Florida Board of Nursing

GUIDELINES FOR SUBMITTING OFFICIAL SCHOOL LISTS
TO THE BOARD OFFICE

Purpose: The Board of Nursing permits schools of nursing to submit official school lists of graduates rather than official transcripts. These guidelines outline the process for submitting the school list electronically via email.

Policy: The program coordinator of an approved training program may submit the list of graduates electronically to the board office.

NOTE #1: Complete all sections of the school list including but not limited to the date of graduation, noted as mm/dd/yyyy (not mm/yyyy). Include the name of the director along with their contact phone number.

NOTE #2: A school list takes the place of an official transcript. Once a student has been deemed to have completed the nursing program by the school and their completion information submitted on an official school list his/her completion cannot be changed due to school error. Therefore, ensure that ALL students submitted on school lists have completed all requirements for graduation.

Procedure:

1. List of students is prepared using the Florida Board of Nursing standardized format in Microsoft Word (School List.doc attached) **PDF files (and any other formats) cannot be accepted and will be returned to the submitting school.**

   a. Students are listed **alphabetically** by last name, first and/or middle name and Social Security number.
   b. Social Security numbers are listed using the format: xxx-xx-xxxx. The Social Security number is used to ensure the attributing education is matched with the correct applicant. Many applicants have similar names. It also ensures that we find all students on a list in our database.

   NOTE: Social Security numbers that do not match the number submitted by the student will result in the student providing verification of SSN and may delay the approval process.

2. Ensure that all information is completed on the School List, including program code, completion date, and verifying signature.
      *These are the most common omissions that cause the school list to be returned for correction and delaying the processing of your students' applications.

3. Program coordinator verifies the school list and date of completion.

   a. Include an electronic signature on the form where indicated, or type in the name of the person who officially verifies the list and is responsible for its authenticity.

4. Save and **password protect** your official school list. Set password only to open; **NOT** to restrict editing. (The Board office makes notes on the Word document as needed and must be able to edit.)

    a. Set password to open (open only; not to modify/edit) by using <u>only your four digit program code</u>. Ex. 1049 (numbers only)

5. Confirm that the school list is accurate. See NOTE #2 above.

6. In the body of the email include the <u>name of your school and the city location</u>. This is **very important** especially for schools with several different campuses who have their own program codes.

7. Email the file as an attachment to mqa.cnaschoollist@flhealth.gov

    When the list is received and posted for processing, a confirmation will be sent. If a confirmation is not received within 2 business days, resend the list ensuring the above email address is used.

8. If a student needs to be added to the school list due to being left off of the original list, do not resend the entire list. Send a new list with <u>only</u> the completion information for the additional student or students.

9. All school lists must contain only one graduation date – multiple graduation dates on a single list cannot be accepted. A separate school list will be required for each graduation date. *__We cannot accept lists for future graduation dates__* Please do not submit the school list until the students have actually completed the program.

10. Do not make any changes to the school list format such as adding extra columns with information not currently needed to process your school's list of students.

==**Note #3: School lists will be processed within 7-10 days from the date you receive confirmation of receipt, regardless of pre-scheduled test dates. Students' applications are not processed upon receipt of a school list, but based on the date we received their application to ensure fairness, and applications may take up to 30 days to be processed, especially during peak graduation times.**==

==**While you may have requested In-Facility Testing, this does not guarantee the list of students will be processed or deemed eligible in time for the preferred date. We will need an official school list in order to approve students to test, it does not suffice to only include a list of students on the IFT request application to Prometric. School lists and applications cannot be expedited.**==

Remember, we are unable to accept any lists that are not password protected.

Revised 05/01/2017