

Process Requirements - Submitting Attestation letter/Transcripts to the VBON

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).
- ❖ The licensure process is more efficient when the Board has an official application on file AND supporting documents are received. Students **should apply** for licensure **before** proceeding with submission of any requirements in the licensure process (e.g. transcripts, court documents, fingerprints, etc.). **Expected graduates should apply no earlier than 2 weeks before graduation date.**

Virginia Approved Pre-licensure Nursing Education Programs:

Process for Submitting Attestations

1. **Virginia** nursing education programs ONLY are **required** to email an Attestation Letter **in lieu of transcripts** to transcriptbyexam@dhp.virginia.gov. **Do not mail a hard copy to the Board.**
2. Prior to emailing the Attestation Letter to the board **verify** to ensure it is **final** and includes **all** the graduates once degrees have been conferred, which may be different than the day of graduation ceremonies. **One** (1) Attestation should be submitted for **each** program completion date; do **not** combine multiple program completion dates or program types on one attestation. The required format of the attestation letter is available on the board's [website](#).

PLEASE NOTE: The attestation letter must be submitted either as a **Word document** or **editable PDF**. **Scanned copies of the attestation will not be accepted or processed.**

Process Requirements - Submitting Attestation letter/Transcripts to the VBON

3. The subject line of the email containing the Attestation Letter **must include**: Attestation Letter – School Name/Campus AND your 10 digit numerical * **Attestation Processing Code**.

Example Email Header:

TO: Transcriptbyexam@dhp.virginia.gov

FROM: Sally.Smith@program.edu

SUBJECT: **Attestation Letter - Smith University Timbuktu 0025123456**

* **Assigned Attestation Processing Code** is a 10-digit number only AND is not the same as your US program code.

4. Submit the attestation named: **Smith University Timbuktu RN 05012023**

5. Attestation Letters **must** contain accurate information in the **required** table:

- Student's name – first & last ONLY (no aliases, middle names or punctuation in this field)
- Last 4 digits of the SSN
- Date of Birth (DOB)
- Enrollment date – start date only
- Graduation Date
- Degree - (BSN, ADN, AAS, Certificate, Diploma)
- Nursing Education Program - type is RN or PN

❖ **The Attestation table must be formatted exactly like this example:**

Name	Last 4 SSN	DOB	Enrollment Date	Graduation date	Degree	Nursing Education Program
Sally Smith	1234	12/29/2001	08/01/2018	12/20/2023	BSN	RN

Do not alter the table format or column headers (except as to center information, if necessary).

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6. Once the attestation email is submitted, you should receive an “auto-reply” from transcriptbyexam@dhp.virginia.gov which is your **confirmation of receipt** of the Attestation Letter via email. Note: due to email system limitations, you may only get a confirmation (auto reply) **once per day**. If you do not get at least one (1) auto reply email confirming the receipt of the attestation letter, please alert the Board by email (transcriptbyexam@dhp.virginia.gov). **Otherwise, if your email did not bounce back to you AND was sent to correct email address do not resend the attestation.**
7. When you have submitted your final attestation for each graduating cohort by graduation date AND received confirmation of receipt from the Board, each attestation will be maintained in your program file.
8. Attestations do not need to be resubmitted, unless requested by Board staff. If a graduate was **omitted**, then send **one** (1) additional attestation with only the omitted graduate’s information. This will facilitate more efficient processing for applicants who may not be successful on their first exam and are required to re-file an application with the Board.
9. Attestations will not be accepted after a program is closed pursuant to a Board order, unless requested by Board staff.

Out of State Pre-licensure Nursing Programs:

- Graduates of nursing schools located in other states - Verification of Clinical Hours: If you attended a nursing program outside of Virginia, your **FINAL** official transcript must include evidence of the actual (direct client care) clinical hours broken down for each course.
- Transcripts are preferred electronically sent to transcriptbyexam@dhp.virginia.gov which makes the process quicker or may be sent by mail.
- If the program has electronically submitted a transcript through email or services such as *Parchment* or *eScripts to* transcriptbyexam@dhp.virginia.gov, please do **not** mail a hard copy to the Board. **Duplicate documentation slows down the process.**

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Examples of Situations that will 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 applying 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 the Board has applications on file for everyone.

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.

2. Applicants should apply with Pearson at the same time they apply with the Board.

EX. C: Applicant has received their Eligibility to Test (ETT) letter from the Board but has not yet registered and/or paid Pearson:

ISSUE: If the Board issues an ETT prior to an applicant's registration/payment with PV, the applicant will NOT automatically receive their Authorization to Test (ATT) directly from PV. In effect, PV will have no applicant account to connect the Board's ETT with and this requires Board staff to have to manually update PV. To receive an ATT from PV, applicants must register AND pay PV IN ADVANCE and also ensure that all information they submit to PV is accurate, to include the nursing program (school) code. The Board has no way of knowing that an applicant has not received the ATT (from PV) unless an applicant communicates with Board staff that they have received the ETT but not the ATT. Applicants are informed in their ETT the process for notifying the Board when they received their ETT (from the Board) but not the ATT (from PV).

Process Requirements - Submitting Attestation letter/Transcripts to the VBON

3. Program submitted their attestation to the Board but applicants do not see their Attestation checked as 'completed' on their Board online application 'checklist' so they are calling the Board and/or program to follow up.

EX D: Attestation has incorrect applicant name, SSN or Attestation email and/or table incorrectly formatted OR multiple copies of the attestation have been emailed to the Board.

ISSUE: If incorrect information is submitted on the Attestation but an applicant has applied with the Board, Board staff will not be able to locate or process their application. If the Attestation is not formatted and submitted per the required instructions, the Attestations will not be processed quickly or efficiently which delays application processing. If multiple copies of attestations have been emailed, Board staff to look through each copy to determine if it is new and if not, duplicates may be saved to a program record.

The Board's goal is to have students deemed eligible for testing as quickly as possible. Following the above actions and Board instructions, in the proper order, will help make the process of deeming the students eligible to test smoother and more efficient. Please continue to encourage your students to apply within 2 weeks of graduation AND monitor their online application 'checklist' which is the first resource for application status updates. More information may be found here: [Virginia Board of Nursing - Application Status](#) and appropriate staff contact information can be found on the [Board's staff listing](#).