

What Do I Do To Get Licensed?

1. ***Apply for KCC Graduation.***

Applications are available at Customer Service and will need to be returned to Customer Service. The deadline for applying is March 1 for Spring graduation, July 1 for Summer graduation and November 1 for Fall graduation. Applications are accepted up to one full semester prior to the semester that you wish to graduate. Applications are not accepted after the deadline. If you have not applied for graduation, you will not be processed for program completion.

Registering for the NCLEX

2. ***Access the NCLEX website.***

www.ncsbn.org

Click on NCLEX Candidate (located at the top of the page)

Start by reading the Candidate Bulletin.

Registration Forms, Program Codes, Timelines and Fee Amounts are located at this site.

3. ***Access the Michigan Board of Nursing Licensure Instructions.***

www.michigan.gov/healthlicense

Click on Nursing (located on the left side of the page)

Click on RN Application Packet or LPN Application Packet (located in the center of the page)

Registration Forms and Fingerprinting Information are located at this site.

4. ***Completion Certificate***

There is personal information that needs to be indicated on the Completion Certificate.

Approximately a month prior to program completion, a card will handed out to you in class. On this card, you are to print your name as it appears on your Michigan ID. You will also need to indicate your Date-of-Birth and Social Security Number. Cards will then be returned to your instructor.

When the cards are no longer needed, they are shredded.

NOTE: As of February 14, 2011, the Michigan Board of Nursing will no longer accept paper applications. The application process is all done online.