



GRADUATION & NCLEX AUTHORIZATION CHECKLIST

One (1) SEMESTER prior to graduation

- ☐ Apply to graduate at [myMemphis](#) under the "My Degree" tab.
- ☐ Review your UMdegree and academic record for accuracy. If you have minors you do not plan on completing, please request to have them removed.
- ☐ Confirm the university records has your government name documented correctly. Board application documents and driver's license information must match.

Six (6) Weeks before to graduation

- ☐ Complete Criminal Background Check/Fingerprinting. Do not register for the NCLEX exam without a complete criminal background check.
 - Register for fingerprinting online at <https://tn.ibtfingerprint.com/workflow/28TYXY> or call (855) 226-2937
 - Pay \$33.15 and provide the following information:
 - Agency Name: Department of Health Licensure and Regulation
 - Application Type: Bureau of Health Licensure
 - OCA#: RN enter - 1703 LPN enter - 1704
 - Payment Type: Applicant Credit Card/Application Money Order/or Cashier's Check (made to IdentoGO)
 - ORI#: TN920390Z

Two (2) Weeks before graduation

- ☐ Register and pay Pearson Vue. Do not register for the NCLEX exam application until you have registered and paid Pearson Vue.
 - <http://www.pearsonvue.com/nclex/>

After graduation

- ☐ Request the University of Memphis to send your official transcript directly to the Board. Applications can be found online at <https://lars.tn.gov/datamart/mainMenu.do>
UPLOAD REQUIRED DOCUMENTS:
 - [Passport](#) photograph signed and dated on the front by the applicant and the Dean/Director of LCON
 - [Declaration of Citizenship](#) pages one (1) and two (2) as one document
 - [Proof of citizenship](#) (e.g. current unexpired driver's license)

Additional information, if applicable

- ☐ **Positive criminal history:** Upload all of the following documents as one file to the online application.
 - A letter explanation.
 - Obtain certified copies of arresting document (warrant), judgment (disposition), and completion of judgment (a receipt of paid fines and letter of completion of probation).
- ☐ **Testing accommodations:** Special testing accommodations must be approved before ATT can be issued (upload all documents as one file).
 - Letter of request specifying accommodation needs.
 - Letter of diagnostic testing from licensed medical professional (include test results, recommendations, and DSM Code if applicable)
 - Letter from LCON Dean/Director indicating and specifying current student accommodations (extra time, double time, separate room, reader, or other).

Allow six (6) weeks for the NCLEX application to process. If the NCLEX application is not complete upon receipt by the Board, the applicant will be notified of the deficiency, and the application will be delayed.