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

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 & 16)*

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 _____

4. U.S. State Nursing Board to which you are applying for a License:
(Where your evaluation will be sent):
Name _____
Address _____

5. Home: (____) _____ - _____
Mobile: (____) _____ - _____
Best time to call: _____

6. Date of birth: ____/____/____
Month Day Year
You are: male female
Native Language: _____

7. Date submitted: ____/____/____
Month Day Year
Date needed: ____/____/____
Month Day Year

Check if you **MUST** have the report by a certain date. Please explain: _____

8. Ordinarily an evaluation takes 3-5 weeks after the application package is complete. 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	Exact name of the diploma, degree, or title received (in English)
High School		<input type="checkbox"/>				
		<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): \$ 350.00
 5-day rush service (mailed out 5 business days after application package is completed): \$ 85.00
 2-day rush service (mailed out 2 business days after application package is completed): \$ 145.00
 If your address (#3 above) is not in U.S., your unofficial copy sent by standard international mail: \$ 5.00
 Other Possible Fees – After ERES receives your documents, you will be notified if any of these fees apply: Translation of documents to English (\$130); Verification of unofficial Translation (\$50); Listing of over 60 courses and evaluation of unusually complex education (\$30-\$120). In most cases these fees will not be necessary.

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 (on the next page) by Visa, MasterCard, American Express or Discover credit card. **When you request a RUSH SERVICE, then TOTAL COST must be paid by money order or cashier's check only.** You will receive an unofficial copy of your evaluation at no additional cost. All prices are subject to change without notice.



How to Apply for an Education Evaluation for Nursing Licensure

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.

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). 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.**** (See #6 below)

Be sure to include with your Application (Form 100) a photo copy of:

- Your Marriage Certificate (or Court Order) if your name is different from the name on your school records.**

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 \$350. 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 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**;
- b) Completed Academic Transcript/Records Request Form (Form 101 or 101-F) and requested documents mailed directly to us;
- 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 3 to 5 weeks. (5-day and 2-day rush service is available.) When completed, your evaluation will be sent to the State Board you listed on your application and an unofficial copy will be sent to you.

*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.*

FEE SCHEDULE FOR NURSING EDUCATION EVALUATION	
Basic Evaluation (with U.S. equivalency and listing up to 60 courses)	\$350
Optional Fees	
♦ 5-Day Rush service (Mailed out 5 business days after application package is completed):	\$ 85.00
♦ 2-Day Rush service (Mailed out 2 business days after application package is completed):	\$145.00
♦ Each Additional official copies of your evaluation (Sent to address in #3 above or specify another Nursing Board):	\$30.00
♦ If your address (#3 above) is not in U.S., your unofficial copy sent by standard international mail:	\$5.00
Other Possible Fees:	
Most evaluations cost only the Basic \$350 and require no additional fees.	
However, after your application package is completed, we will notify you if any additional fees are necessary for:	
♦ Translation of Documents to English;	\$130.00
♦ Verification of translation, if necessary;	\$50.00
♦ Listing over 60 courses and evaluating unusually complex education	\$30 – \$120

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 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.