



Virginia Department of
Health Professions
Board of Nursing

Nursing Education Program Administration Reference Guide

Introduction

The Nursing Education Program Administration Reference Guide was designed to help you find resources and information for maintaining a successful nursing education program in the Commonwealth of Virginia.

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Thank you for everything you do to educate future nurses and we hope this reference guide makes that job a little easier.

About the Board of Nursing

The Board of Nursing is one of 13 boards that are part of an umbrella agency, the Department of Health Professions. Pursuant to the Code of Virginia, §54.1 Chapter 30, Nursing, the Board shall consist of 14 members comprised of eight registered nurses, at least two of whom are licensed nurse practitioners; two licensed practical nurses; three citizen members; and one member who shall be a registered nurse or a licensed practical nurse. (§54.1-3002.)

A listing of Board staff and members is located on our [website](#) under About the Board.

Student Attendance at Public Board Hearings

The full Board meets in January, March, May, July, September, and November of each year. The Board’s business meeting is open to the public. The agenda and minutes for these meetings can be found on our website under [About the Board/Calendar](#).

The schedule for discipline hearings and how to contact the Board to schedule your visit can be found on the Board’s website under [About the Board/Calendar/Guidelines for Students/Faculty Attending Meetings and Disciplinary Hearings](#).

Encourage your students to read these Guidelines as they include instructions on expected dress and conduct during these meetings.

Board of Nursing Regulations and Guidance Documents

[Regulations for Nursing Education Programs](#) (18VAC90-27-10 et seq.) provides you with the Board's requirements for establishing and maintaining a pre-licensure Nursing Education Program in the Commonwealth. Guidance Documents are statements intended to offer additional assistance in specific areas. Regulations and Guidance Documents are located on the Board's website under [Practitioner Resources](#).

The regulations and guidance documents are a great resource for any questions you may have regarding the Board's requirements for nursing education programs.

The Role of the Program Director

The role and responsibilities of the program director are defined in section 18VAC90-27-40 (C) and (D). The program director is responsible for, but not limited to, ensuring faculty are qualified by education and experience to teach in the program or supervise the clinical practice of students, implementing the program and the curriculum, and overseeing the admission, progression, and graduation of students.

The Program Code

When contacting the Board of Nursing in writing, it is requested that the program code be included in the subject line of the email or letter. The program code can be searched on the Board's website under on the [Nursing Education Program page](#).

When graduates submit their application for licensure to the Board, and register with Pearson Vue, it is important the correct program code is selected.

Pursuant to regulation, each program must have an NCLEX result of 80% or higher at the end of each calendar year to be compliant with Board regulations. A student selecting the incorrect code may negatively impact this result.

NCLEX Quarterly Results and Education Summaries

National Council for State Boards of Nursing (NCSBN) and Pearson VUE are responsible for the administration of the National Council Licensure Exam (NCLEX) for licensure as a Registered or Practical Nurse.

Pearson VUE distributes the NCLEX results to the state Boards of Nursing on a quarterly basis. Once the results are received, the Board will email the quarterly results report to each program director for review.

The NCLEX results are assessed based on the performance of first-time test takers pursuant to 18VAC90-27-210. If a tester is not successful on their first attempt; the attempt will show as a failure for that quarter. The subsequent passing or failing of a repeat tester is not calculated in later results as they are not a first-time tester in that quarter.

NOTE: A repeat tester may change the state in which they are attempting to be licensed and be a tester in that state for the first time. However, they are considered a repeat tester for your program because they are in the Pearson VUE system as having previously tested.

NCLEX Education Summary

An education summary includes the student's name, test date, and indicates if the test is first time or repeat. Education Summaries may be requested at any time. To request an Education Summary, please contact the Education Program Specialist via email and provide the program name, program code, and date range for which you would like the results. Requesting summaries from the Board before the end of the quarter will allow you to see if students have selected the correct program code so corrections can be made prior to the quarterly results being calculated.

Inaccurate NCLEX results

In the case of a student who has selected an incorrect program code, the program director should email the Education Program Specialist and request to have the result moved to the correct program code. The email must include the student's name, the incorrect program code, and the correct program code.

National Council of State Boards of Nursing (NCSBN)

NCSBN offers resources for students and educators. They provide training, webinars, and continuing education courses for program directors and faculty.

At www.ncsbn.org you can find information specifically for educators regarding NCLEX, continuing education, simulation, transition to practice, trends in nursing, regulations, nursing compact information, and so much more to assist you in educating nursing students.

Encourage your students to visit the NCLEX.com website before they apply for licensure so they can read about the testing process and be better prepared for what to do before, during, and after the exam.

Application for Licensure

Expected graduates should NOT apply for licensure until a maximum of 2 weeks prior to their expected graduation date. The licensure process is more efficient for all when the Board has an official application on file before receiving supporting documents. Consistent with [18VAC90-19-110](#), students should submit an application with the Board for licensure before proceeding with any requirements in the licensure process (e.g., fingerprints, court documents, etc.). If possible, the applicant should register with Pearson VUE the same week they apply with the board.

Process for the Graduate to Apply for Licensure

The directions for applying for licensure can be found on the Board of Nursing's website [under Applicant Resources/Apply for License](#). Each student who expects to take the NCLEX upon graduating should visit the site prior to applying and read the Instructions for Completing the Application before opening the online application.

The instructions for applying also include how to request your Criminal Background Check (CBC) and what to do if you need to request Accommodations for Testing.

The CBC should be requested through Field Print at the same time the application is submitted. The Board should not receive the CBC before the application has been submitted online. The signature on the application gives the Board the authority to review confidential information such as a CBC or any other accompanying documents submitted by, or on behalf of, the applicant.

A complete application includes but is not limited to: The online application, the fee paid online, receipt of an Attestation Letter that lists the student as completing the program, any documents requested by the licensing specialist such as court documents, name change documents if applicable, or physician's letters for Accommodation requests. Documents requested from an applicant will vary based on their individual answers to questions on the application.

If additional information is required for processing the application, the applicant will receive an email from the licensing specialist who is processing their application. The email/letter will explain what documents are needed and why. If the applicant has any questions, they should respond to the email from the licensing specialist.

Applications are processed on an individual basis. Processing times may vary per applicant due to individual circumstances. Graduates from the same cohort may not be deemed eligible at the same time due to these differences.

The average time it takes for the Board to process a **complete application** can be 30 to 45 business days but less is possible. We ask that graduates do not contact the Board until the 30 to 45 business days have passed from the date they applied to the Board. The applicant also has access to a checklist that will provide information on dates application processing is complete.

Authorization to Practice/Test

After being deemed eligible by the Board to take the NCLEX, the applicant receives a letter from the Board, via email, that states they are now eligible to practice in Virginia for 90 days.

The Board notifies Pearson VUE of applicants who are eligible to test within 24 hours of the applicant being deemed eligible. If the applicant is not registered, they will not be able to receive an Authorization to Test (ATT) from Pearson Vue. The graduates Authorization to Test (ATT) will come from Pearson Vue. Once they receive their ATT, via email, they follow the directions provided in the email to schedule a test date.

Graduate Results/Licensure

The Board receives the test results the first business day following the date the applicant tests. Successful testers will find their license number on License Lookup on the Board's website. If they were not successful, the Board will email them a letter that includes their report from Pearson VUE explaining the areas of the test on which they were below the passing standard. The Board's letter will explain the process to reapply.

Process for Submitting Attestations:

Virginia approved nursing education programs 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.

Directions for submission of the Letter of Attestation are located [here](#). Prior to emailing the Attestation Letter to the board, please ensure it is final and includes all the graduating cohort once degrees have been conferred, which may be different than the day of graduation ceremonies. One (1) Attestation Letter 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.

NOTE: the Attestation Letter must be submitted either as a Word document or editable PDF. Scanned copies of the attestation will **not** be accepted.

Emailing the Letter of Attestation

The subject line of the email containing the Attestation Letter must include Attestation Letter – School Name/Campus and the 10-digit numerical Attestation Processing Code

Example:

TO: Transcriptbyexam@dhp.virginia.gov

SUBJECT: Attestation Letter – Smith University Timbuktu 0025123456*

Once the 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. If you do not get a return email confirming the receipt of the attestation letter, please alert the Board by email.

Attestation Processing Code

Assigned Attestation Processing Code is 10 digit numerical only and is not the same as your program code with starts with US. If you need your attestation processing code, please contact the Education Program Specialist.

Nursing Education Seminars

To register for these seminars, send an email to the Education Program Specialist with the following information: your name with your credentials and position title, the name of your program, your work email address, and the date of the session you want to attend. If you wish to cancel or change to a seminar scheduled on a different date, send an email to the Education Program Specialist with the requested changes.

Closer to the date of the seminar, the attendee will receive an email with additional information needed for attendance at the session, including the PowerPoint presentation.

If the Board needs to cancel a session, an email will be sent to all registrants and an announcement of the cancellation will be placed on the Board’s website.

Regulatory Review Seminar

Throughout the year, Board staff provides nursing education program seminars for program administration and faculty. Attending the Education Seminars, hosted by the Board, will help keep you up to date on changes to the regulations and nursing trends that affect your responsibilities as a program director.

This seminar is intended to present information on maintaining approval of your education program. You will receive information on any regulatory updates and NCLEX information to help you and your students prepare for the exam. In addition, this is a great opportunity to share experiences with other program directors and faculty.

Following the seminar, attendees will be emailed a certificate of attendance valued at 3 contact hours that can be counted toward continuing education and/or licensure renewal.

The schedule for the sessions is posted to the [pre-licensure nursing education page](#) of the website.

Establishing a new pre-licensure nursing program

If you are interested in establishing a new pre-licensure nursing education program, pursuant to regulation, you must attend this seminar. The session is an overview of the application process and the regulations pertaining to establishing a nursing education program. This seminar is offered twice a year. The schedule for the sessions is posted to the [pre-licensure nursing education page](#) of the website.

Board Visits

Survey Visit

Nursing education programs that are accredited by a national nursing accrediting organization recognized by the board are visited every 10 years. Programs that are not accredited are visited every 5 years. Effective February 7, 2021, all registered nursing education programs shall have accreditation or candidacy status.

A representative of the Board of Nursing will contact you via phone or email and arrange a date for the survey visit. You will be asked to submit certain documents for review prior to the date of the visit to save time and allow the visit to run smoothly and efficiently. During the visit, the representative will conduct interviews, view files, and tour the campus and skills/simulation lab(s). After the visit the representative submits a report, and you will receive a letter stating you meet regulations and have been granted continued approval or will be advised of which regulations were not able to be verified and given time to submit documents to the Board as evidence of compliance.

The fee for a survey visit is currently \$2,200.00 per program. If you have more than one program that is to be visited on the same day, for instance the college or university has both a PN and an RN program, or more than one type of RN program, a separate fee is required for each program.

Site Visit

Application Site Visit

A site visit is conducted in connection with an application for establishing a nursing education program. The fee for this visit is included in the application fee for establishing a program.

NCLEX Site Visit

Pursuant to regulation, a NCLEX site visit will be required if the program is below the 80% pass rate for first time test takers for two consecutive years. The fee for this visit may be found in [18VAC90-27-20](#).

Notifying the Board of Program Changes

Substantive changes should be reported to the Board within 10 days of the change. Substantive changes include but are not limited to a change to the program's leadership. Please review 18VAC90-27-200 for a complete list of substantive changes.

An email can be sent to the nursing education program manager announcing the change. Information on what documentation is required by the Board for substantive changes is located on our [website](#).

Quarterly Progress Reports

Pursuant to 18VAC90-27-120(3) education programs who have initial approval, the program director is required to submit [quarterly reports](#) to the board that shall include evidence of progress toward full program approval and other information as required by the board.

Quarterly reports may be requested of an approved program if the program is required to show evidence of continued compliance following a survey visit or if disciplinary action has been taken against a program.

Nursing Education Program Annual Survey to be Submitted to the Board

Pursuant to regulation 18VAC90-27-220, a survey needs to be submitted for each nursing program that falls under you as program director. Every year, in October, the program director will receive an email from nursebd@dhp.virginia.gov with a request to complete Annual Survey. Not submitting it means the program is non-compliant and could result in the program being placed on conditional approval.

The email will provide the program with a username and password to access the annual survey. Each time you save the survey you will receive a message saying "Thank you for Submitting the Annual Survey"; however, you can continue to open and revise the survey until the specified deadline date. Once the deadline date has passed you will no longer be able to open the survey and it will be considered officially submitted to the Board.

Faculty Exception Requests

Pursuant to 18VAC90-27-170, programs who have obtained full approval may request an exception for faculty who do not meet all the requirements in 18VAC90-27-60.

NOTE: The faculty exception request is to be submitted prior to the academic year in which the faculty member is scheduled to teach. Faculty exception requests should be submitted to the nursing education program manager.

Initial Faculty Exception

The [Faculty Exception Request form](#) is found on the website and should be submitted prior to the faculty assuming a teaching role. Board of Nursing regulation 18VAC90-27-170 (1) explains the process for requesting an initial exception for a faculty member who can provide written evidence of pursuing the required degree. The Executive Director of the Board is authorized to make the initial decision on requests for exception.

Continuing Faculty Exception

Regulation 18VAC90-27-170 (2) explains the process for requesting a continuing exception for a faculty member enrolled in a degree program who can provide written evidence of completion of a minimum of two of the required courses during the past academic year. This request must be considered by an informal factfinding committee which will make a recommendation to the Board.

Clinical Exception Requests

Board of Nursing regulation 18VAC90-27-30(e) requires that at least 80% of all clinical experiences are to be conducted in Virginia, unless an exception is granted by the Board. In addition, the use of any clinical site located 50 miles or more from the school shall require Board approval.

Greater than 50-mile exceptions

A written request for exception should be submitted to the nursing education program manager who has the delegated authority to approve such requests.

Out of state clinical >20%

A written request for exception should be submitted to the nursing education program manager. This request must be considered by an informal factfinding committee which will make a recommendation to the Board.

Mary Marshall Scholarship

The Mary Marshall Scholarship is administered by the Virginia Department of Health. The application can be found on their [website](#). Funds for the Mary Marshall Scholarship are collected through nursing licensure renewal fees. One dollar of every renewal fee is added to the scholarship fund.

The Virginia Department of Health reviews the applications and selects the recipients of the scholarship. The funds are then distributed to the programs by the Board of Nursing.

Board of Nursing Contacts

Name	Title	Phone	Email
Randall Mangrum	Nursing Education Program Manager	804-802-2746	Randall.Mangrum@dhp.virginia.gov
Beth Yates	Education Program Specialist	804-367-4473	Beth.Yates@dhp.virginia.gov
Jacquelyn Wilmoth	Deputy Executive Director for Education	804-367-4527	Jacquelyn.Wilmoth@dhp.virginia.gov
Board of Nursing	Main Number	804-367-4515	nursebd@dhp.virginia.gov

Other Resources

National Council of State Boards of Nursing	www.ncsbn.org
Pearson Vue	www.pearsonvue.com
State Council of Higher Education in Virginia	www.schev.edu
NCLEX.com	https://nclex.com/