



COMMONWEALTH of VIRGINIA  
Department of Education

April 28, 2017

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Important Change in Nursing Regulations and Processing Transcript Information**

Pursuant to the Virginia Board of Nursing (Board) regulation ([§18 VAC 90-19-110.C.2](#)) to establish eligibility for licensure by examination, the procedures for processing official transcripts have changed. The new regulation, effective April 20, 2017, authorizes the Board to accept a letter in lieu of an official transcript from a pre-licensure nursing education program administrator attesting to graduation cohorts program completion. The letter should include the following language:

*“As Dean (or Program Director), I am attesting that all students listed on this letter have completed the requirements of the nursing education program, including that they have completed the curriculum and clinical requirements and hours throughout the lifecycle in a variety of settings ([§18 VAC 90-27-90](#) and [§18 VAC 90-27-100](#)).*”

In addition, the letter must include the following information:

- o Name of the program;
- o Each student's first and last name (include all students on one letter);
- o The last four digits of the student's social security number;
- o The student's date of birth;
- o The dates of enrollment;
- o The date of conferral or the date of graduation from the nursing education program;
- o The type of degree conferred (Diploma, ADN, BSN, MSN); and
- o The type of nursing education program (LPN, RN).

The letter must be scanned and emailed in PDF format to [transcriptbyexam@dhp.virginia.gov](mailto:transcriptbyexam@dhp.virginia.gov). The official transcript may be mailed or submitted to the same transcript email address; however, the Board prefers the new process. This process will expedite the time it takes to process a new application by exam; therefore, the student should receive their Authorization To Test (ATT) in a more efficient and timely manner.

This information will be provided to career and technical education administrators and nurse aide program directors to ensure that all programs are in compliance with the new change.

If you have any questions, please contact Michele R. Green-Wright, Specialist for Health and Medical Sciences and Related Clusters, Office of Career, Technical, and Adult Education, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by telephone at (804) 225-3119.

SRS/LBH/aab

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