

Florida Board of Nursing Education Program Portal



Education Program Portal (EPP) CSV/Individual Student Data Upload User Guide

Florida Board of Nursing

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Chapter 1: Introduction

The Education Program Portal

The Florida Board of Nursing (BON) plays an integral role in health care regulation as the board members and staff interact regularly with other stakeholder groups in Florida, as well as the National Council of State Boards of Nursing (NCSBN). The Department of Health's Division of Medical Quality Assurance (MQA) serves as the principle administrative support unit for the board. One requirement for eligibility to sit for the NCLEX (national licensing exam), is graduation from an approved program. Applicants must have their Florida school submit their name on a school list electronically, or via an official transcript.

During peak graduation seasons, the BON receives hundreds of school lists (in Microsoft Word format) a month, some of which contain hundreds of graduates' names. These lists are manually reviewed by application processors to locate the correct file in the licensing database, add the program code for verification; oftentimes corrections are needed, as applicants frequently list incorrect campuses, graduation dates, etc. The BON also receives hundreds of transcripts via mail and email, which must be researched and matched up to the corresponding applicant; frequently, the name on the transcript does not match the name submitted on the examination application, resulting in delay of approval until the discrepancy is resolved.

In order to improve efficiency, accuracy and reduce the timeframe for applicant approval, MQA has developed the Education Program Portal (EPP). The EPP allows eligible Florida nursing (LPN or RN) programs to submit student graduation information, which will upload directly into our licensing database, and automatically update the applicant's file with the correct information; if the school list was the only item pending for approval, the application will also be automatically approved within the **two business days**, which will also drastically reduce the timeframe for approval of the application.

Purpose

This user guide provides guidance on how to log into the portal, as well as how to upload graduate data.

System Requirements

It is recommended to use one of the following browsers: Microsoft Edge, Google Chrome, Mozilla Firefox, or Safari.

Chapter 2: Getting Started

Logging into the Education Program Portal

To access the EPP, each program must be provided log in information (username and password) from the Board of Nursing.

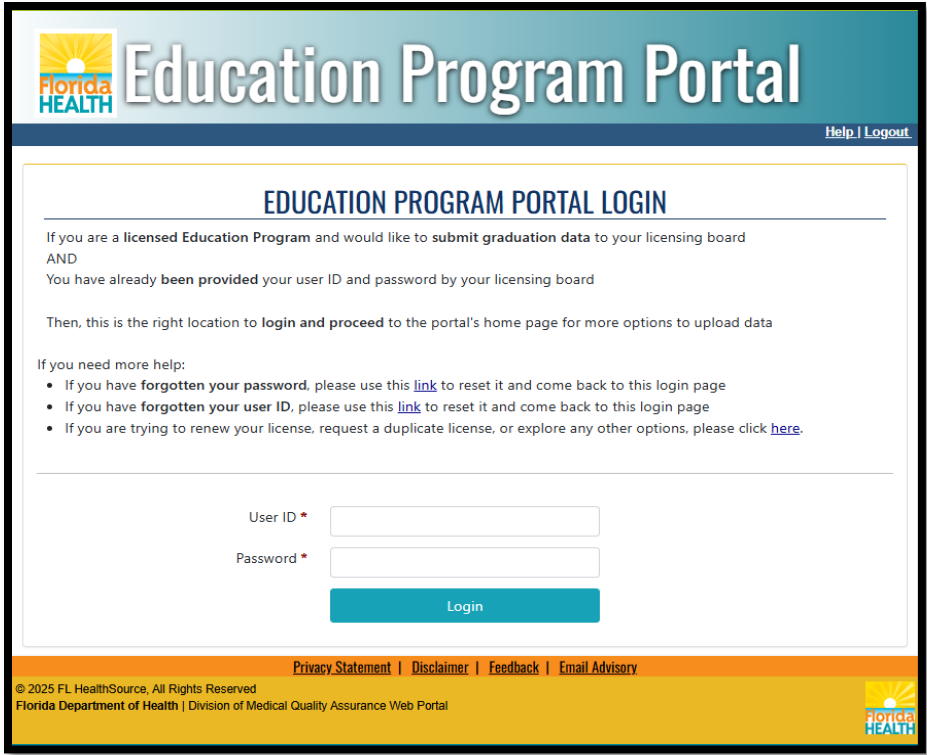
Note: This information must remain protected and should not be shared with anyone who does not have the authority to send or upload student graduation data for the respective program.

Each user account will be unique to individual Florida Nursing Programs (separate accounts for each NCLEX Program Code) and all data is protected by Florida Department of Health privacy standards.

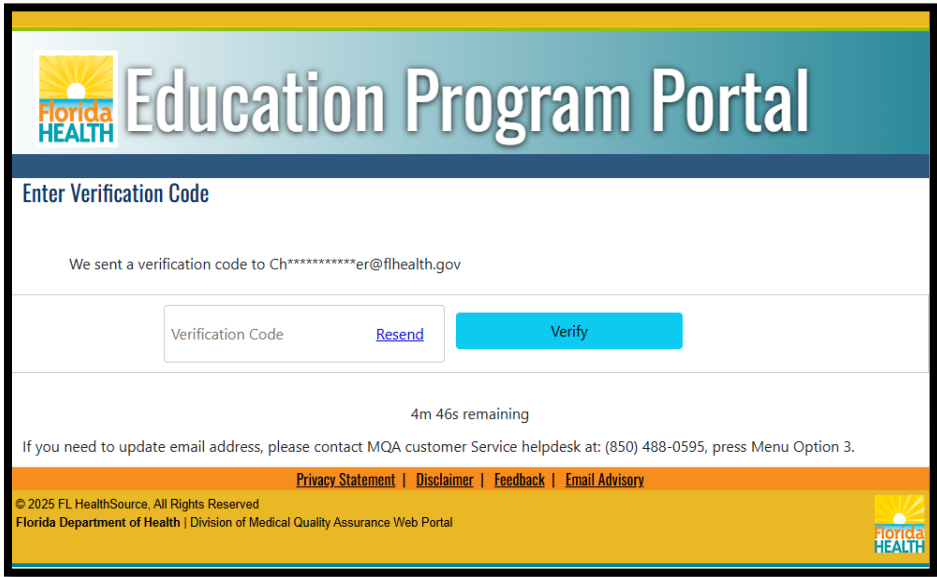
Step 1: Review the **System Requirements** on page 3 for system guidelines.

Step 2: Navigate to the EPP page at <https://epp.mqa.flhealthsource.gov>.

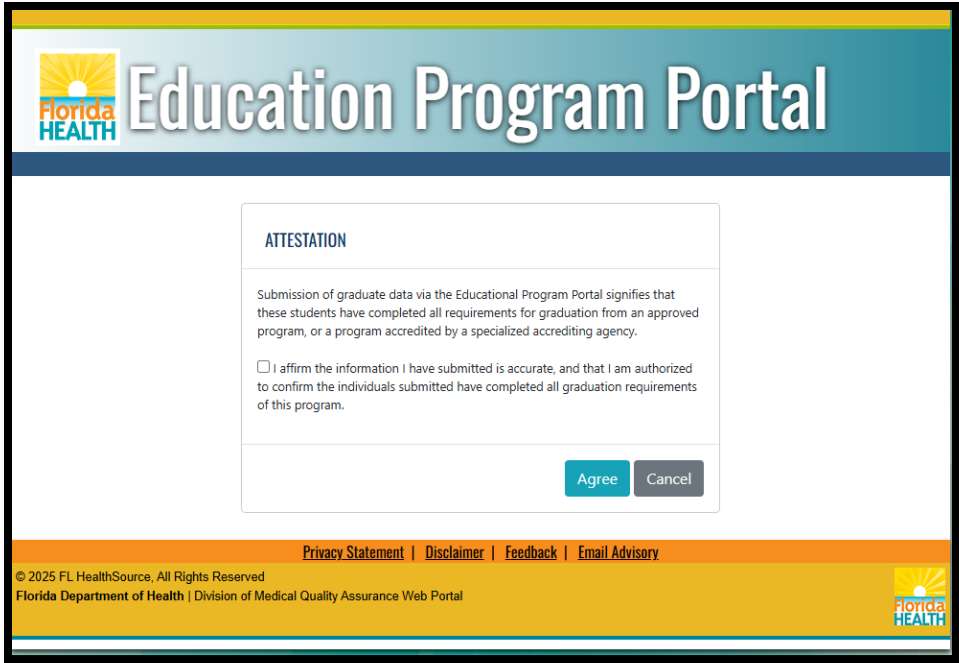
Step 3: Follow the on-screen prompts to log into the Education Program Portal.



Step 4: After username and password are entered, a one-time Multifactor Authentication Verification code (MFA) will be sent to the registered email address. Enter code into 'Verification Code' box and select 'Verify'.



Step 5: Read and affirm the attestation pop-up that displays after you enter in your User ID and Password, when you try to login.



Chapter 3: Uploading Student Graduation Data

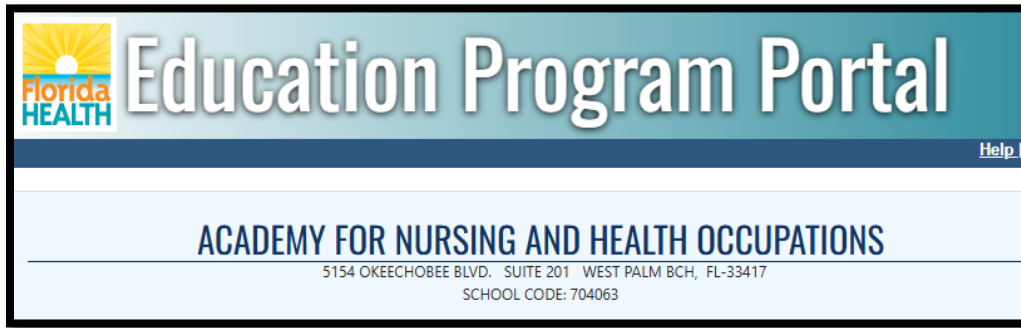
Option 1: CSV File Upload

Eligible Florida Nursing Programs can upload excel spreadsheets (in CSV format) of graduation data for multiple students using the CSV upload file feature.

Step 1: Log into the Education Program Portal.



Step 2: Verify the name and physical address for the nursing school is correct at the top of the page.



Optional: View the sample CSV file. The sample file illustrates the exact format and information that should be included in the CSV file that will be uploaded.

Step 3: Select the Program Type from the drop-down menu.

Program Type * -- Please select the program --

Step 4: Choose a CSV file to upload.

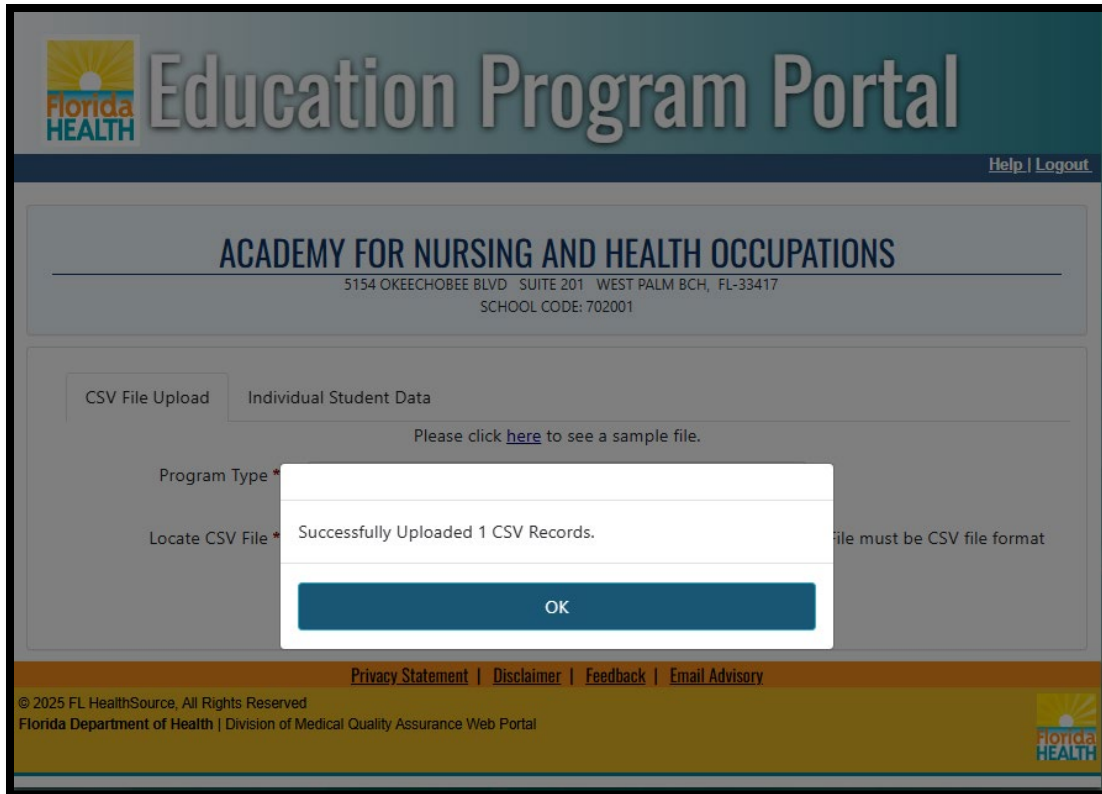
Locate CSV File * Choose File No file chosen File must be CSV file format

Step 5: Click "Upload CSV File."

Upload CSV File

If the upload is successful, the success message will display: "Successfully Uploaded "x" CSV Records."

- Where "x" equals the number of records on CSV file that were uploaded.



If there is an existing file within the licensing database (LEIDS) that matches the data submitted, that file will be updated. However, if there is not a matching file for the data submitted, LEIDS will store the data and update the file accordingly once the student applies for licensure.

- ❖ Note: You will **not** receive an error if there is a discrepancy with the data entered, versus that on the application. It is **imperative** to confirm the accuracy of the data submitted, or the information will not successfully match up with the applicant, which will delay their approval.

If the upload is not successful, an error message will display with one of the following:

- ❖ The CSV file uploaded does not contain any applicant data. Please review and try again.
- ❖ One or more of the records submitted contains an incorrect degree type for this account. Please make any necessary correction(s) and try again.
- ❖ Only CSV file type is allowed.

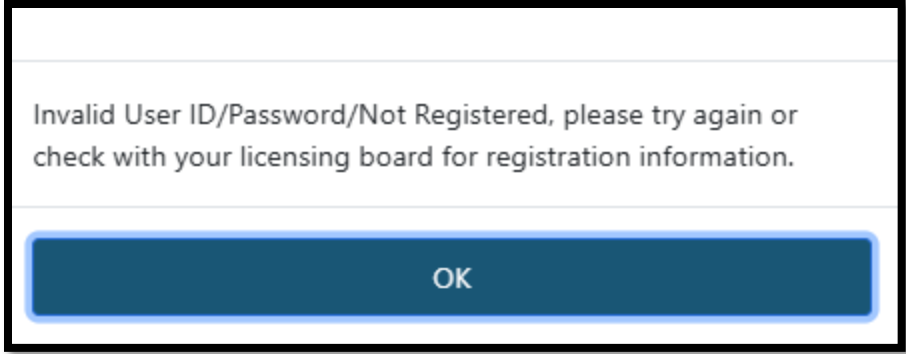
Steps for resolving

Portal Login Errors

Errors may occur when logging in to the portal. These errors include:

Error 1:

Invalid User ID/Password/Not Registered, please try again or check with the Florida Board of Nursing for registration information.

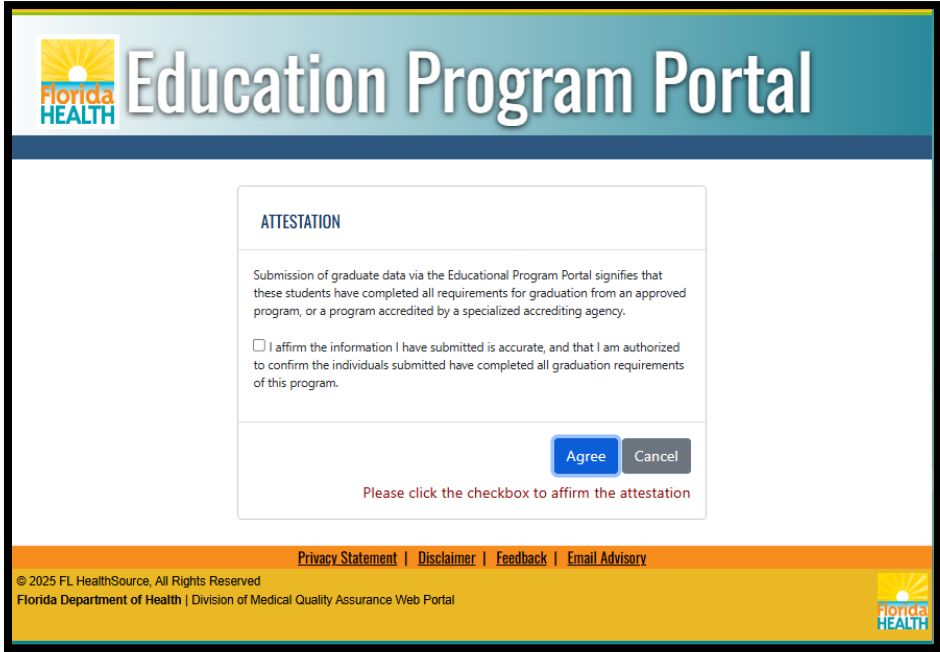


To troubleshoot error 1:

- ❖ Review the login information you have entered for accuracy, then try to login again.
- ❖ If this error message persists after you re-enter your User ID and Password, please contact the Florida Board of Nursing for registration information.

Error 2:

Please click the checkbox to affirm the attestation.

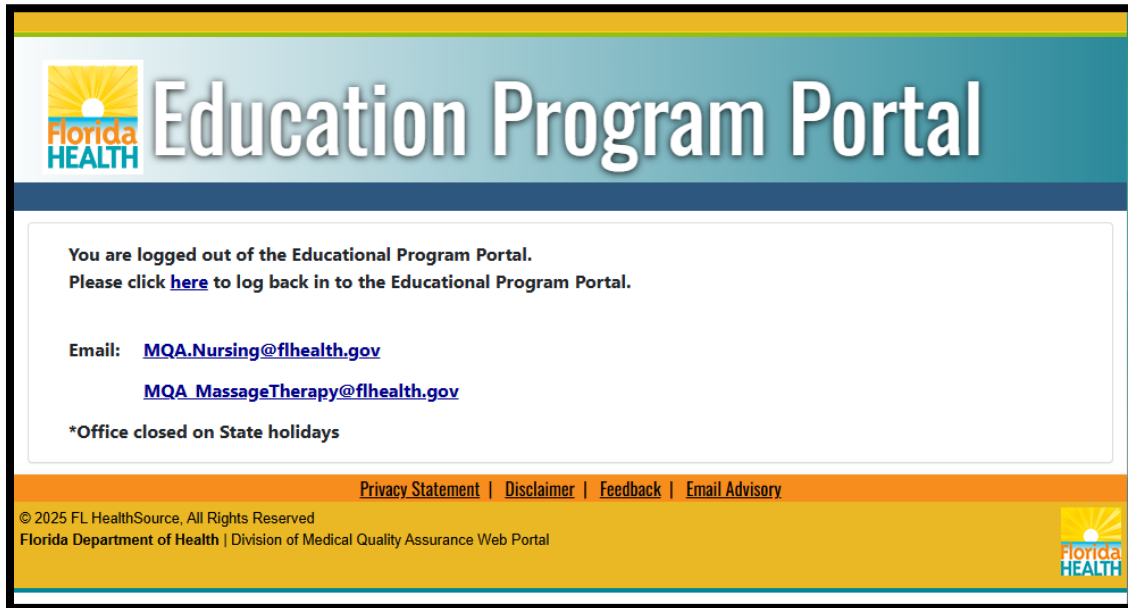


To troubleshoot error 2:

- ❖ Make sure you have the checkbox selected on the attestation before selecting 'Agree'.

are on page 11.

Step 6: Click Logout to leave the portal. Select the “[here](#)” hyperlink to return to the log in page.



The screenshot shows the Florida Health Education Program Portal. At the top left is the Florida Health logo, which consists of a sun icon above the words "Florida HEALTH". To the right of the logo is the title "Education Program Portal" in a large, white, sans-serif font. Below the title is a white rectangular box containing the following text: "You are logged out of the Educational Program Portal. Please click [here](#) to log back in to the Educational Program Portal." Below this box are two email addresses: "Email: MQA.Nursing@flhealth.gov" and "MQA.MassageTherapy@flhealth.gov". Below the email addresses is the text "*Office closed on State holidays". At the bottom of the page is a yellow footer bar containing the text "© 2025 FL HealthSource, All Rights Reserved" and "Florida Department of Health | Division of Medical Quality Assurance Web Portal" on the left, and the Florida Health logo on the right. In the center of the footer bar are the links "Privacy Statement | Disclaimer | Feedback | Email Advisory".

Option 2: Individual Student Data Form

Eligible Florida Nursing Programs can manually enter individual student graduation information by using the Individual Student Data tab.

Step 1: Log into the Education Program Portal and select the Individual Student Data tab.

The screenshot shows the 'Education Program Portal' interface. At the top left is the Florida Health logo. The main header reads 'Education Program Portal' with a 'Help | Logout' link on the right. Below this is a section for 'ACADEMY FOR NURSING AND HEALTH OCCUPATIONS' with the address '5154 OKEECHOBEE BLVD. SUITE 201 WEST PALM BCH, FL-33417' and 'SCHOOL CODE: 704063'. The main content area has two tabs: 'CSV File Upload' and 'Individual Student Data', with the latter being selected. The form includes fields for 'First Name *', 'Middle Name', 'Last Name *', 'DOB *' (with a calendar icon), 'SSN *' (with an eye icon for visibility), 'Degree/Program Type *' (a dropdown menu showing '-- Please select the program --'), and 'Graduation Date *' (with a calendar icon). A blue 'Submit Student Data' button is at the bottom of the form. The footer contains links for 'Privacy Statement | Disclaimer | Feedback | Email Advisory', copyright information '© 2025 FL HealthSource, All Rights Reserved', and the 'Florida Department of Health | Division of Medical Quality Assurance Web Portal' with another Florida Health logo.

Step 2: Verify the name and physical address for the nursing school is correct at the top of the page.

This screenshot shows the top portion of the Education Program Portal. It features the Florida Health logo on the left, the title 'Education Program Portal' in large white text on a teal background, and a 'Help |' link on the right. Below the header is a light blue box containing the text 'ACADEMY FOR NURSING AND HEALTH OCCUPATIONS', the address '5154 OKEECHOBEE BLVD. SUITE 201 WEST PALM BCH, FL-33417', and the 'SCHOOL CODE: 704063'.

Step 3: Follow the prompts to enter the student's identifying data.

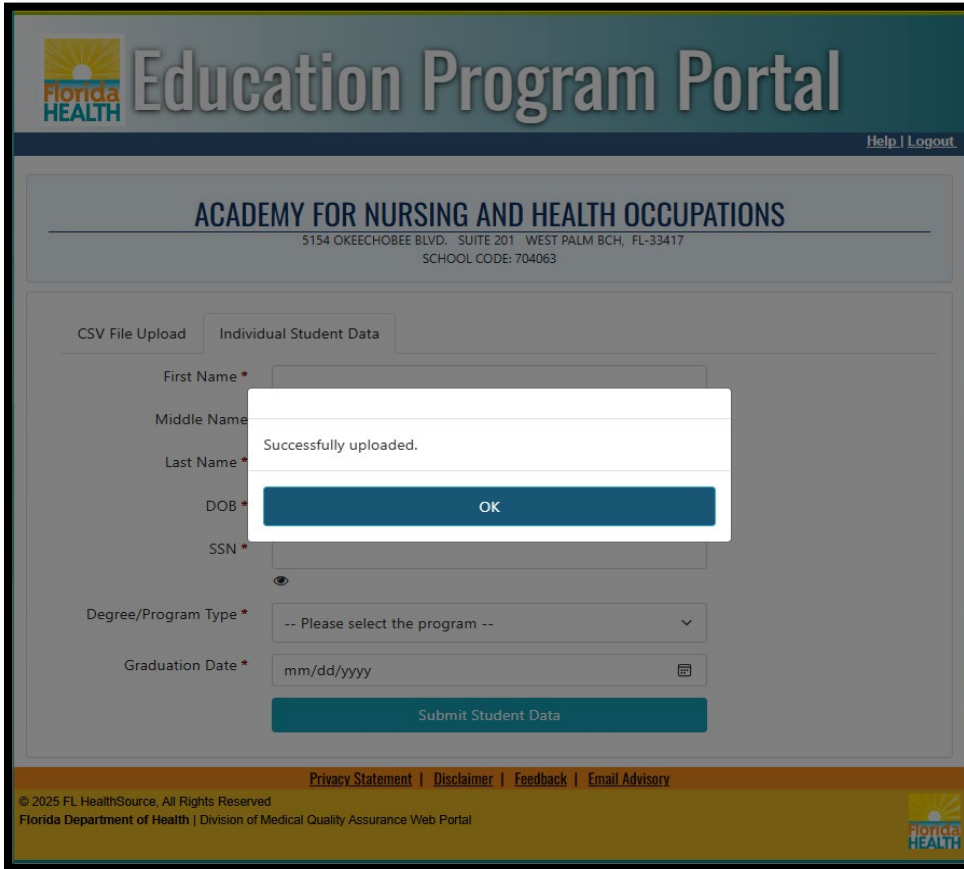
Step 4: Select the Degree/Program from the drop-down menu.

Step 5: Enter the student's graduation date.

❖ Note: you will only be able to select a date from within the last year.

Step 6: Click "Submit Student Data."

If the submission is successful, the success message will display: “Successfully uploaded.”

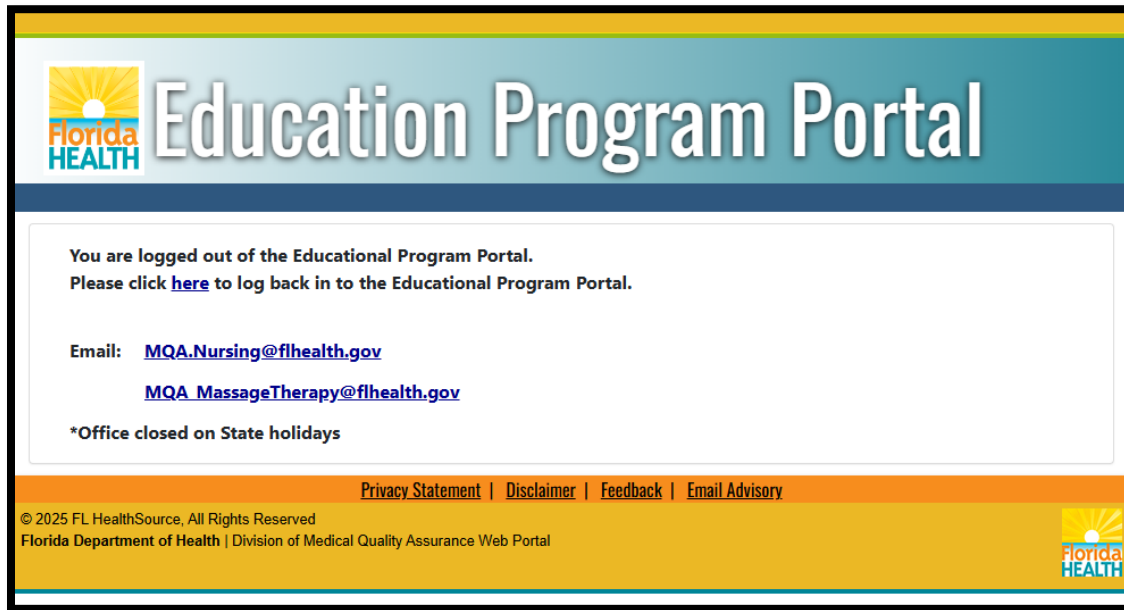


The screenshot displays the 'Education Program Portal' for the 'ACADEMY FOR NURSING AND HEALTH OCCUPATIONS'. The page includes a header with the Florida Health logo and navigation links for 'Help' and 'Logout'. Below the header, the academy's name and address are listed: '5154 OKEECHOBEE BLVD, SUITE 201 WEST PALM BCH, FL-33417' and 'SCHOOL CODE: 704063'. The main content area features two tabs: 'CSV File Upload' and 'Individual Student Data'. The 'Individual Student Data' tab is active, showing a form with fields for 'First Name', 'Middle Name', 'Last Name', 'DOB', 'SSN', 'Degree/Program Type', and 'Graduation Date'. A modal dialog box is overlaid on the form, displaying the message 'Successfully uploaded.' and an 'OK' button. At the bottom of the page, there are links for 'Privacy Statement', 'Disclaimer', 'Feedback', and 'Email Advisory', along with copyright information: '© 2025 FL HealthSource. All Rights Reserved' and 'Florida Department of Health | Division of Medical Quality Assurance Web Portal'.

If there is an existing file within the licensing database (LEIDS) that matches the data submitted, that file will be updated. However, if there is not a matching file for the data submitted, LEIDS will store the data and update the file accordingly once the student applies for licensure.

- ❖ Note: You will **not** receive an error if there is a discrepancy with the data entered, versus that on the application. It is **imperative** to confirm the accuracy of the data submitted, or the information will not successfully match up with the applicant, which will delay their approval.

Step 7: Click Logout to leave the portal. Select the “[here](#)” hyperlink to return to the log in page.



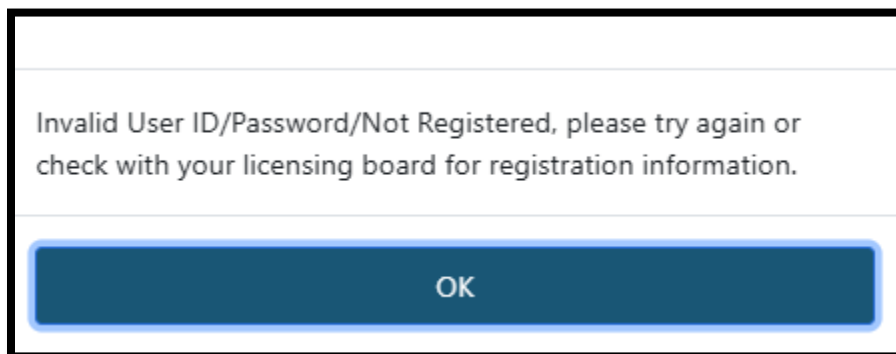
Chapter 4: Resolving Errors

Portal Login Errors

Errors may occur when logging in to the portal. These errors include:

Error 1:

Invalid User ID/Password/Not Registered, please try again or check with the Florida Board of Nursing for registration information.

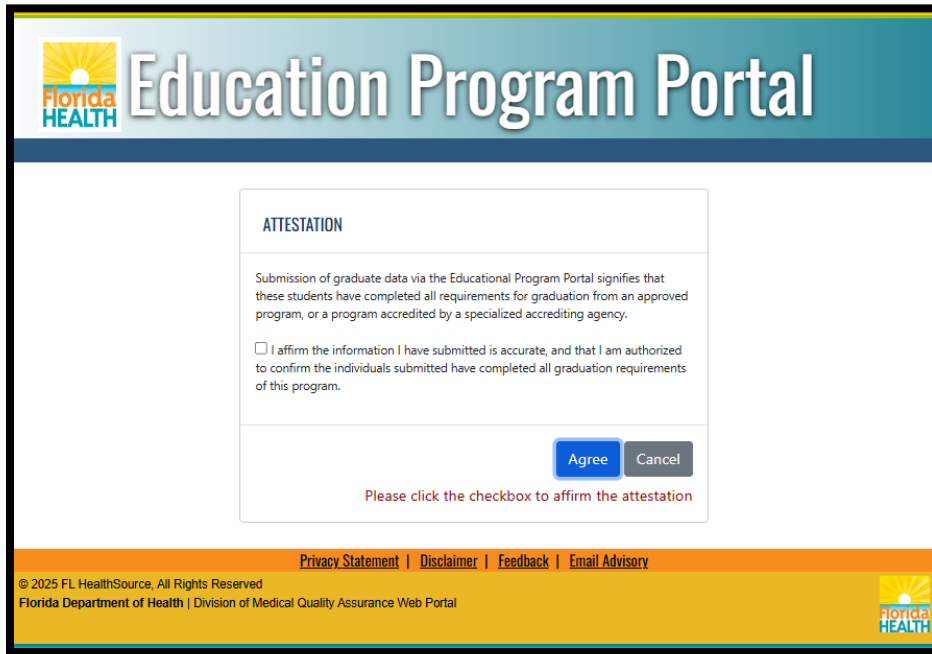


To troubleshoot error 1:

- ❖ Review the login information you have entered for accuracy, then try to login again.
- ❖ If this error message persists after you re-enter your User ID and Password, please contact the Florida Board of Nursing for registration information.

Error 2:

Please click the checkbox to affirm the attestation.



The screenshot shows the 'Education Program Portal' header with the Florida Health logo. Below the header is a white box titled 'ATTESTATION'. Inside this box, there is a paragraph explaining that submission of graduate data signifies completion of requirements. Below the paragraph is a checkbox with the text: 'I affirm the information I have submitted is accurate, and that I am authorized to confirm the individuals submitted have completed all graduation requirements of this program.' To the right of the checkbox are two buttons: 'Agree' (blue) and 'Cancel' (grey). Below the buttons, a red message reads: 'Please click the checkbox to affirm the attestation'. At the bottom of the page, there is a footer with links for 'Privacy Statement', 'Disclaimer', 'Feedback', and 'Email Advisory', along with copyright information for 2025 FL HealthSource and the Florida Department of Health logo.

To troubleshoot error 2:

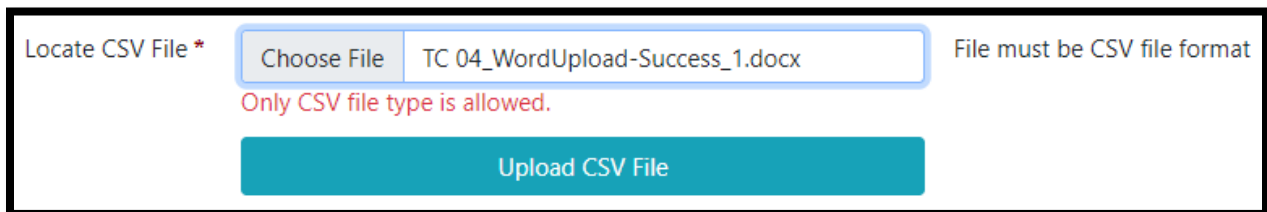
- ❖ Make sure you have the checkbox selected on the attestation before selecting 'Agree'.

CSV File Upload Errors

Errors may occur when uploading CSV files with graduate data. These errors include:

Error 1:

Only CSV file type is allowed.



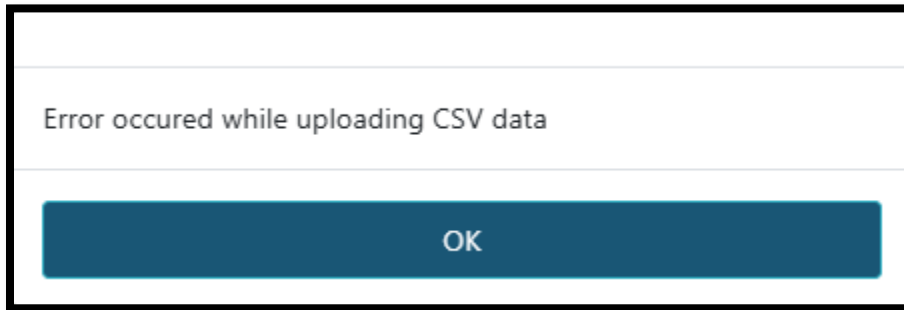
The screenshot shows a file upload interface. On the left, it says 'Locate CSV File *'. In the center, there is a 'Choose File' button and a text box containing the filename 'TC 04_WordUpload-Success_1.docx'. To the right of the text box, it says 'File must be CSV file format'. Below the text box, a red error message reads: 'Only CSV file type is allowed.'. At the bottom of the form is a large blue button labeled 'Upload CSV File'.

To troubleshoot error 1:

- ❖ Review the file you have selected to upload and make sure it is in “.csv” file format.
- ❖ Fix any issues. Re-save the spreadsheet in a .csv format and try uploading the file again.

Error 2:

The CSV file uploaded does not contain any applicant data. Please review and try again.

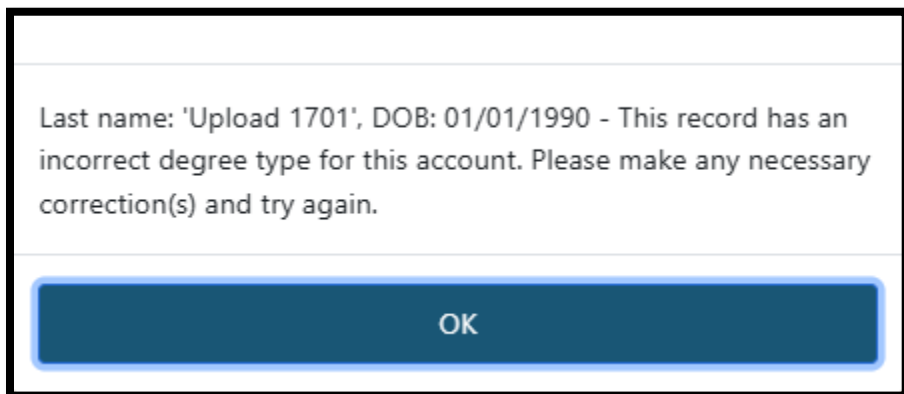


To troubleshoot error 2:

- ❖ Review the CSV file you are trying to upload and make sure there is no missing data or extra spaces, and that all data is in the same format throughout the spreadsheet.
- ❖ Fix any issues. Re-save the spreadsheet and try uploading the file again.

Error 3:

One or more of the records submitted contains an incorrect degree type for this account. Please make any necessary correction(s) and try again.

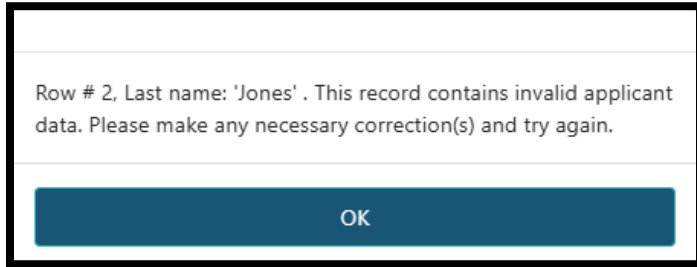


To troubleshoot error 3:

- ❖ Review the CSV file you are trying to upload and make sure the degree types listed match each other, along with the "Program Type" for this account (i.e., if you are accessing the account for your BSN program, ensure you are not trying to upload a list of ADN graduates, etc.).
- ❖ Fix any issues. Re-save the spreadsheet and try uploading the file again.

Error 4:

One or more of the records submitted contain invalid applicant data. Please make any necessary correction(s) and try again.



To troubleshoot error 4:

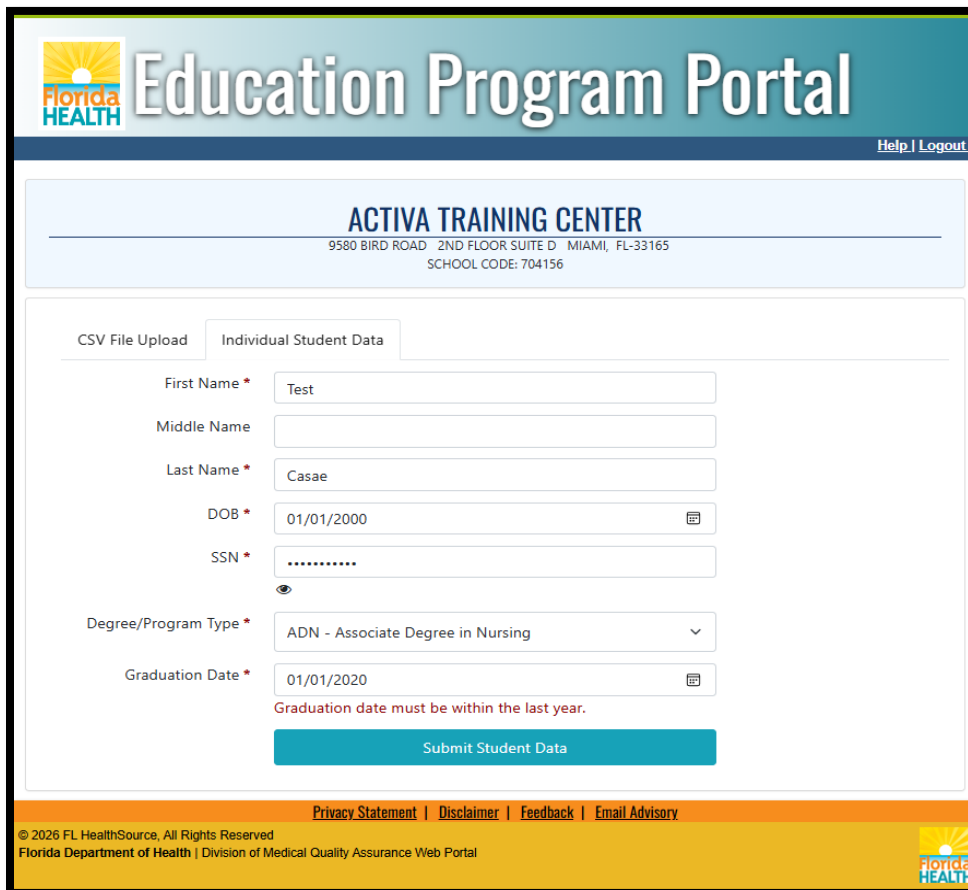
- ❖ Review the file you have selected to upload and make sure the graduation date is not over one year old or set in the future.
- ❖ Fix any issues. Re-save the spreadsheet and try uploading the file again.

Individual Student Data Form Errors

Errors may occur when uploading Individual Student Data. These errors include:

Error 1:

Invalid Graduation Date, it should be between today and one year prior.



To troubleshoot error 1:

- ❖ Review the Graduation Date you have entered and make sure it is not listed as over a year old or in the future.
- ❖ Fix any issues. Re-submit the Student Data.

For additional assistance, please contact us at MQA.Nursing@flhealth.gov.