

PETITIONS to Test or Retest for the NCLEX: Frequently Asked Questions

- 1. When do I have to complete a petition in order to take / retake the NCLEX?** The Kansas Nurse Practice Act (KSA 65-1115 or 65-1116 and KAR 60-3-106) states that the NCLEX must be taken within 24 months of graduation from a nursing program or a petition must be submitted to and approved by the Board of Nursing before an applicant can take/ retake the NCLEX exam. So once you reach 24 months from your graduation date and have not taken or passed the NCLEX then you will need to submit a petition.
- 2. Where do I send my petition when it is complete?** You should mail all the information needed at the same time to: Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson, Suite 1051, Topeka, KS 66612-1230. Make sure you mail the petition in plenty of time to meet the 30 business days deadline for a Board meeting.
- 3. Who can I contact if I have questions after reviewing all this information?** You can contact the KSBN Education Department at **785-296-5036** or via email at: Janelle.martin@ks.gov
- 4. What happens to my petition after I submit it to KSBN?** Your petition is reviewed by the Nursing Education Compliance Officer to ensure it is complete (all information submitted per instructions). If it is complete, it will be prepared for the Board to review. If it is not complete, you will be notified of the incomplete status. Once the Board approves with conditions or denies your petition, you receive a letter from the Nursing Education Compliance Officer outlining the Board's decision re: your petition request. Any next steps you will need to complete will be outlined in the letter. The letter containing the Board decision and next steps will be mailed out 7-10 days following the Board meeting in which the petition was presented.
- 5. What happens to my petition if I forget to submit some of the information listed in the instructions?** Your petition will be incomplete if all the information is not received and it will not be prepared for the Board to review. If your petition is incomplete, you will receive email or letter notification stating what information is missing. This could delay your petition being reviewed by the Board. Refer to the **Checklist for Petition Submission** on page 8 of the Petition to ensure you have submitted all the necessary information.
- 6. What conditions may be applied to my petition if it is approved by the Board?** The following guidelines will be utilized by KSBN when reviewing the petition for approval to test. The conditions outlined for the petition are NOT part of the petition submission process. The KSBN Nursing Education Compliance Officer will notify the applicant regarding the conditions of the petition approval after the Board reviews the petitions. **After approval of petition, any conditions applied to the approval must be completed within twelve months of the petition approval or the petition is considered abandoned.**

Guidelines for Petition for Permission to Test/Retest NCLEX

Years Since Graduation	Number of Times Written Exam	Number of exam areas unsuccessful	Number of Months since Completion of Study Plan	Number of Months since Completion of Review Course	Conditions for Petition Approval K.A.R. 60-3-106 (e)(f)(g)(h)
2-3 years	5 or less	5 or less	3 or less or Not completed yet	6 months or less	<p>Study Plan: K.A.R. 60-3-106 (f) (4) (A) 30 hours of study for each unsuccessful area on the exam (original study plan)</p> <p>Clinical: K.A.R. 60-3-106 (h) Total of 15 hours of observational clinical (to cover objectives for all unsuccessful areas of the exam)</p>
2-3 years	More than 5	More than 5	Greater than 3 months since completed	Greater than 6 months ago OR have not completed a formal review course	<p>Study Plan: K.A.R. 60-3-106 (f) (4) (A) *30 hours of study for each unsuccessful area on exam, PLUS *10 additional hours of study for each unsuccessful area on exam beyond original study plan [K.A.R. 60-3-106 (h)]</p> <p>Clinical: K.A.R. 60-3-106 (h) Total of 15 hours of observational clinical (to cover objectives for all unsuccessful areas of the exam)</p> <p>Review Course: K.A.R. 60-3-106 (h) Successful completion of formal Review Course with predictability score</p>
3-4 years	5 or less	5 or less	3 or less OR Not yet completed	6 months or less	<p>Study Plan: K.A.R. 60-3-106 (f) (4) (A) *30 hours of study for each unsuccessful area on exam, PLUS *20 additional hours of study for each unsuccessful area on exam beyond original study plan [K.A.R. 60-3-106 (h)]</p> <p>Clinical: K.A.R. 60-3-106 (h) Total of 30 hours of observational clinical (to cover objectives for all unsuccessful areas of the exam)</p> <p>Retake Nursing Content: K.A.R. 60-3-106 (h) Audit nursing course(s) that cover content for all unsuccessful areas</p>
3-4 years	More than 5	More than 5	More than 3 months	More than 6 months OR Not completed formal review course	<p>Study Plan: K.A.R. 60-3-106 (f) (4) (A) *30 hours of study for each unsuccessful area on exam, PLUS *20 additional hours of study for each unsuccessful area on exam beyond original study plan [K.A.R. 60-3-106 (h)]</p> <p>Clinical: K.A.R. 60-3-106 (h) Total of 30 hours of observational clinical (to cover objectives for all unsuccessful areas of the exam)</p> <p>Retake Nursing Content: K.A.R. 60-3-106 (h) Audit nursing course(s) that cover content for all unsuccessful areas</p> <p>Review Course: K.A.R. 60-3-106 (h) Successful completion of formal Review Course with predictability score</p>
Over 5 years					<p>Must retake entire nursing program K.A.R. 60-3-106 (h)</p>

- 7. What happens if I cannot complete the conditions of my petition within the twelve-month period?** You will have to submit a new petition if you are requesting to take/retake the NCLEX and you are still within the 2 to 5 year period after graduation. No extensions will be given to the twelve-month time period.