



**Educational Records Evaluation Service, Inc.**  
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 Founded 1981; Member of NACES since 1993; BBB A+  
 For Nursing Issues email: nurse@eres.com

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## Application for Education Evaluation to Qualify for A Nursing License [Form 100]

**(A Nursing Evaluation Cannot Be Sent to a School for Admissions Purposes)**

**NOTE: For CARIBBEAN & AFRICAN Educated Nurses See Info Top of Page 3)**

Print out this form, fill it out completely in ink, and follow the instructions for **How to Apply**.

This Application Form **MUST** be **MAILED to ERES at the SAME TIME** you mail Form 101 to your school (see #12 & 18)\* Please **DO NOT** Delay.

1. Full name (printed) as you wish it to appear on the evaluation report: \_\_\_\_\_  
 First Middle Family Name (or Last Name)

2. Other names appearing on your school records: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If your name on the school records is different from #1 above, you must submit a copy of your Marriage Certificate or Court Order, etc. to verify your name change. If not, we will use the name(s) given on your school records.

3. Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*E-mail \_\_\_\_\_

**\* VERY IMPORTANT-PRINT CLEARLY, ALL CAPITAL LETTERS – YOUR COPY OF EVALUATION IS EMAILED TO YOU**

4. U.S. State Nursing Board to which you are applying for a License:  
 (Where your evaluation will be sent): if applying to 2<sup>nd</sup> board-give address below  
 First Board Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Second Board Address: \_\_\_\_\_  
 \_\_\_\_\_

5. Home: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Mobile: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Best time to call: \_\_\_\_\_

6. Date of birth: \* \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year  
 (\*Please Use Letters for Months, such: Jan, Feb...)

You are:  male  female

Native Language: \_\_\_\_\_

7. Date submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year

8. **After the evaluation package is complete** an evaluation usually takes 6-8 weeks, but sometimes may requires up to 3 months.  
 See Item 10 below for Rush Service fees:  
 Check here if you wish rush service.

9. Starting with High School, list below ALL the schools, colleges, and universities that you have attended:

Level of Education	Institution Attended Check <input checked="" type="checkbox"/> if sending Form 101 (See #12)	<input checked="" type="checkbox"/>	Country	Year Entered	Year Left	Diploma, Degree, Title you earned as written on original documents
High School		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

10. Fee – Check the services you wish and send a payment for the total amount with your application (See bottom Page 4).

- Basic evaluation** (with U.S. equivalency and listing up to 60 courses and sent to State Board you put in #4 above): \$ 395.00
- Basic evaluation** (Sent to a Second Board-Included at the **SAME TIME** with this order): \$ 150.00
- 15-Day Rush Service (mailed out in 15 or 16 business days after application package is completed): \$ 65.00
- 10-Day Rush Service (mailed out in 10 or 11 business days after application package is completed): \$ 85.00
- 5-Day Rush Service (mailed out in 5 or 6 business days after application package is completed): \$ 145.00
- Please clearly write your email address (#3 above). Your (Unofficial) Evaluation Copy is emailed (NOT MAILED) to you. Also, when necessary ERES will contact you by email.
- Other Possible Fees** – After ERES receives your documents, you will be notified if any of these fees apply: Translation of documents to English (\$150-up to 60 courses); Verification of unofficial Translation (\$50); Listing over 60 courses and evaluation of unusually complex education (\$50-\$100). See of Page 4. In most cases these fees will not be necessary

For Office Use Only

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount paid: \$ \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Reference #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Assigned to: \_\_\_\_\_ Entered in database:

(Continued)

### Application for Education Evaluation to Qualify for A Nursing License [Form 100]

Please write any comments or requests on a separate page

11. Applying for license by (check one): **EXAM** RN-NCLEX PN (LVN/LPN)-NCLEX **OR**  
By Endorsement of previous state license: PN (LVN/LPN) RN

Yes  No Were you issued a nursing license (certificate/cedula) in another country? Which country: \_\_\_\_\_  
If yes, is your license  RN  LPN; License #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ MO / DAY / YEAR

To apply for the Illinois License, YOU MUST have a license (certificate/cedula) from your country of education and a minimum of 14 years of education.

12. When you send this Application to ERES, you **MUST** also mail the following forms (Check  to show you have mailed them):  
 Form 101 [Transcript/Academic Records Request Form] has been mailed to **each** educational institution you attended. The requested documents must be mailed directly to ERES by the educational institution. Also see #16 below.

Form 102 [Nursing License Confirmation Form]: has been mailed to the proper authority of any country that issued you a nursing license (certificate/cedula). It also must be mailed directly to ERES by the proper authority.

13. \*Are you in a Review Course that prepares you for the NCLEX Yes No  
\*If yes, Name of Course & Website: \_\_\_\_\_  
\*Name & website of any other service helping you with this Application: \_\_\_\_\_  
\*You MUST provide this information if it applies to you or evaluation may not be prepared

14. How did you hear about our services (Please answer): \_\_\_\_\_

15. Please read and sign below to indicate your agreement with the following authorization and waiver of liability:

I hereby grant Educational Records Evaluation Service (ERES) and any of its agent's permission to examine all records related to my academic study, including records on file at educational institutions, and I grant permission to ERES to verify the authenticity of all such records for the purpose of determining the level of my academic attainment. I certify that the information contained in this application and all records submitted for this application are true and correct and are records related to my academic studies. I understand that if my records are altered or if the actual facts are misrepresented, no evaluation will be prepared, my documents will not be returned, and no refund will be made.

I agree to release and discharge ERES, and each of its officers, directors, employees, agents, and other individuals affiliated with ERES, from all claims or lawsuits I have under state or federal law, arising from ERES' performance or non-performance related to the evaluation of my academic records. I also waive all rights I may have under Section 1542 of the California Civil Code, which relates to claims that are unknown to creditors at the time of signing a general release such as this. Should suit be filed by me, or by any current or future agent or employee on my behalf attempting to enforce a claim or demand so released, then this Agreement may be used by the party against whom any such suit has been brought. This Agreement shall be interpreted, construed, and governed according to the laws of the State of California. In the event of litigation, venue in state trial courts shall lie exclusively in the County of Sacramento, California, and the venue in federal trial courts shall lie exclusively in the Eastern District of California.

I agree to accept the evaluation provided to me as a fulfillment of the service for which I have paid. I understand that the evaluation is advisory in nature and does not guarantee attainment of any objective that motivates the request for this evaluation. I understand that after ERES receives my application and my information is entered into the ERES system, no refund is available. At any time, ERES reserves the right to cancel the evaluation and charge an administrative fee not to exceed 50% of the fees paid.

My signature below attests to my agreement with all the terms and conditions stated above.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_ MO / DAY / YEAR

16. Payment Type: Credit Card (below) Personal Check  Money Order  Cashier's Check  Cash Amount \$: \_\_\_\_\_

17. To Pay by Credit or Debit Card, give ALL the information requested: Type of Card:  Visa  MC  Discover  AMEX  Debit Card;

Name of Card Holder (print): \_\_\_\_\_; Holder's Phone#'s: \_\_\_\_\_

Billing address (if different from #3): \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \$ \_\_\_\_\_  
Account number on credit card      Expiration date      3 or 4 digit security code      Amount      Signature of credit card holder authorizing payment

**Please note:** Payment may be paid by personal or cashier's check (drawn on a U.S. bank, payable to "ERES" in U.S. dollars), a U.S. money order, or by Visa, MasterCard, American Express or Discover credit card. **When you request a RUSH SERVICE, then TOTAL COST must be paid by money order, cashier's check or Debit Card only. All prices are subject to change without notice.**

18. \*Do Not Delay mailing your Application (Form 100) to ERES. We cannot accept your documents & Form 101 without first receiving your application.

19. With Your Application (Form 100) be sure to include a photo copies of each of the following:  
 1. Your Marriage Certificate (or Court Order) if your name is different from the name on your school records;  
 2. Your Nursing School Diploma or Graduation or Degree Certificate;  
 3. Nursing License(s) issued to you outside the U.S

Check that all items on Form 100 have been answered FULLY. An incomplete Application may delay your evaluation.



## How to Apply for an Education Evaluation for Nursing Licensure

- ♦ **CARIBBEAN**-ERES is currently NOT accepting evaluations **from the CARIBBEAN (Puerto Rico & Belize are accepted)**;
- ♦ **AFRICAN EDUCATED NURSES**-Currently ERES is only accepting evaluations for African educated nurses who **ALSO have been issued a Nursing License from their country of education**. If you don't have a license please consider requesting an evaluation from one of the other evaluation agencies.

### 1. **Form 100: Application for Education Evaluation**

Print out the two-page Application (Form 100) - see the link above. Fill it out completely, sign it, and mail to ERES. The fee schedule is at the bottom of the first page of the application form and on page 4.

**YOU MUST** include with your Application (Form 100) a photocopy of each of the following:

- 1. **Your Marriage Certificate (or Court Order) if your name is different from the name on your school records;**
- 2. **Your Nursing School Diploma or Graduation or Degree Certificate;**
- 3. **Nursing License(s) issued to you outside the U.S**

### 2. **Form 101: Academic Transcript/Records Request Form - use for all Nursing Boards except Florida** **Form 101-F: Academic Transcript/Records Request Form - use when applying to the Florida Board**

Print out the Academic Transcript/Records Request Form (Form 101 – 2 pages; or Form 101 – F-3 pages), complete the top portion then send a copy to **each** school you attended. The school will then complete Form 101 (or 101-F) and mail it to us along with these requested documents (which are necessary in order for ERES to evaluate your education):

- **The original official educational records** (for example: transcripts, mark sheets, student book) from **each** college or professional nursing institution you attended.
- **Course descriptions** for all the courses in your professional nursing education.

**Note:** These documents must be sent to us directly from the schools. **We cannot accept documents sent to us by the applicant.**

### 3. **Form 102: Nursing License Confirmation Form** – If you have received a Nursing License (Certificate/Cedula) from any country other than the U.S., we need confirmation of the status of all such licenses issued to you. Print out the Nursing License Confirmation Form (Form 102) – the link is above – complete the top portion, and send it to the agency authorized to issue nursing licenses in each country in which you received such a license.

**Important Note:** To apply for the Illinois License, you must have a license (certificate/cedula) from your country of education and a minimum of 14 years of education.

### 4. **Forms 101 and 102 instruct the educational institution and licensing agency to send the requested documents directly to ERES. DO NOT Delay mailing your Application (Form 100) to ERES. It MUST be mailed when you mail Forms 101 & 102. We need to get your Application and set up your account so that we can accept your documents when they arrive. Otherwise your documents may be lost.**

### 5. **Documents should be in the native language as they were originally issued.** If the documents are available in English, they also should be included along with the native language documents. We will notify you if we receive any documents that must be translated into English and we will advise you of the available options and fees.

### 6. **Review the Evaluation Fees (on page 4) then check the services** you wish at the bottom of the first page of the **Application Form [Form 100]** in addition to the basic fee of \$395. All prices are subject to change without notice. Mail the completed application and payment for the total fee to the address at the top of the Application Form. Payment may be by Credit or Debit Card (See Item 17 on the Application Form), U. S. Money Order, or personal or cashier's check drawn on a U. S. bank. Checks drawn on foreign banks are not acceptable.

**7. Your application package is considered complete when ERES has received:**

- a) A completed Application (Form 100) and **Full Payment:**  
Include, if available, copies of your Diploma/Degree Certificate and Non-USA Nursing License;
- b) Completed Academic Transcript/Records Request Form (Form 101 or 101-F) and requested documents mailed directly to us by the nursing schools;
- c) Nursing License Confirmation (Form 102) sent directly to us from countries where you were Licensed

**8. As soon as your application package is complete,** the evaluation process will begin and generally lasts 6 to 8 weeks, but sometimes can take up to about 3 months. (15 Day, 10 Day and 5 Day Rush Service are available.) (Rush Service are available.) When completed, your Official evaluation will be sent to the State Board you listed on your application and you will receive your (Unofficial) Copy by email (NOT Mail). **The Board will receive your evaluation a few days after you receive your copy by email. However, the board may not be able to confirm receipt of your evaluation for an additional 1 to 2 weeks because of the delay in entering your information in the database.**

*Note: If we do not receive Forms 101 and 102 by 2 months after receiving your application (Form 100), we will notify you and suggest that you contact the institution(s) or send another request. If, after a one-year period, your application is still incomplete, it will be deactivated. Reactivation is possible only during the one year period following the deactivation by contacting ERES and paying the current reactivation fee. After these two years from your application date, a new application and full payment would be required to complete an evaluation.*

**9. Got A Question-Do Not Phone ERES: for the best answer please email ERES: [nurse@eres.com](mailto:nurse@eres.com).**

Be sure to include Your Name, Case # (if you have it), Your Country, State Board and Phone #.

<b>FEE SCHEDULE FOR NURSING EDUCATION EVALUATION</b>	
<b>Basic Evaluation</b> (with U.S. equivalency and listing up to 60 courses and including certified mail to the board)	<b>\$395.00</b>
<b>Basic evaluation</b> (Sent of a Second Board (Included at the <b>SAME TIME</b> with this order):	<b>\$150.00</b>
<b>Optional Rush Fees:</b>	
◆ 15 Day Rush service (Mailed out in 15 or 16 business days after application package is completed):	<b>\$ 65.00</b>
◆ 10 Rush service (Mailed out in 10 or 11 business days after application package is completed):	<b>\$85.00</b>
◆ 5 Day Rush service (Mailed out in 5 or 6 business days after application package is completed):	<b>\$ 145.00</b>
<b>Other Possible Fees:</b>	
<b>Most evaluations cost only the Basic \$395 and require no additional fees.</b>	
However, after your application package is completed, we will notify you if any additional fees are necessary for:	
◆ Listing Over 60 Courses—the additional charge is: \$50 (61-80 Courses); \$100 (Over 80 Courses)	<b>\$50 – \$100</b>
◆ Translation of Documents to English (including transcripts-up to 60 Courses and diplomas)	<b>\$150.00</b>
◆ Translation Over 60 Courses—the additional charge is: \$50 (61-80 Courses); \$100 (Over 80 Courses)	<b>\$50 – \$100</b>
◆ Verification of translation, if necessary	<b>\$50.00</b>
◆ Evaluating unusually complex education (case by case)	<b>\$50 – \$100</b>
<b>Sending to Another State Board at a Later Time:</b>	
◆ In the future if the evaluation needs to be sent to another state board the <b>Fee is \$195</b> , because the evaluation needs to re-formatted and updated for the new board.	<b>\$ 195.00</b>
◆ <b>Additional Copies: Official Nursing Evaluations are ONLY for Nursing Boards &amp; CANNOT be requested for any other purpose. You CANNOT request a personal copy. You will be given an unofficial copy by email.</b>	

**Important Notice:** if we determine that your school records misrepresent your education or are in anyway fraudulent (including records from a Diploma Mill), no evaluation will be prepared, no refund will be made, and evaluation agencies and nursing boards will be notified.

In those cases when there are problems with the documents, it sometimes can take many weeks before we receive verification of their authenticity. This can cause a delay in preparing an evaluation as we must wait for the verification to arrive.

**After you receive your copy of the evaluation by email you have 60 days to carefully check it and then to notify ERES if you think changes are necessary. After 60 days there may be a fee for changes.**