

Frequently Asked Questions about NCLEX/Licensure Application

What should I do if I plan to take the exam out of state?

If you anticipate taking the exam out-of-state, you must call the Board of Registration in that state for the appropriate form(s) for licensure. If there are forms that Simmons must complete, let us know.

How do I request accommodations for the exam?

If requesting special accommodations, please follow the instructions outlined on the NCLEX® Administration Accommodations Due to A Disability Information Sheet, [found here](#).

Contact Simmons [Accessibility Services Office](#) and obtain a letter from that office along with copies of any documentation addressing the history of your disability; bring that letter and the documents to Dr. Chaluz Kapaale who will then prepare for you a letter verifying your history of disability to the Massachusetts Board of Registration in Nursing.

You will submit all the documents to the Nursing Education Coordinator, Board of Registration in Nursing, 239 Causeway Street, Suite 500, 5th floor, Boston, MA 02114. Do not submit NCLEX Accommodation Request Form and accompanying documents with the Application for Initial Nurse Licensure by Examination (application for licensure is sent to separate address).

You may submit your request for accommodations 8 weeks prior to graduation or program completion.

What if I answer yes to the items on page 2 of the Application for Initial Nurse Licensure by Examination?

For those students who may have a CORI issue (if you answer “Yes” on page 2 of the Licensure Application) please contact Dr. Chaluz Kapaale.

You will want to review the [Determination of Good Moral Character Compliance Information](#).

What form of payment is accepted for MA Application for Initial Nurse Licensure by Examination?

License by Examination Application fee payment must be made by credit card via the form in the MA application, or money order made payable to “PCS” - be sure to record your social security number on the Money Order. **No personal checks!**