Attestation Letter Requirements

Requirements:

- **The letter must be on school letterhead AND signed by school official.**
- The attestation letter <u>must</u> be submitted either as a **Word document** or **editable PDF with a table (format below)**. <u>Scanned copies</u> of the attestation will <u>not</u> be accepted.
- Submit to **transcriptbyexam@dhp.virginia.gov**; you will receive an auto-reply confirming receipt <u>only</u> once per day (due to system limitations).
- **Subject line of email**: **Attestation Letter - Smith University Timbuktu 0025123456**

  Example: TO: Transcriptbyexam@dhp.virginia.gov
            FROM: Sally.Smith@program.edu
            SUBJECT: Attestation Letter - Smith University Timbuktu 0025123456*

  (*Assigned Attestation Processing Code is 10 digit numerical <u>only</u> and is <u>not</u> the same as your program code which starts with US)

- **Submit attached (attestation) named: Smith University Timbuktu RN 05012023**
- Do <u>not</u> alter the table column headings and content should look <u>exactly</u> as the below table.

  <u>Other key items:</u>
  - First/last name in <u>same</u> column; names cannot be underneath each other.
  - No extra information, e.g. student aliases, punctuation, etc. in the content.
  - Enrollment date should be the <u>start</u> date, not a range of dates.
  - If attestation submissions do not meet requirements, it will significantly delay the process.

Date

To Whom It May Concern:

As (program representative), I am attesting that all students listed on this letter have completed the requirements of the registered nursing/practical nursing education program at (Name of Program, city/town/county, program code number) including that they have completed the curriculum and clinical requirements and hours throughout the lifecycle in a variety of settings (per regulation 18VAC 90-27-90 and 18VAC 90-27-100).

Name	Last 4 SSN	DOB	Enrollment Date	Graduation date	Degree	Nursing Education Program
Sally Smith	1234	12/29/2001	08/01/2018	12/20/2021	BSN	RN

Revised: April 2023