

Arkansas State Board of Nursing
Important Reminders/Tips for Graduates
Fall 2022

We are reaching the time of year that many of you are preparing for graduation and are having students complete the application process. This message includes some important reminders to help the process go smoother for you and the applicant. Please forward this message to your program instructors and others who may be dealing with your graduates.

The direct link to Arkansas State Board of Nursing (ASBN) website is
<https://www.healthy.arkansas.gov/programs-services/topics/arkansas-board-of-nursing>

Note: Important information is located throughout the website; however, two vital areas include the Licensing link and Education link to the left of the screen.

- Program Director & Faculty Information is located by clicking the Education link (left of screen). **This is where you access the AOG Portal** and other resources.
 - Direct link: <https://arsbn.boardsfnursing.org/aog>
- **Remember that this site is an excellent resource for students:** www.nclex.com

Information for creating a Nurse Portal Account and submitting an Initial Application for Licensure is located on the homepage of the ASBN website.

Nurse Portal Account

- Training videos are available from the home page under the “**Arkansas Nurse Portal How – To Videos**” link at the bottom of the page, or click on the direct link:
https://www.youtube.com/channel/UCI2R7ZZaYvo39O5U4UN_qZQ
 - Creation of an Arkansas Nurse Portal Account and Submission of Application
 - How to Create an Arkansas Nurse Portal Account with Existing License
- Students must create a Nurse Portal Account to submit an application. Access the ASBN homepage and click on the “**Arkansas Nurse Portal**” button. If a student already has an Arkansas nursing license, they should already have a Nurse Portal Account and will sign into the existing account.
 - It is **VITAL** that students use a **PERSONAL** email account and **NOT** the school email account, when creating their Nurse Portal.

Application for Licensure

- Training videos are available from the home page under the “**Arkansas Nurse Portal How – To Videos**” link at the bottom of the page, or click on the direct link:
https://www.youtube.com/channel/UCI2R7ZZaYvo39O5U4UN_qZQ
 - Creation of an Arkansas Nurse Portal Account and Submission of Application
- Access the ASBN homepage and click on the “**Apply for Arkansas License or Certificate**” button. If a student already has an Arkansas nursing license, they should already have a Nurse Portal Account and will sign into the existing account.
- Go to the Application Information section and click on the “**Licensure by Examination for LPNs and RNs**” link.
- Students go to the “**Licensure Application for Examination Information**” section, click on the applicable application link, read, and follow instructions.

- **ALERT: Potential application processing delay:**

Students MUST check and make sure that the nursing program information is correct. **Stress** that they must begin typing the program name into the **FIRST field** on the education page and then choose the correct program from the menu that appears. This automatically populates the correct program code into the application which sends notice to a program directors AOG portal.

Students **DO NOT** type the program name in the field titled “Other”. If they do, it WILL NOT populate the correct program code and the program **director WILL NOT** receive anything in the AOG portal. This drastically slows down application processing.

- **ALERT: Potential application processing delay:**

Students that are already licensed as an LPN MUST list the RN EDUCATION on the RN application. It is the RN EDUCATION that is the basis for licensure they are submitting.

Many of these students submit an RN application but leave off the RN education and list their LPN license as the basis for licensure. If the student does not correctly list the RN EDUCATION, the program director WILL NOT receive anything in the AOG portal. This drastically slows down application processing.

- Students must enter their correct Primary State of Residence (PSOR) on their application. This is the state they have a permanent residence, pay taxes, have a voters registration card and/or driver’s license.

IMPORTANT: A license is not issued to an individual with a PSOR other than Arkansas. If the student has a PSOR in a compact state other than Arkansas, they should make application in that state.

Exception: Graduates from Arkansas PN programs with a PSOR of LA should list their correct PSOR as LA; a single state Arkansas license can be issued on a one-time basis.

➤ **ALERT: Potential application processing delay:**

Students must enter correct information on their portal account, CBC system and ASBN and Pearson VUE applications. The information on these items should be consistent: name (as identified on driver's license, marriage certificate, and/or birth certificate), birth date, social security number, etc.

Incorrect or inconsistent information will delay students' ability to schedule their test. Incorrect or inconsistent information that is not corrected by the applicant must be corrected by ASBN staff, thus taking time away from processing applications.

Criminal Background Checks (CBC)

- Submission of CBCs is through a **SEPARATE** system from the Arkansas Nurse Portal. Students should submit the CBC application at the **SAME** time they submit the licensure application. **DO NOT** submit a CBC application **BEFORE** a licensure application.
- Students access the ASBN homepage and click on the "***Criminal Background Check***" button, read, and follow instructions. **Stress** that students should print and follow the CBC Instructions.
 - **ALERT: Potential application processing delay:**
Students must **NOT** submit application for criminal background check before submitting a licensure application. Federal law stipulates, that we cannot process CBCs without an application already on file.
 - Applicants **DO NOT** call the Arkansas State Police (ASP) or Federal Bureau of Investigations (FBI). Processing of CBC results is not automatic, once submitted there is a process that is followed before ASBN is notified those results are available. Applicants can monitor the CBC task through their portal account pinwheel. Once staff are actively processing that task, it will reflect in the pinwheel; calling or messaging ASBN does not make the process go faster.
 - Arkansas residents are required to have fingerprints collected by digital, electronic means through Live Scan.

Pearson VUE Registration

- Students should register with Pearson VUE at the same time or before submitting an application to ASBN.
 - **ALERT: Potential application processing delay:**
Once students graduate and their Affidavit of Graduation (AOG) is approved, a temporary permit is not issued, and students are not deemed eligible to test without the Pearson VUE registration being completed and fee paid. An application is placed “ON HOLD” when an applicant has not completed registration and fee payment.
 - **ALERT: Potential application processing delay:**
Students are **strongly encouraged** to enter their Social Security Number when registering with Pearson VUE. It is optional on the Pearson VUE site; however, our system links to Pearson VUE and uses the Social Security Number (SSN) as a secure identifier, so the registration does not automatically import without a SSN.
 - **ALERT: Potential application processing delay: Again**
License applications are not processed if students have not registered with Pearson VUE. This is usually the most common reason that application processing is delayed.

Official Transcript

- An official transcript is required to issue a PERMANENT license (not needed for temporary permit issuance or to deem eligible to test). Students should request for the school to submit an official transcript via mail (or approved ASBN email address) with required content (*Rules*, Chapter Six):
 - Dates of admission;
 - Date of separation/graduation from the program;
 - Degree/diploma/certification awarded;
 - Signature of program director, registrar, official electronic signature; and the
 - Seal of the school or printed on security paper or an official electronic document.
- **ALERT: Potential PERMENENT LICENSE processing delay:**

Once a graduate passes NCLEX, a permanent license IS NOT ISSUED if ASBN does not have an **official transcript** from the nursing program; official transcript must contain ALL required content. **STRESS-** students DO NOT upload transcripts to their nurse portal account.

Investigations

- Students that check “yes” to having a prior criminal background history, need to review the documents on our website under the CBC page; these can assist them in answering their questions and submitting documents for the investigation.

Direct link [ASBN - Criminal Background Checks Arkansas Department of Health](#)

- Criminal Background Check Frequently Asked Questions
 - Criminal Background Information
- We often open investigative cases BEFORE they graduate (if we have an application) so certified court documents should be UPLOADED through their nurse portal account when they submit an application or as soon as possible.

➤ **ALERT: Potential application processing delay:**

To conduct the investigation, court documentation is required; many students/graduates DO NOT upload their court documents when they make application. A message will be posted in their nurse portal account that will require document submission; **many do not view** the message until after graduation, this drastically slows down the review. Encourage students to monitor the message center and upload court documents.

- Additional Resource:
Note: use direct link above to access CBC document resources.
Program Director and Faculty Training Video “**What if an Applicant Marks Yes to an Eligibility Question**” is available on the Program Director & Faculty Information page located under the Education link (on the left of screen) or you can click on the following direct link
https://www.healthy.arkansas.gov/images/uploads/pdf/Traning_Presentation_Applicant_Marks_Yes.pdf

STRESS Reminders for students after they have submitted their application

ASBN receives more than 1200 applications during each graduation time period. Applications are manually processed in as timely a manner as possible. Once ALL required items are received, ASBN strives to process an application within **two (2) weeks** from the date that the AOG is approved.

There are many instances when a program director approves an AOG and within hours an applicant contacts ASBN to see why their application has not been processed. Application processing is not immediate; applicant patience is much appreciated.

- **MONITOR THE MESSAGE CENTER FOR UPDATES** rather than calling the ASBN.

Please encourage students to use the message center responsibly, many questions can be answered by reviewing instructions, referring to the website or accessing www.nclex.com. Staff are not able to reply to or message all applicants daily. When we need to get information to an applicant, it is posted to their message center.

- Application status will remain “processing” until graduation, and staff are actively working on an application. Staff may post messages to students before graduation – so check status and messages **OFTEN**.
- DO NOT upload “payment receipts” for Pearson VUE or CBCs into a portal account and there is no need to message that these tasks have been scheduled or completed. ASBN staff receives reports regarding Pearson VUE registrations and CBCs and once updated, it reflects in student portal account. Remember we process VOLUMES of data that is manually entering into accounts a task will not reflect an update immediately.
- A temporary permit IS NOT issued before completion of a program or before the program director has submitted an Affidavit of Graduation. Students should monitor their portal account, once processed status of temporary permit is reflected in the nurse portal account.
 - We do not issue any paper licenses; verification of license status is checked from the ASBN homepage click on the “**Verify License or Certificate**” button.
 - Keep in mind that there can be a twenty-four-hour delay with Nursys update from the time a license is issued. However, the Arkansas registry is immediate.
- Review information on the ASBN website; we have worked diligently to assure valuable information is available. Encourage students to read through all information and research the website to answer any questions they may have.

Program Directors and Faculty

Please remember to access the Program Director and Faculty Information for resources. It is also encouraged that faculty share with students the “**State Licensure Process: Most Common Mistakes that delay Processing**”. This is located under the Education link or you can click on the direct link

https://www.healthy.arkansas.gov/images/uploads/pdf/Traning_Presentation_Most_Common_Mistakes.pdf.