



Top 10 Things Exam Applicants Should Know

10. Applicants who require Special Accommodations should be aware that the process to have accommodations approved is quite lengthy, usually a minimum of 60 days. If you require Special Accommodations submit your application for accommodations early.
9. Applicants should be aware that all communication, including their license, will be mailed to the address on file. Mail forwarding requests filed with the U.S. Postal Service will not result in state mail being forwarded. You must change your address with the Board office to receive updates from our office.
8. If you are aware of a Criminal, Discipline or Health history that may come up during the review process of your application please submit the information required in the application instructions as soon as possible. Some traffic offenses are considered criminal (DUI, Driving While License Suspended or Revoked (DWLSR), etc).
7. Students should know if the required 2 hour Prevention of Medical Errors is included in their curriculum. It is a question on the application. Courses given in Medication Errors are **NOT** the same as the Prevention of Medical Errors course.
6. Mail, even mail sent overnight, is first received by the DOH central mailroom and may take 1-3 business days to reach the Board office.
5. We are unable to accept faxed transcripts.
4. When using the online status check system the "In Process" message usually means that your application has not yet been reviewed.
3. Please allow time to process your application before you call or e-mail our office to check on the status. Applications are processed in date order and usually take a minimum of 14 days to process.
2. The name on your application to the Florida Board of Nursing **must match the name** on your NCLEX application, Pearson VUE (testing vendor) registration and your identification exactly. If your name does not match exactly as it appears on **your identification** it will result in delays in receiving your Authorization to Test (ATT), not being allowed to take the exam at your scheduled time and cause you to have to repay your testing fee to Pearson VUE.
1. Read the entire application before submitting it and **DO NOT** send the instructions with the application.