

**Instructions for Registered Nursing Program for Lifescan and Photo:**

1. Student are to get live scan fingerprinted & have passport photo taken by A+ LiveScan Services onsite at Evergreen Valley College:
  - a. Signups will be in 10 minute intervals. Online signups organized by Program Coordinator, Adrienne Burns via Sign Up Genius for Monday, November 23<sup>rd</sup>, 2015 from 2:30 to 7:30 p.m.
  - b. Bring a photo ID (Drivers License preferred, Passport **OR** if no DL or Passport available, the student may bring a School ID card along with their Social Security Card).
  - c. Bring either Exact Cash, Check (payable to A+ LiveScan Services), or Credit Card in the amount of \$74.00.
  - d. Student will fill out the applicant section of the Live Scan Form prior to the date of service. Please print clearly. Where is says: Place of Birth provide City & State; SOC = Social Security # and Misc No (above the home address) = Phone #.
  - e. Student will be given a copy of their live scan form and the original will go to A+ LiveScan Services. The students copy will be scanned and attached to your online application and then will become the students hard copy for their record.
  - f. Student then fills out the Examination Identification form and will attach one photo to the form. This form will also be scanned and attached to your online application and then will become the students hard copy for their record.
2. Student will then go to [www.rn.ca.gov](http://www.rn.ca.gov)
3. At the top of the page, click on, "**CLICK HERE FOR CURRENT INFORMATION REGARDING APPLICATIONS**"
4. This page provides information about Online Exam Application, Results, Transcripts, Required Prerequisites, etc., to the applicant. Please read all information.
5. At the top of the page where it says, "Online Exam Application" click on where it says, "**go directly to BreZE**" - New Users – Registration to create a user account and begin the online process.
6. You may also click on, "**click here**" to get detailed information about filling out the application and what documents you will need to attach, such as:
  - a. Completed Exam ID Form with photo attached
  - b. Completed Live Scan Form
  - c. Completed request for Accommodation of Disabilities form, if applicable
  - d. Paying fees
  - e. Other information also on this page important for the online application process

***Good Luck & Congratulations!***