

## Submitting an Attestation Letter/Transcripts to the Board of Nursing

Pursuant to nursing regulation 18 VAC 90-19-110. Licensure by examination:

- A. The board shall authorize the administration of the NCLEX for registered nurse licensure and practical nurse licensure.
- B. A candidate shall be eligible to take the NCLEX examination (i) upon receipt by the board of the **completed application**, the fee, and an official transcript or attestation of graduation from the nursing education program and (ii) when a determination has been made that no grounds exist upon which the board may deny licensure pursuant to §54.1-3007 of the Code of Virginia (emphasis added).

Consistent with the above-cited regulation, students must apply for licensure **before** proceeding with any requirements in the licensure process (e.g. submitting transcripts, court documents, fingerprints, etc.) Additionally, the licensure process is extremely efficient for all when the board has an official application on file when we receive supporting documents and begin our review to determine eligibility for testing.

### **Process for Submitting Attestations/Transcripts:**

- Virginia nursing education programs can email an Attestation Letter in lieu of transcripts to [transcriptbyexam@dhp.virginia.gov](mailto:transcriptbyexam@dhp.virginia.gov).
- The subject line of the email containing the Attestation Letter must include: **Attestation Letter – School Name and Program Code**
- The Attestation Letter will include all the names of the graduating cohort. There is no specific format but most schools have developed a letter stating degree conferral with a table below to include the required information (included is a “sample format” for an Attestation Letter for your reference). The emailed letter must be sent in a format that cannot be changed (either PDF or scanned copy of the letter).
- Attestation Letters **must** contain the following information:
  - Student’s name
  - Last 4 digits of the SSN
  - Date of Birth (DOB)
  - Enrollment date
  - Graduation date
  - Type of degree earned
- If the program emails an Attestation Letter to [transcriptbyexam@dhp.virginia.gov](mailto:transcriptbyexam@dhp.virginia.gov), please do **not** mail hard copy transcripts to the board. If the program emails the Attestation Letter to [transcriptbyexam@dhp.virginia.gov](mailto:transcriptbyexam@dhp.virginia.gov) please do **not** mail a hard copy of the attestation letter to the board. **Duplicate documentation slows down the process.**

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- Once the email is submitted, you should receive an “auto-reply” from [transcriptbyexam@dhp.virginia.gov](mailto:transcriptbyexam@dhp.virginia.gov) which is your **confirmation of receipt** of the Attestation Letter via email. If you do not get a return email confirming the receipt of the attestation letter, please alert the board.
- The Attestation Letter or transcripts should be emailed or mailed to the board once the degree has been conferred which may be different than the day of graduation ceremonies.
- Transcripts may also be sent electronically to [transcriptbyexam@dhp.virginia.gov](mailto:transcriptbyexam@dhp.virginia.gov) through services such as *Parchment* or *eScripts*.

### Examples of Situations that can Slow Down the Processing of an Application:

1. The Board must receive the application prior to receiving additional documentation.

EX. A.: Students obtain the board issued fingerprint codes, available exclusively to confirmed board applicants, allowing them to register for fingerprinting through the board’s approved vendor and provide criminal history information to the board before submitting an application to the board.

**ISSUE: The board has access to highly sensitive information without any record to associate it with on file.**

EX. B.: The board has received transcripts for an entire graduating class regardless of whether or not the board has applications on file for each individual.

**ISSUE: Creates delays for confirmed applicants as board staff must manually review/approve all transcripts and must have an application to which documents can be recorded.**

The board’s goal is to have students deemed eligible for testing as quickly as possible. Following the above actions, in the proper order, will help make the process of deeming the students eligible to test smoother and more efficient.