

Professional Licensing Agency
402 West Washington Street
Room W072
Indianapolis, IN 46204



Michael R. Pence
Governor of Indiana
Deborah J. Frye
PLA Executive Director

To: Deans and Directors of In-State Nursing Programs
From: Exton Cordingley, Director of the Indiana State Board of Nursing
Date: December 30, 2015
Re: Schedule for Application Submission for May 2016 Graduates

Dear Deans and Directors:

Attached you will find the application schedule for all in-state May 2016 graduating classes. This schedule was prepared based on numbers obtained from the Annual Reporting process and review of patterns of receipt of certificates of completion. This schedule will ONLY apply to May 2016 graduates. You may continue to send applications individually for any other graduation dates throughout the year; though we have found sending them in batches has maximized the efficiency of our staff and made the window of time between receipt of certificates of completion and authorization to test for completed applications that do not require a personal appearance is between 24 to 48 hours.

It is our hope that by submitting applications early, your student population will schedule their criminal background checks and pay their NCLEX fees prior to graduation. This would also allow us to schedule personal appearances for any individual who may require one prior to graduation rather than after. The goal is that when we receive their certificate of completion that this will be the only outstanding paperwork requirement to make them eligible for the NCLEX.

It is especially helpful to our staff if you deliver all applications for your May 2016 graduating class in one envelope. The application and a separate check for each student should be stapled together in the envelope. If you choose to send your photograph at this time, please tape it securely to the back page of the application. Please ensure that each student signs the second page of the application and include a statement that is legible if a positive response is given to any of the application questions. These small tasks are greatly appreciated and make the application process very smooth.

If you have any questions regarding the process, feel free to contact me directly. Questions regarding logistics of applications should be directed to our Assistant Board Director of Pre-Licensure, Keri Reed, at (317) 234-1992 or by email at kreed1@pla.in.gov. All correspondence from our staff is sent **via email** and each student will receive an email to complete their criminal background check and pay their NCLEX fee once their application has been entered into the system.

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Thank you for your cooperation and collaboration in this process. I always appreciate feedback and would be happy to discuss anytime. The feedback from previous years has been positive and I appreciate those who took time to provide the information.

The schedule for May 2016 graduates is as follows:

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| <u>Harrison College and Ivy Tech Community College</u> | <u>February 1-5, 2016</u> |
| <u>University of St. Francis and Kaplan College</u> | <u>February 8-12, 2016</u> |
| <u>Med Tech College and Huntington University</u> | <u>February 15-19, 2016</u> |
| <u>J. Everett Light, Brown Mackie, Ancilla College and University of Evansville</u> | <u>February 22-26, 2016</u> |
| <u>ITT Tech, St. Elizabeth and Bethel College</u> | <u>February 29 - March 4, 2016</u> |
| <u>Goshen College, Indiana University and Marian University</u> | <u>March 7-11, 2016</u> |
| <u>University of Indianapolis, Ball State and Anderson University</u> | <u>March 14-18, 2016</u> |
| <u>Purdue University and University of Southern Indiana</u> | <u>March 21-25, 2016</u> |
| <u>All remaining In-State Programs</u> | <u>March 28 – April 1, 2016</u> |