

# Florida Board of Nursing Education Program Portal



## Education Program Portal (EPP) Transcript 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, which will reduce the timeframe for approval of the application, as well as data entry errors.

### 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.

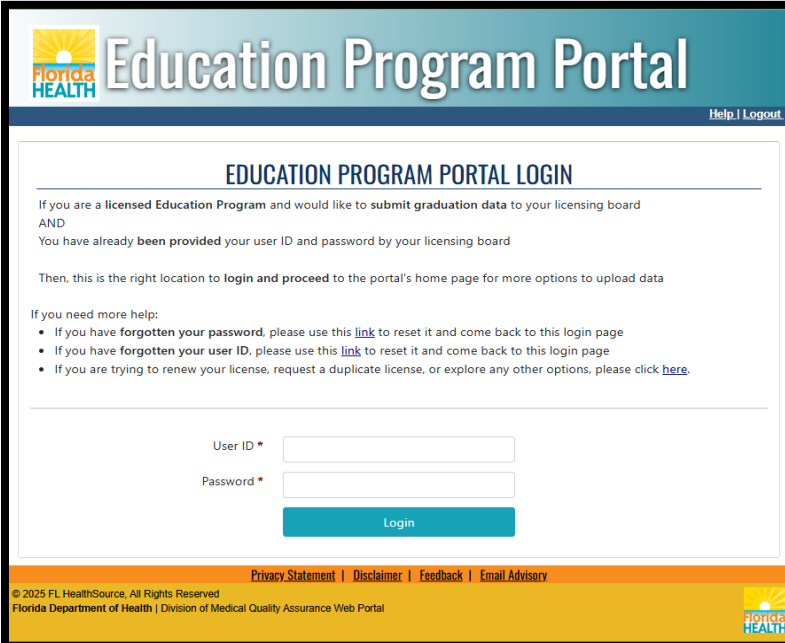
**Note: This information must remain protected and should not be shared with anyone who does not have the authority to send or upload student graduation data for the respective program.**

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.

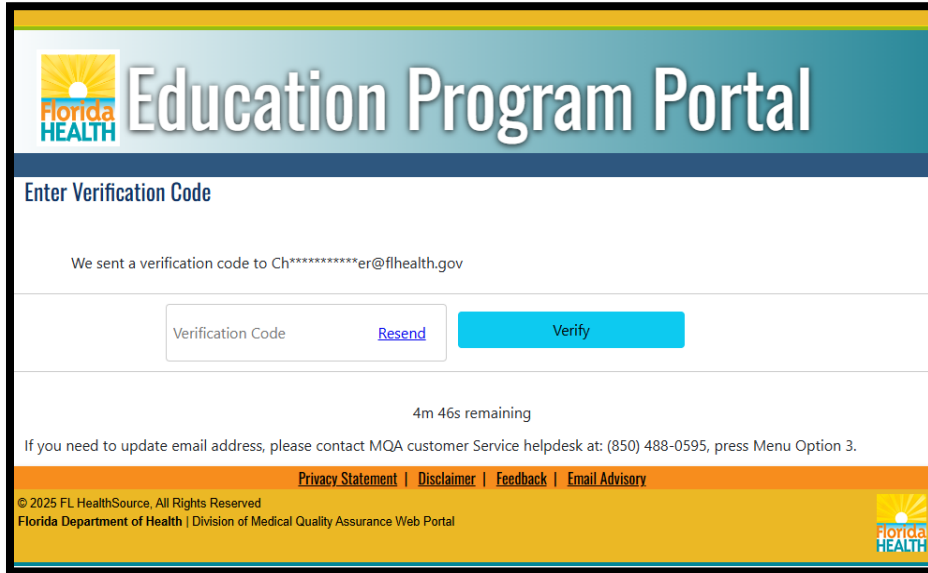
**Step 2:** Navigate to the EPP page at <https://epp.mqa.flhealthsource.gov>.

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



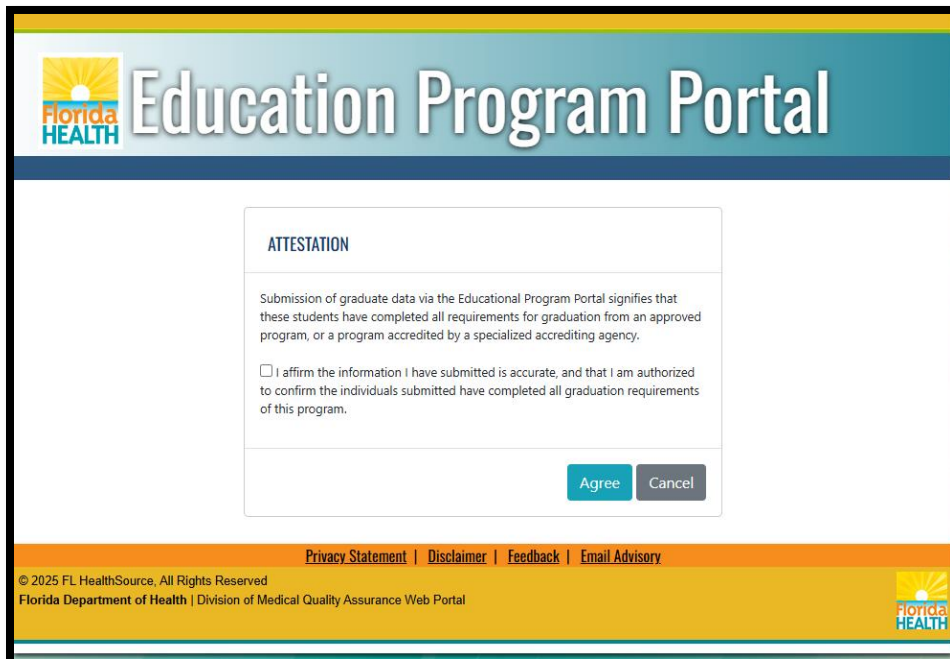
The screenshot shows the 'Education Program Portal' login page. At the top left is the Florida Health logo. The main heading is 'Education Program Portal' with a 'Help | Logout' link on the right. Below the heading is the title 'EDUCATION PROGRAM PORTAL LOGIN'. The page contains the following text: 'If you are a licensed Education Program and would like to submit graduation data to your licensing board AND You have already been provided your user ID and password by your licensing board'. It then states: 'Then, this is the right location to login and proceed to the portal's home page for more options to upload data'. A 'If you need more help:' section lists three bullet points: 'If you have forgotten your password, please use this link to reset it and come back to this login page', 'If you have forgotten your user ID, please use this link to reset it and come back to this login page', and 'If you are trying to renew your license, request a duplicate license, or explore any other options, please click here.' Below this is a login form with 'User ID \*' and 'Password \*' labels, each followed by a text input field. A blue 'Login' button is positioned below the password field. At the bottom, there is a footer with 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 logo.

**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'.



The screenshot shows the 'Education Program Portal' header with the Florida Health logo. Below the header is a section titled 'Enter Verification Code'. A message states: 'We sent a verification code to Ch\*\*\*\*\*er@flhealth.gov'. There is a text input field labeled 'Verification Code' with a 'Resend' link next to it, and a blue 'Verify' button. A timer indicates '4m 46s remaining'. Below the timer, it says: 'If you need to update email address, please contact MQA customer Service helpdesk at: (850) 488-0595, press Menu Option 3.' At the bottom, there are links for 'Privacy Statement', 'Disclaimer', 'Feedback', and 'Email Advisory'. The footer includes copyright information: '© 2025 FL HealthSource, All Rights Reserved' and 'Florida Department of Health | Division of Medical Quality Assurance Web Portal', along with the Florida Health logo.

**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.



The screenshot shows the 'Education Program Portal' header with the Florida Health logo. A central pop-up box titled 'ATTESTATION' contains the following text: 'Submission of graduate data via the Educational Program Portal signifies that these students have completed all requirements for graduation from an approved program, or a program accredited by a specialized accrediting agency.' Below this text 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.' At the bottom of the pop-up are two buttons: 'Agree' and 'Cancel'. At the bottom of the page, there are links for 'Privacy Statement', 'Disclaimer', 'Feedback', and 'Email Advisory'. The footer includes copyright information: '© 2025 FL HealthSource, All Rights Reserved' and 'Florida Department of Health | Division of Medical Quality Assurance Web Portal', along with the Florida Health logo.

## Chapter 3: Uploading Student Graduation Data

### Student's Transcript Upload

This is a two-step process that allows Florida Nursing Programs to upload transcripts for graduating students who have already applied to sit for the examination (NCLEX) with the BON.

Note: If the student has not already applied with the BON, you will need to return after they apply, in order to upload the transcript.

**Step 1:** Log into the Education Program Portal.

**Florida HEALTH** Education Program Portal [Help](#) | [Logout](#)

**ADVANCE SCIENCE INTERNATIONAL COLLEGE**  
15485 EAGLE NEST LANE SUITE 210 MIAMI LAKES, FL-33014-6338  
SCHOOL CODE: 705165

Student's Transcript Upload

This is a 2 step process. Please enter the student's information and click 'Verify Student Info' button. You are able to upload the file only if the student has already applied for a license with Florida Department of Health. If not, you will need to return at a later date to upload.

First Name \*

Middle Name

Last Name \*

DOB \*

SSN \*

Degree/Program Type \*

Graduation Date \*

[Verify Student Info](#)

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Florida Department of Health | Division of Medical Quality Assurance Web Portal

**Florida HEALTH**

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



**Step 3:** Follow the prompts to enter the required student data.

The image shows a form with five input fields. The first field is labeled "First Name \*" and is empty. The second field is labeled "Middle Name \*" and is empty. The third field is labeled "Last Name \*" and is empty. The fourth field is labeled "DOB \*" and contains the text "mm/dd/yyyy" with a calendar icon to its right. The fifth field is labeled "SSN \*" and is empty. There is a small eye icon below the SSN field, indicating a toggle for password visibility.

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

The image shows a form with a single input field. The field is labeled "Degree/Program Type \*" and contains the text "-- Please select the program --" with a downward arrow icon to its right, indicating a drop-down menu.

**Step 5:** Enter the student's graduation date.

The image shows a form with a single input field. The field is labeled "Graduation Date \*" and contains the text "mm/dd/yyyy" with a calendar icon to its right.

**Step 6:** Click "Verify Student Info"

The image shows a form with a single button. The button is teal and contains the text "Verify Student Info".

If the verification is successful, the success message will display: “Student information has been verified, reference to the given information student's file number is XXXXXX. Now, please upload the transcript file by locating it.”

Florida HEALTH Education Program Portal

Help | Logout

ADVANCE SCIENCE INTERNATIONAL COLLEGE  
15485 EAGLE NEST LANE SUITE 210 MIAMI LAKES, FL-33014-6338  
SCHOOL CODE: 705165

Student's Transcript Upload

This is a 2 step process. Please enter the information and upload the transcript file only if the student has already applied for a license with Florida Department of Health.

Student information has been verified, reference to the given information student's file number is 846898. Now, please upload the transcript file by locating it.

OK

First Name \*  
Middle Name  
Last Name \*  
DOB \* 04/03/1966  
SSN \*  
Degree/Program Type \* BSN - Bachelor's Degree in Nursing  
Graduation Date \* 03/10/2026  
Locate Transcript File \* Choose File No file chosen File must be PDF file format  
Upload Student Transcript File

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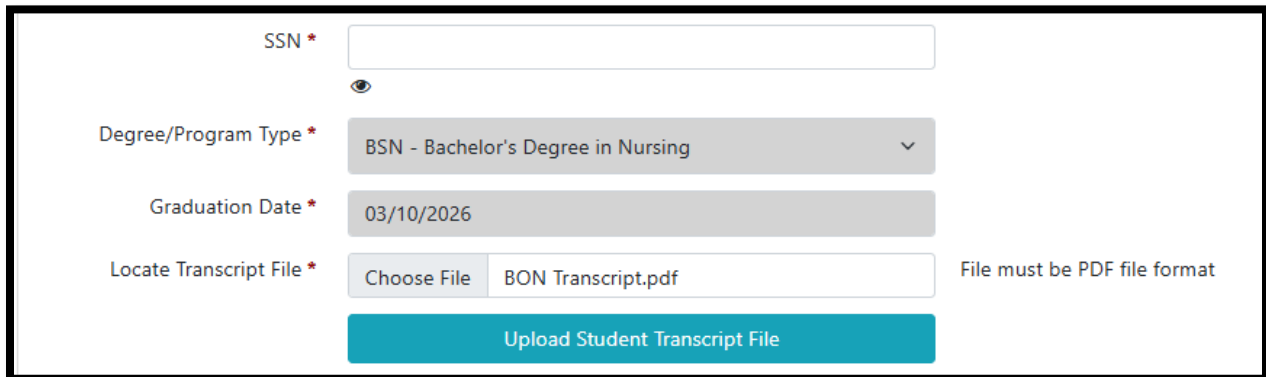
Steps for resolving **Error! Reference source not found.** are on page 8. If there are no errors, proceed to step 7.

**Step 7:** Choose the applicable student’s transcript to upload.

Locate Transcript File \* Choose File No file chosen File must be PDF file format

- ❖ Note: The transcript must be in a **PDF file format** for upload through the portal. Since the document will be stored in the applicant’s licensure file, it is **imperative** to ensure you are uploading the correct transcript for the correct student – especially if the document contains Personally Identifiable Information (PII), such as a Social Security Number (SSN).

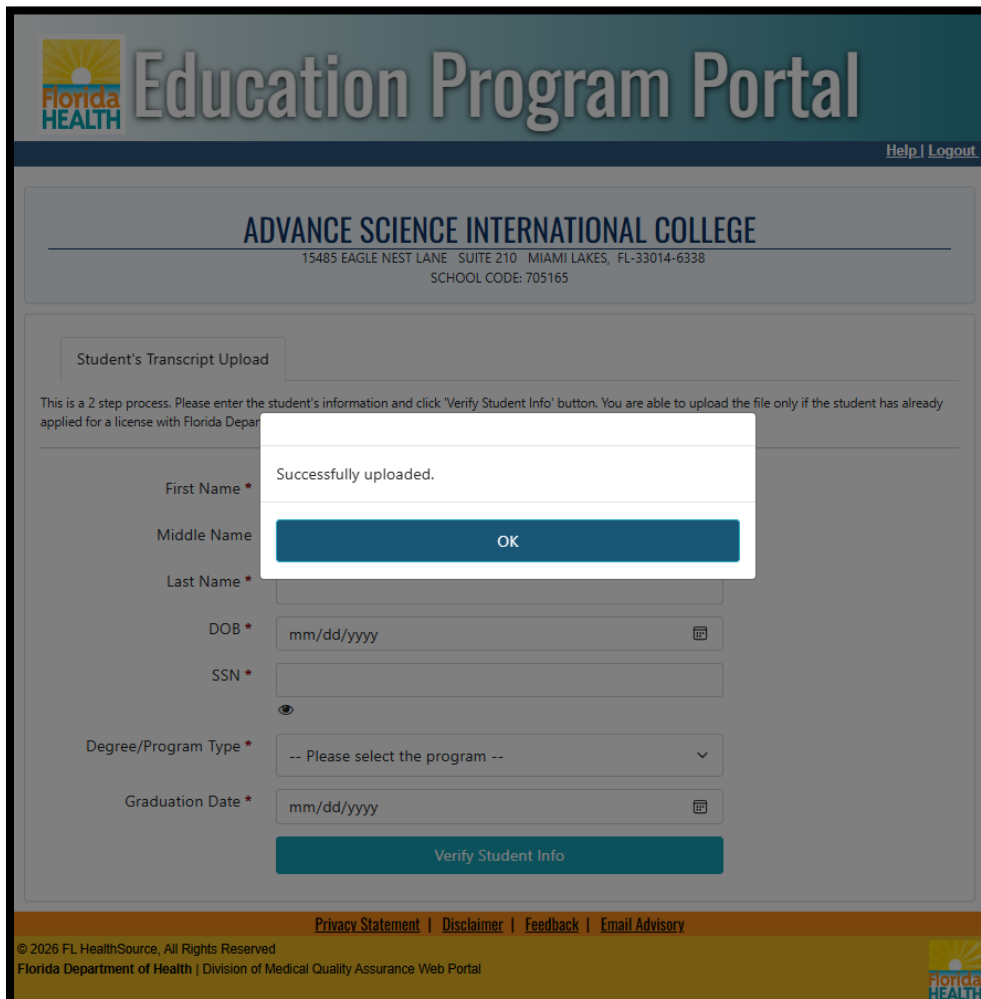
**Step 8:** Re-enter the student’s SSN, then click “Upload Student Transcript File.”



The screenshot shows a web form for uploading a student transcript. It includes the following fields and elements:

- SSN \***: A text input field with a red asterisk and a small eye icon below it.
- Degree/Program Type \***: A dropdown menu with "BSN - Bachelor's Degree in Nursing" selected and a downward arrow.
- Graduation Date \***: A date input field containing "03/10/2026".
- Locate Transcript File \***: A file selection area with a "Choose File" button and a text input field containing "BON Transcript.pdf".
- File must be PDF file format**: A text label to the right of the file selection area.
- Upload Student Transcript File**: A large teal button at the bottom of the form.

If the transcript was successfully uploaded to the applicant’s file, the success message will display: “Successfully uploaded.”



The screenshot displays the "Education Program Portal" for "ADVANCE SCIENCE INTERNATIONAL COLLEGE". The page includes the Florida Health logo, navigation links for "Help" and "Logout", and the college's address: "15485 EAGLE NEST LANE SUITE 210 MIAMI LAKES, FL-33014-6338" and "SCHOOL CODE: 705165".

The main section is titled "Student's Transcript Upload" and contains a two-step process instruction: "This is a 2 step process. Please enter the student's information and click 'Verify Student Info' button. You are able to upload the file only if the student has already applied for a license with Florida Department of Health".

A modal dialog box is overlaid on the form, displaying the message "Successfully uploaded." with an "OK" button.

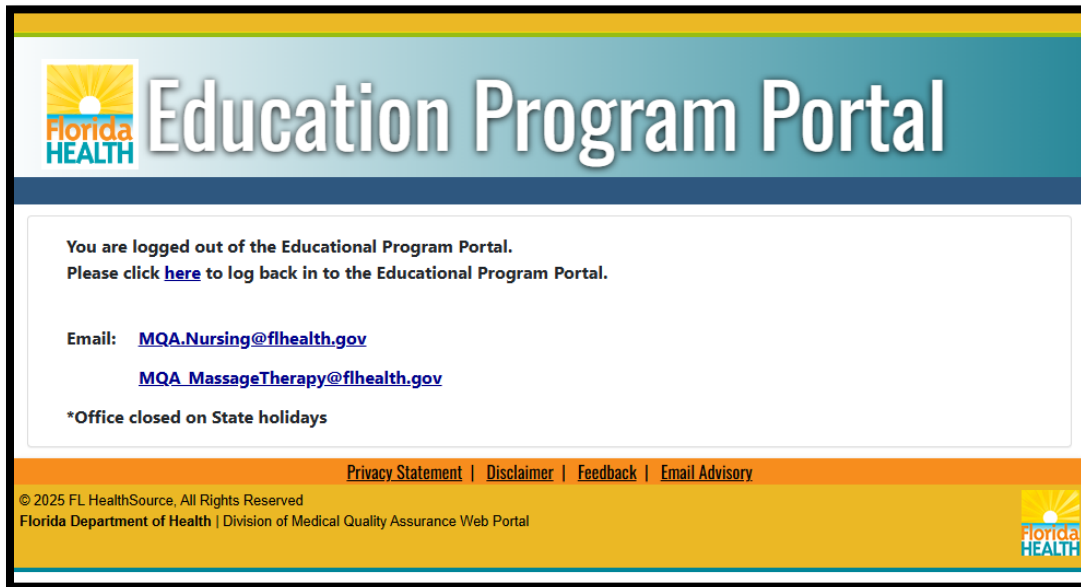
The form fields visible behind the modal are:

- First Name \***: Text input field.
- Middle Name**: Text input field.
- Last Name \***: Text input field.
- DOB \***: Date input field with a calendar icon, containing "mm/dd/yyyy".
- SSN \***: Text input field with a red asterisk and a small eye icon below it.
- Degree/Program Type \***: Dropdown menu with "-- Please select the program --" selected.
- Graduation Date \***: Date input field with a calendar icon, containing "mm/dd/yyyy".

At the bottom of the form is a teal button labeled "Verify Student Info".

The footer contains the text: "© 2026 FL HealthSource, All Rights Reserved" and "Florida Department of Health | Division of Medical Quality Assurance Web Portal", along with the Florida Health logo.

**Step 9:** Click Logout to leave the portal. Select the “[here](#)” hyperlink to return to the log in page.



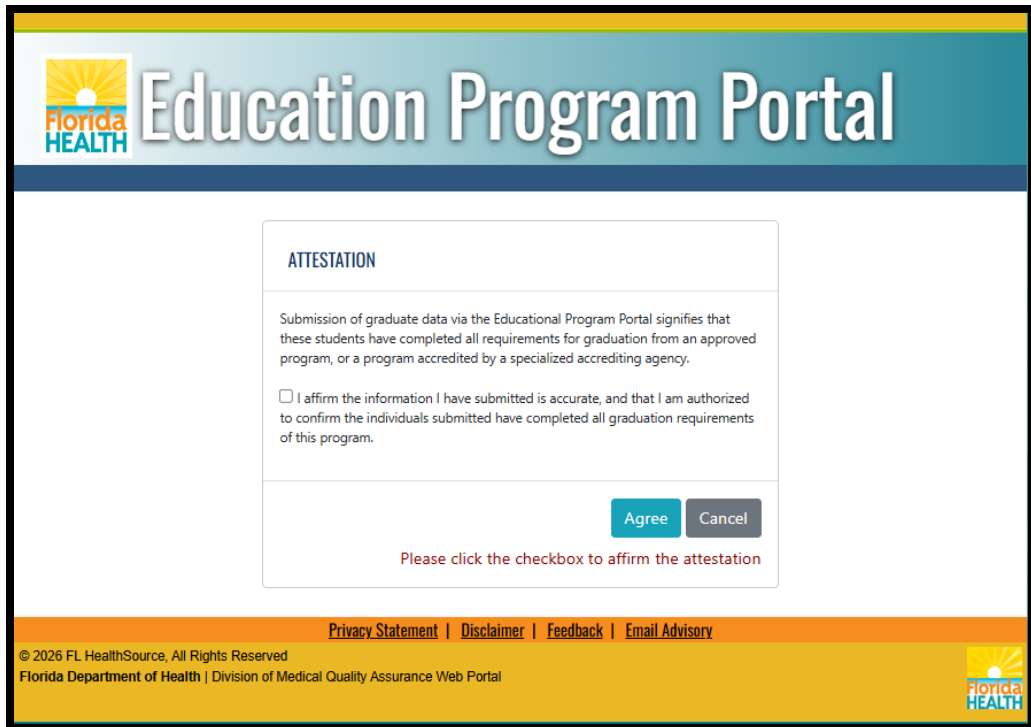
## Chapter 4: Resolving Errors

### **Transcript Upload Errors**

Errors may occur when uploading individual graduates' transcripts. These errors include:

#### **Error 1:**

Please click the checkbox to affirm the attestation.

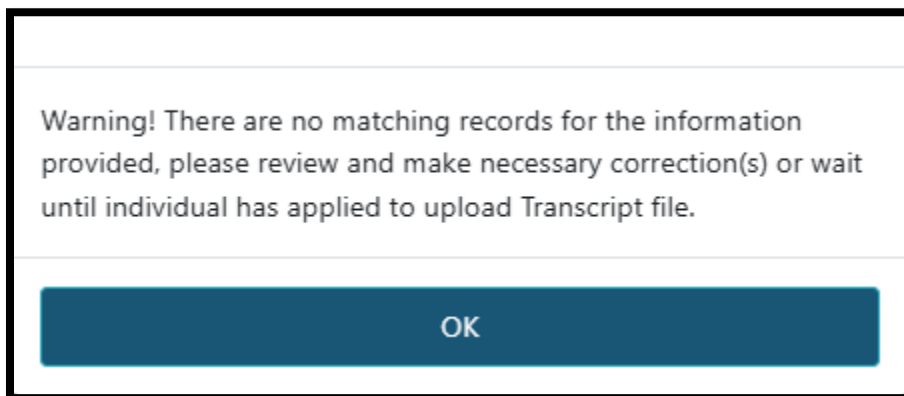


To troubleshoot error 1:

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

**Error 2:**

Warning! There are no matching records for the information provided, please review, and make the necessary correction(s) or wait until the individual has applied to upload Transcript file.



To troubleshoot error 2:

- ❖ When you click OK, you will be taken back to the upload screen. The SSN will have been removed, but review the remaining information you entered, and confirm accuracy. Re-enter the SSN and upload again.
- ❖ If you are still unsuccessful after confirming the data is accurate, have the student create an

MQA Online Services Portal account and apply for a license with the Florida Department of Health. Once the student applies for a license, you will be able to successfully upload their transcript.

**Error 3:**

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



# Education Program Portal

[Help](#) | [Logout](#)

## ADVANCE SCIENCE INTERNATIONAL COLLEGE

15485 EAGLE NEST LANE SUITE 210 MIAMI LAKES, FL-33014-6338  
SCHOOL CODE: 705165

### Student's Transcript Upload

This is a 2 step process. Please enter the student's information and click 'Verify Student Info' button. You are able to upload the file only if the student has already applied for a license with Florida Department of Health. If not, you will need to return at a later date to upload.

First Name *	<input type="text" value="Test"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Case"/>
DOB *	<input type="text" value="01/01/2000"/>
SSN *	<input type="text" value="....."/>
Degree/Program Type *	<input type="text" value="BSN - Bachelor's Degree in Nursing"/>
Graduation Date *	<input type="text" value="01/01/2024"/>

Graduation date must be within the last year.

Verify Student Info

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To troubleshoot error 3:

- ❖ 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](mailto:MQA.Nursing@flhealth.gov).