completed by the nursing education program director (authorized individual) **after** the applicant has completed the program. **Check the box approve or deny based on applicant status.** Print unless otherwise requested. Graduates will not be issued a temporary permit nor approved to test until this form is received by the Board. Please legibly print in blue or black ink, except where otherwise indicated. Please submit this completed form to the Board at the address or fax number above.

Name of Applicant

\_\_\_\_\_  
First Middle Maiden Last

I hereby **APPROVE** the application submitted by the above named applicant and verify that on \_\_\_\_\_ the applicant is a graduate from  
Date: Day Month Year

\_\_\_\_\_  
Name of Nursing Education Program

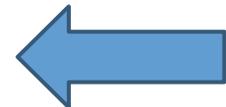
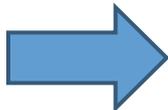
\_\_\_\_\_  
Street Address City State Zip Code

I certify that this individual completed the:  RN associate degree;  
 RN baccalaureate degree;  
 RN diploma degree; or  
 Practical nurse program

I hereby **DENY** the application submitted by the above named applicant.

\_\_\_\_\_  
Signature of Nursing Director (Authorized Official) Title

\_\_\_\_\_  
Date



# Program Verification Forms



- ❖ Complete the form accurately
- ❖ Submit to ASBN

Scan: [kmccumpsey@arsbn.org](mailto:kmccumpsey@arsbn.org)

Fax: 1-501-686-2714

Mail: Arkansas State Board of Nursing  
1123 South University, Suite 800  
Little Rock, AR 72204

# Program Verification



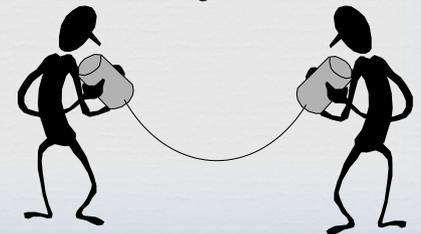
- ❖ A temporary permit will not be issued, nor eligibility to test approved, prior to verification of program completion by the program director and clearance of background checks.
- ❖ If “yes” response to eligibility questions, processing will be longer as applicant is sent for investigation.

# What does the graduate need to know?



- ❖ The graduate **DOES NOT** need to call or email ASBN regarding program director verification or once they have created a Nurse Portal account.
- ❖ The graduate **DOES NOT** need to call or email ASBN to check application status or tasks from their Nurse Portal account.

ASBN staff can see this information in our new system, once it has been submitted



# What does the graduate need to know?



- ❖ The graduate **DOES** need to allow ASBN several weeks to process the application.
  - This is from the date that the program director verifies program completion, not from the date they submitted the application.
  - Other variables may impact the length of time it takes ASBN to process an application (criminal background, failure to register with Pearson VUE)
  - Processing time will be longer, as staff manages large volumes of applications in a new system.

# What does the graduate need to know?



## ❖ **Very Important!**

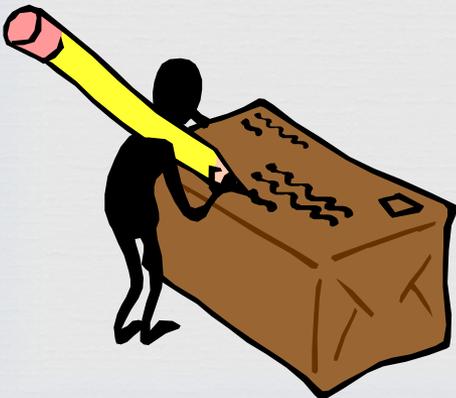
The graduate should check the status of an application by accessing their Nurse Portal account and clicking on “View Status”.

- ❖ An applicants status is not updated on a daily basis, but is updated when ASBN has information to provide.

# Important to note



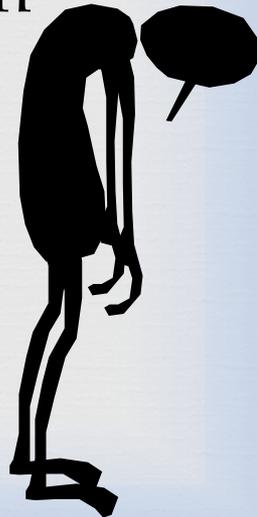
- ❖ An official transcript, **with the degree posted**, must be submitted to the ASBN office prior to release of examination results and issuance of a permanent license. This must come directly from the school as a hardcopy on the schools official security paper.



# Transcript Requirements: Notes to Remember



- ❖ Applicants **CAN** be deemed eligible, schedule to test, and take the NCLEX without an official transcript on file at ASBN.
- ❖ A permanent license is **NOT** issued without an official transcript on file at ASBN.



# Transcript Requirements: Notes to Remember



In accordance with the Arkansas State Board of Nursing *Rules*, a transcript **shall** reflect:

- Courses taken,
- Dates of admission,
- Date of separation or graduation from the program,
- Hours/credits/units earned, degree, diploma, or certificate awarded,
- Signature of the program director, registrar or official electronic signature, and
- Seal of the school or be printed on security paper or an official electronic document.

# Temporary Permits: Notes to Remember



- ❖ New graduates are eligible for a temporary permit.
- ❖ Expires in 90 days or as soon as the examination results are received by the ASBN.
- ❖ **Temporary permit are issued only within the first three months (90 days) following program completion.**
- ❖ Background checks must be clear, and the graduate must register for the NCLEX at Pearson VUE Testing Service prior to issuance.
- ❖ If applicant answers “yes” to CBC screening questions, or has a positive criminal background check, they will not receive a temporary permit or be deemed eligible to take the NCLEX until they have been cleared by ASBN staff.

# Things to Remember:



- ❖ Complete applications and register with Pearson VUE **BEFORE** May 13, 2019
- ❖ Unable to process any applications or license from noon on May 22, 2019 until June 4, 2019
- ❖ Directors submit hard copy of program completion form after May 20, 2019...arsbn.org...click Forms tab...PDF: Program RN/PN Verification
- ❖ Go live with the Arkansas Nurse Portal June 4, 2019
- ❖ On June 4, 2019, create an Arkansas Nurse Portal Account
- ❖ Graduate checks status of application through the Arkansas Nurse Portal “View Status” link

# QUESTIONS?

