



## Petition Instructions

- An applicant requesting to take/retake the NCLEX must petition the Board for permission to test/retest the NCLEX when it has been more than 24 months but less than five (5) years from the date of graduation
- *When it has been more than 5 years after graduation, the applicant will not be given permission to test/retest the NCLEX until the applicant retakes a nursing program*
- **A completed petition must be received by the Kansas State Board of Nursing no later than 30 business days prior to a scheduled Board meeting.** Board meeting dates can be found at [ksbn.kansas.gov/board-meetings/](http://ksbn.kansas.gov/board-meetings/) or go to the KSBN website at [ksbn.kansas.gov/](http://ksbn.kansas.gov/); **Board; Meetings; Board Meeting Schedule and Location.**
- **If the petition request is approved by the Board the petitioner is given twelve months to complete the conditions applied to the petition.** If the conditions are not completed within twelve months after the petition is approved, the petition is considered abandoned and the petitioner must submit another petition to take/retake the NCLEX.
- Each approved petition is good for **one** NCLEX attempt
- Your petition for permission to take/retake the NCLEX **must** contain the following information to be considered complete, and all documentation must be submitted at the same time: *(see Checklist on page 8 of these instructions for a helpful tool to ensure completeness of the petition)*
  - **Completed page 1 of this document with signature and date**
  - **Study plan** – developed as per *Study Plan Instructions* included on page 3 of this document
  - **Candidate Reports** for each unsuccessful NCLEX testing attempt – refer to *Candidate Report Instructions* included on page 5 of this document
  - **Question #1** answered – refer to *Question #1 Instructions* included on page 5 of this document
  - **Question #2** answered – refer to *Question #2 Instructions* included on page 5 of this document
  - **Scope of Practice Paper** – refer to *Scope of Practice Paper Instructions* included on page 6 of this document
  - **Formal NCLEX Review Course** (if completed in last 3 months) – refer to *Formal NCLEX Review Course Instructions* included on page 7 of this document

## **Study Plan Instructions:**

**All applicants must submit a formal study plan with the petition for permission to test/retest. No handwritten study plans will be accepted – must be typed/word processed.**

A study plan should contain the following: (*see Sample Study Plan on Page 4 for example of one NCLEX area with complete information per instructions*)

1. The name and contact information for an actively licensed RN designated to oversee the completion of the study plan. (*the petitioner is responsible for arranging for an RN to oversee your study plan*)
2. A specific content outline for all of the areas not successfully passed (below or near passing scores) on the diagnostic profile **from the last unsuccessful test attempt**. All eight areas should be covered for any applicant who has not taken the NCLEX before.
3. Methods of study, including the following:
  - a. self-study
  - b. study groups
  - c. tutors; or
  - d. any other methods approved by the board
4. A schedule for study that meets the following requirements:
  - a. **30 hours for each area not successfully passed** (below or near passing scores or all eight areas of the NCLEX for any applicant who has not taken the NCLEX before)
    - i. **Example: if 2 areas of the NCLEX had below or near passing scores then the study plan should have a specific content outline for each of these 2 areas with a specific schedule of how 30 hours of study in each of the 2 areas will be obtained. (see sample study plan)**
  - b. a start date; and
  - c. proposed completion date (within twelve months of start date)
5. Learning resources identified to be used in the study that meet these requirements:
  - a. a written bibliography in a standard documentation format (*APA preferred*), with resources no more than five years old; and
  - b. **Four (4) types for each low performance area** selected from the list as follows:
    - i. textbooks
    - ii. journals
    - iii. review books
    - iv. audiovisuals
    - v. computer-assisted instructions; or
    - vi. computer review programs
  - c. **The time spent on a formal NCLEX Review Course cannot count toward the study plan hours, so should not be listed as a reference on the study plan.**

Use a column format as illustrated in the Sample Study Plan table below. Each area of unsuccessful passing (below or near passing score) from the last diagnostic profile should be included on the plan. If the petition is approved, the applicant should complete the study plan as written. After completion of the study plan, verification of completion is required by the designated RN and should be sent directly (may be emailed) to the Nursing Education Compliance Officer at the Board office.

**SAMPLE STUDY PLAN**

NAME of Petitioner: Mary Roe  
 ADDRESS: 123 Lane  
 Sunflower, Kansas 66666

RN VERIFICATION BY: NAME: Ann Doe, RN  
 ADDRESS: 234 Lane  
 Sunflower, Kansas 66666  
 PHONE NUMBER: (913) 222-5555  
 Email: ann.doe@sunflowertech.edu

**BEGINNING DATE** (Month & Year): April 2020  
**PROPOSED COMPLETION DATE** (Month & Year): June 2020

<b>Study Plan</b>					
<b>Candidate Performance Report</b>	<b>Content Outline</b>	<b>Method</b>	<b>Schedule</b>	<b>Resources</b>	<b>Verification</b>
1) Safe, effective care environment – Management of Care	Management of care. 1. Coordinating care with health care team. 2. Patient advocacy. 3. Continuity of care.	Self-Study	2 hours/day Monday-Friday beginning week of April 6 for three weeks, for a total of <u>30 hours</u> .  <b>OR</b>  2 hours/day, Mon-Fri from April 6 – April 24  <b>Total hours: <u>30 hrs</u></b>	1) Adler, J., & Adler, K. (Year). <u>Nursing care of the family</u> (2nd ed.). New York: Hall. Chapter 2, 100-110.  2) Adler, J., & Adler, K. (Year) Nursing care of the elderly. <u>American Journal of Nursing</u> , vol (issue no.), page numbers.	Ann Doe, RN, will give a quiz on content on April 24.
	Safety & infection control. 1. Protecting clients from hazards 2. Role of nurse in identifying a nursing diagnoses	Tutor. To review case studies  Computer: Interactive Program	1 hour/day Monday-Friday beginning week of April 27 for a total of <u>30 hours</u>  <b>OR</b>  2 hours/day, Mon -Fri from April 27 – June 5  <b>Total Hours: 30 hours</b>	3) Adler, J., & Adler, K. (Year) <u>Respiratory nursing care</u> . [video]. New York: American Journal of Nursing.  4) Adler, J., & Adler, K. (year) <u>Respiratory nursing care</u> . [computer disk]. New York: American Journal of Nursing.	Ann Doe will give a quiz on content on June 5.

## Sample Reference List (references no more than 5 years old, APA format preferred)

### Textbooks:

Adler, J., & Adler, K. (Year). Nursing care of the family (6th ed.). New York: Hall.

Adler, J., & Adler, K. (Year). Family care [review book]. New York: Hall.

### Journals:

Adler, J., & Adler, K. (Year) Nursing care of the elderly. American Journal of Nursing, vol (issue no.), page numbers.

### Computer Software

Adler, J., & Adler, K. (year) Respiratory nursing care. [computer disk]. New York: American Journal of Nursing.

### Video/Filmstrip/Audio Cassette

Adler, J., & Adler, K. (year) Respiratory nursing care. [video/filmstrip/audio-cassette]. New York: American Journal of Nursing.

## **Candidate Report Instructions:**

Submit a copy of all Candidate Reports with this application. **There should be a Candidate Report for each unsuccessful testing attempt.** If you do not have a Candidate Report for each NCLEX attempt use the *Records Request Form* on the KSBN website ([www.ksbn.kansas.gov](http://www.ksbn.kansas.gov)). This form can be located under **Forms; Records Request; Records Request Form**. Wait for reports to be returned to you and then submit with other petition documentation.

## **Question #1 Instructions:**

What nursing content in your low performance categories have you studied since the last attempt to take the licensure examination (this should include anything you have done that is NOT on your current study plan)? Please be specific and include the following information:

- content studied
- time studying in clock hours,
- method of study,
- teaching assistance, and
- textbooks, journals, audiovisuals and computer software used

Answer to this question must be typed/word processed, no handwritten answers will be accepted.

## **Question #2 Instructions:**

State yes or no if you worked as an aide or technician or licensed practical nurse in the last two years? If yes, please be specific and include the following information:

- the nature of your clinical experience,
- number of hours per week,
- self-evaluation of your performance in the last two years and
- relate how the clinical experience addresses your categories of low performance

Answer to this question must be typed/word processed, no handwritten answers will be accepted.

## **Scope of Practice Paper Instructions:**

All applicants petitioning to take the NCLEX must write a paper addressing:

### *Differences in Scope of Practice for RN and LPN*

#### **Paper requirements:**

The Paper Addresses...	Addressed thoroughly 5	Addressed partially 3	Did not address 1	Score
<b>Content</b>				
<b>*Practice Differences</b> (K.S.A. 65-1113 from Kansas Nurse Practice Act)				
<b>*Educational Preparation</b> (K.S.A. 65-1115 from KNPA)				
<b>*IV Therapy</b> (K.S.A. 65-1136 from KNPA)				
<b>*Delegation</b> (K.S.A. 65-1165 from KNPA)				
<b>Organization</b>				
Purpose and focus of the writing are clear. Sequencing of ideas makes writer's points easy to follow.				
<b>Sentence Structure/ Grammar</b>				
Written as formal paper. Sentences are structured and words are chosen to communicate ideas clearly. No grammatical errors. Appropriate citations.				
<b>References</b>				
Uses 3 to 6 references: one reference must be the current version of KS Nurse Practice Act (KNPA), available via <a href="http://www.ksbn.kansas.gov">www.ksbn.kansas.gov</a> . Other references < 5 years old. <b>Utilizes APA format.</b>				
<b>Total Points</b>				

*\* Do not just copy and paste the statutes as a response – no credit will be given. Must have discussion in your own words to support your writing.*

#### **Acceptable paper criteria:**

**Address thoroughly all of the content section** and address thoroughly or partially the organization of the paper, sentence structure/grammar and references. Word processed using the style format requested.

#### **Unacceptable paper criteria (paper must be revised and resubmitted):**

- **Address partially any of the content section**, regardless of scores in other areas.
- Not word processed
- Style doesn't meet requirements.

### **Formal NCLEX Review Course Instructions:**

- Formal review course should be separate from the study plan and hours spent here should not be included in Study Plan hours
- You are not required to have completed a formal NCLEX Review Course before submission of your petition request. If you have completed a formal NCLEX Review Course prior to submission of this petition request include the following information with the submission:
  - ✓ Name of formal review course
  - ✓ Dates attended
  - ✓ Proof of successful completion (certificate of completion, etc.) with predictability scores
- Formal review course may be done online or in person
- KSBN has no formal recommendation for the review course to be completed

## Checklist for Petition Submission

**Utilize this checklist to ensure all required information is submitted. Incomplete petitions will not be reviewed.**

- \_\_\_\_\_ Completed petition (including signature) – must be received by KSBN no later than 30 business days prior to the next scheduled Board Meeting
- \_\_\_\_\_ Develop and submit formal study plan as per instructions (30 hrs per unsuccessful NCLEX area)
- \_\_\_\_\_ RN for Study Plan verification identified (must be actively licensed RN)
- \_\_\_\_\_ References for Study Plan no more than 5 years old
- \_\_\_\_\_ Candidate Report for each unsuccessful NCLEX testing attempt (if you have not attempted the NCLEX you will have no Candidate Reports to submit)
- \_\_\_\_\_ Question #1 answered as per instructions
- \_\_\_\_\_ Question #2 answered as per instructions
- \_\_\_\_\_ Scope of Practice paper as per instruction
- \_\_\_\_\_ Submit formal review course information if already completed (this is not required for petition submission but will be required to complete petition conditions if approved)
  - Name of formal review course
  - Dates attended
  - Proof of successful completion