

Academic Transcript/Records Request Form (Form 101-F)

For Nursing Licensure in the United States (Florida)

PART 1 FOR APPLICANT TO COMPLETE BEFORE SENDING TO SCHOOL (complete ALL spaces):

- Print or type answers to **ALL Questions** 1 to 7. Be sure to **sign your name** and give the date, **your phone numbers & e-mail**.
- Mail a copy of all pages of this [Form 101] to each institution you attended and wish to count toward your nursing license.
- **Also, send us your Application (Form 100) WITHOUT DELAY. We cannot accept your documents without your application.**

1. First Name: _____ Middle Name: _____ Last Name: _____

2. Other Name: First Name: _____ Last Name: _____ Birth date: ____/____/____
Month Day Year

3. School attended _____ www. _____
School Website

4. I Attended from: ____/____ to: ____/____ Certificate or Degree awarded: _____
Month year Month year MO / DAY / YEAR Date Awarded

5. My name when attending this school _____

6. In my country of education I have a Nursing: License/Registration/Cedula Yes; No MO / DAY / YEAR # _____
Date Issued License #

7. I am applying for a License in the states of: AZ; FL; IL; MI; NM; OR; TX; WA; Other _____

8. **Signature** _____ Date MO / DAY / YEAR My e-mail: _____

9. My phone numbers: (H): _____ (C): _____ (W): _____

PART 2 FOR NURSING SCHOOL/COLLEGE/UNIVERSITY TO COMPLETE

The signature above authorizes you to provide to ERES this applicant's information. Please complete Part 2 below and the **next page** and mail to ERES along with official academic transcript/records. Records should include applicant's name, attendance and graduation dates, the name of the degree or certificate awarded, courses and grades, and total number of theory hours and clinical hours for each subject. **Please also include related detailed course/program descriptive information. Transcripts/records should be in the native language as they were originally issued.** If the documents are available in **English**, they should be included also (**English is NOT required** if the school cannot easily translate to English). Please air mail this form and academic records in an official envelope with your seal or stamp over the envelope flap to:

Educational Records Evaluation Services; 2480 Hilborn Rd. Ste 106, Fairfield, CA 94534, U.S.A.

1. School Name in Native Language: _____
 School Name in English: _____ www. _____
School Website

2. Address: _____

3. Type of school: _____
Hospital school; 2/3/4 years College; University, Vocational school, etc

4. Program type: _____ Courses of Study: _____
Bachelor's Degree; Diploma; Certificate, etc Major Subject, Specialization

5. Education Level required to enter program: _____ Total years of education required (circle): **9 / 10 / 11 / 12 / 13 /** _____

6. Length of program: _____; Attendance dates: from ____/____/____ to ____/____/____
Years, semesters, etc month year month year

7. Did student complete ALL graduation requirements: Yes; No Graduation Date: MO / DAY / YEAR Birth Date: MO / DAY / YEAR
of applicant in your records

8. Language(s) of Instruction: _____ Textbook language(s) _____

9. What is the next level of education available to this student **at your institution?** _____

10. During this student's attendance, was this program accredited or government approved? Yes; No By whom: _____

11. Is this student eligible for employment as a nurse in the country of study? Yes; No: _____

12. Must a nurse obtain a license to practice in your country? Yes; No; Licensing Agency is: _____

13. Name/Title of person providing this information: _____ Title: _____

14. Phone: _____ Fax: _____ E-mail: _____

15. **Signature:** _____ **Date:** ____/____/____
Month Day Year

For Nursing School Official

Academic Transcript/Records Request Form (Form 101-F)

ALL Spaces Below MUST BE COMPLETED. Please DO NOT leave this page blank, even if the information is on other pages you attach. Missing information cause delays and the form may be returned to you.

Name of Student: _____

For Each Subject Area Below Write TOTAL Hours Completed (Theory & Clinical):

Provide hours completed by the applicant for **theory (classroom)** study and **clinical (practical study)**. Include hours for the **TOTAL program**. In programs where **subjects are INTEGRATED** (and not presented as separate courses) please **make a good faith ESTIMATE** of the TOTAL theory and clinical hours for each subject (for the WHOLE program). It is expected that some spaces (subjects) will have '0 Hours.'

Subject Areas	Theoretical Hours	Clinical or Practical Hours	List courses even if subject is integrated
SOCIAL/BEHAVIORAL SCIENCES	Complete for each subject. Please DO NOT LEAVE THIS PAGE BLANK Even if information is on other attached pages		
1. Psychology			
2. Sociology			
3. List any others courses			
BIO SCIENCES & PHARMACY	NOTE—For INTEGRATED subjects ESTIMATED Hours are acceptable.		
1. Anatomy			
2. Physiology			
3. Microbiology			
4. Nutrition			
5. Pharmacology			
6. List any others courses			
NURSING EDUCATION	NOTE—For INTEGRATED subjects ESTIMATED Hours are acceptable.		
1. Adult Medical Nursing			
2. Adult Surgical Nursing			
3. Pediatric Nursing			
4. Obstetric Nursing			
5. Psychiatric Nursing			
6. Geriatric Nursing			
7. Community Nursing			
OTHER NURSING EDUCATION			

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Nursing Education Subject Areas Completed

Nursing School Official: For each **Subject Area** below indicate **YES** (Completed) or **NO** (Not completed)
 This page is required by the Florida Board of Nursing

Name of Student: _____

Each **Subject Area** may be taught as a single course OR included (integrated) in different courses. Under each **Subject Area** below we have listed some examples of courses in which the **Subject Area** is likely to be included and satisfactorily completed. Please check the candidate's records carefully for other courses not listed here that could also include a **Subject Area**.

Subject Areas	Completed		Courses Listed Here Optional (Not Necessary)
	YES	NO	
CLINICAL INSTRUCTION IN			
Acute Care Intensive Care; Critically Ill Patient Care; Emergency Care; Trauma & Emergency Centers; Recovery Care; Home Care for the Critically Ill			
Long-Term Care Planning & managing long-term care; long-term recovery care			
Community Health Assessing community health problems; developing intervention and treatment; prevention & safety education			
THEORY & CLINICAL INSTRUCTION IN:	YES	NO	Courses Listed Here Optional (Not Necessary)
Personal, Family & Community Health Concepts Community/Public Health; Parent, Child & Family courses; Health Promotion; Home Health classes			
Human Growth & Development Throughout the Life Span Developmental Psychology; Human Development; Life Stages; Child Psychology			
Inter-Personal Relationships Skills: Communication Skills; Relationship Skills; Conflict Resolution; Nurse-Patient Relationship			
Mental Health Concepts: Mental Health, Mental Health Nursing; Psychiatric Nursing; Psychology			
Legal Aspects of Nursing Practices Courses which include legal issues & ethics in being a Professional Nurse			
REQUIRED FOR PROFESSIONAL OR REGISTERED NURSES Not Required for Practical Nurse Applicants	YES	NO	Courses Listed Here Optional (Not Necessary)
Inter-Personal Relationships & Leadership Skills: Courses related to leadership & management as a Professional Nurse			
Professional Role & Function Courses clarifying the roles & responsibilities of a Professional Nurse; Trends in Nursing			
Health Teaching & Counseling Skills Courses which develop skills in Health Counseling, Education, Teaching; Patient & Community Assessment, Community Education			

<p><u>Please Place the Following Items:</u></p> <ol style="list-style-type: none"> This completed Form (3 pages) <input type="checkbox"/> Academic Transcript/Records (with official English Translation, if possible) <input type="checkbox"/> Description of Courses/Program <input type="checkbox"/> 	<p><u>In an official envelope with your seal or stamp over the envelope flap and Air Mail to:</u></p> <p>Educational Records Evaluation Service, Inc. 2480 Hilborn Rd, Suite 106 Fairfield, CA USA 94533, U.S.A.</p>
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