

Submitting a Request for Authorization to Test Online Through DOPL

(After you have registered and paid for the exam and had your school send DOPL your official transcripts **with** your degree and graduation date on them)

1. Go to dopl.utah.gov
Click on apply for a license. Type in your profession and then click on your profession in the list.
2. On the Nursing homepage page click on "Exam Information" in the grey box. Click all the requirement buttons over to "yes" (if your answers are "yes".)
3. A big blue button will pop up that says "Apply Online" and underneath it will be a link that says "Manual Forms." *You can apply either way.*
4. Click on "Apply Online." This will take you to our e.gov system. You will create a login for yourself or login if you already have an account.
5. Once you have logged in you will click "Initial Application." It is on the top left hand side of the screen.
6. This will bring up three drop down boxes. The first box will be **Nurse**. The second box will be either **Request to Test LPN** or **Request to Test RN**. The third box will be **Application**. Click Start application and then continue on the next page. **Please make sure you do NOT choose Registered Nurse. You won't need to apply for a license until AFTER you have taken and passed the exam. There is currently no cost to submit a Request to Test.*
7. You will then verify your personal information. Enter your mailing address. Enter your NCLEX Registration number. Upload any documents you may have. You will click continue after all of these pages have been completed.
8. Now you will be on the "Finish" tab. You will verify that all your information is correct and then click on "Pay Fees" **NOT** "Add to Cart."
9. The next page should say "Print Receipt." The application should now be completed and sent to DOPL.
10. Please allow DOPL around 7-10 business days to process the request to test.
11. Exam retakes...if you need to retake the NCLEX you must register/pay Pearson Vue again and email B7@Utah.gov to request to retake the NCLEX.
12. Please remember that registering/paying Pearson Vue is a separate process compared to submitting a Request for Authorization to Test through DOPL. Pearson Vue does not notify DOPL when you register/pay Pearson Vue.