

## Florida Board of Nursing

### GUIDELINES FOR SUBMITTING SCHOOL LISTS TO THE BOARD OFFICE

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

Policy: The program coordinator of an initial licensure program or an advanced practice program may submit the list of graduates electronically to the board office.

**NOTE: Complete all sections of the school list including but not limited to the date of graduation noted in mm/dd/yyyy (not mm/yyyy) and if 2 hrs of Prevention of Medical Errors was included in the curriculum.**

Procedure:

1. List of graduates is prepared using the Florida Board of Nursing standardized format in Microsoft Word (School List.doc attached) **PDF files cannot be accepted.**
  - a. Graduates 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 degree/diploma issued (LPN, ADN, BSN, etc), graduation and report dates, and verifying signature. These are the most common omissions that cause the school list to be returned for correction.
3. Program coordinator verifies graduation list and date of graduation.
  - a. Include an electronic signature on the form where indicated, or type in the name of the person who officially verifies the list.
4. Save and **password protect** the file using the Save As option under the File menu To password protect do the following (if you use Microsoft Word version 2007 or 2010 you may need to contact your IT specialist):
  - a. Click on "Tools" at the top of the document, then go to "Options". Click on the tab "Security", and then put the password in the first box –"Password to open". Then click "ok".
  - b. For initial licensure programs (RN & LPN): Set Password to Open to the NCLEX code for initial licensure programs; use the format 70-xxx where xxx is the NCLEX code assigned for the program (be sure to use the 70 and dash).  
Example = 70-033.

- c. For advanced practice programs (ARNP): Set Password to Open to ARNP (be sure to use caps)
  - d. Save the file with the School Name, licensure type (RN, PN or ARNP) and Graduation Month & Year.  
Example = **Star Nursing Program (RN) December 2011**
  - e. See the attached addendum if your school is using Microsoft Word Version 2010.
5. Confirm that the graduation list is accurate.
  6. In the body of the email include the name of your school and the city location. This is **very important** especially for schools with several different campuses who have their own NCLEX number.
  7. Email the file as an attachment to this address (this email is use **only** for school lists for RN and LPN graduates. Schools that have programs for Certified Nursing Assistants send school lists to a different email address specific for C.N.As):

MQA\_BON\_Graduaturnurse@doh.state.fl.us

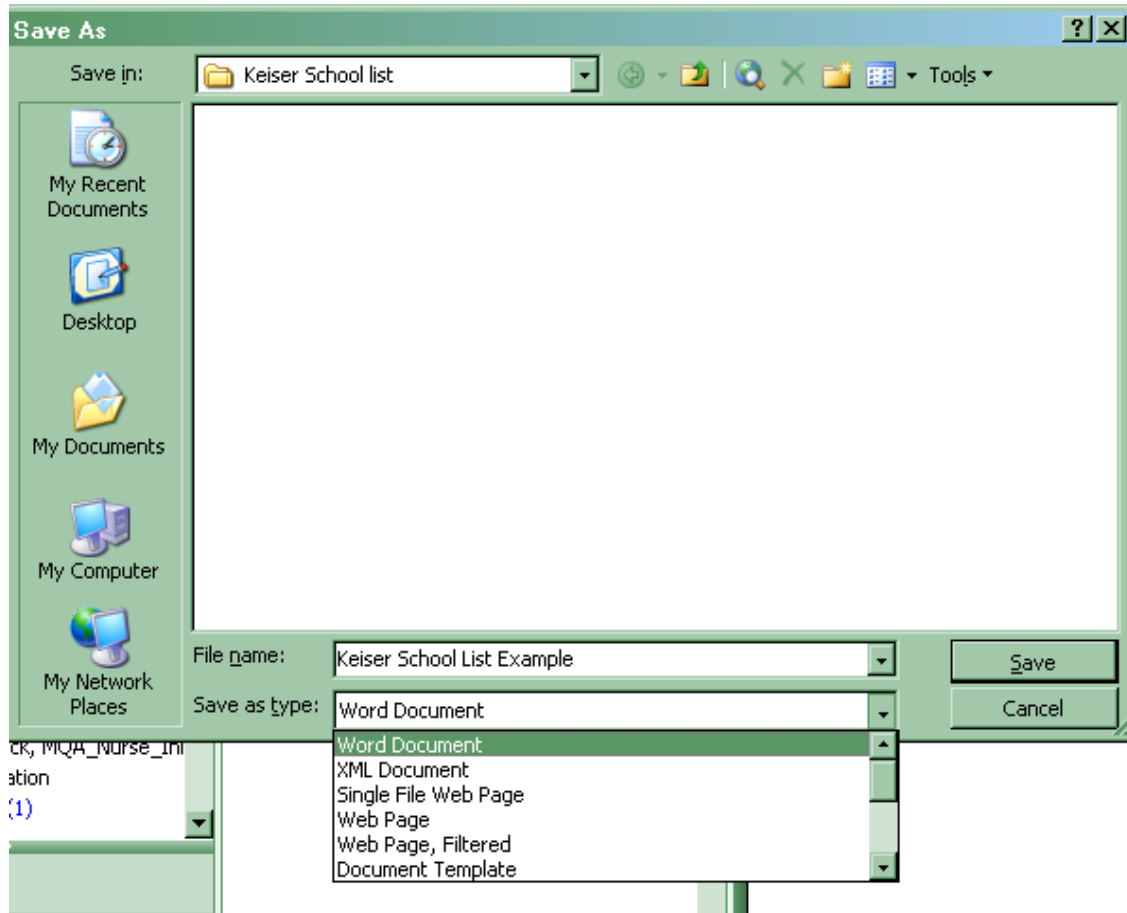
When the list is received and posted for processing, a confirmation will be sent. If a confirmation is not received within 2 business days, resend the list insuring the above email address is used.

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 only the additional student or students information.
9. All school lists must contain only one graduation date – multiple graduation dates on a single list will not be accepted.
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 graduating nurses.
11. Schools that send in school lists do not need to send official transcripts or program completion letters as well. The school lists takes the place of these documents.

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

## Addendum:

The Board Office at this time cannot open documents saved with Microsoft Word Version 2010. Below are instructions on how to save your 2010 version document as a 2003 version document.



When you save your school list a window appears such as the one above. Where it says “Save as type” (or similar) the 2010 version dropdown menu will allow you to save to 2003 or 2007. It does not show exactly on this example because we do not have the 2010 version. Once you save it as a 2003 or 2007 version send your list to the appropriate email address as normal.