



Nursing Applicant Handbook

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Introduction

International Education Evaluation's (IEE) credentials report for Internationally Educated Nurses (IEN) is a comprehensive review of education, licensure, employment, identity, and language to meet the uniform licensure requirements for the United States Boards of Nursing. This service is applicable for registered nurses (RN) and licensed practical/vocational nurses (LPN/LVN). Criteria for eligibility and application are found in this handbook as well as on the IEE website (www.myiee.org).

Order Expiration

IEE must receive all required documents within 12 months of the date of your paid application or your order will expire. Expired orders may be reactivated with a fee. Documents submitted will be retained for a period of five (5) years by IEE.

Eligibility

If you have not completed an entry-level educational program in one of the above professions, you are not eligible to apply for a credentials report for nurses.

Application: Summary of Steps to receive your credentials report for nurses:

Step 1: Create an account on the IEE website (www.myiee.org) by selecting the "For Individuals" tab.

Step 2: Select the credentialing category of nursing

Step 3: Select the State Board for your application – this link will take you to the specific State landing page.

Step 4: Review the Services section and determine if you are seeking an RN or LPN report and click "Get Started"

Step 5: Complete "Your Information" and continue with the "Next" button.

Step 6: "Where will you use your evaluation?" – select US and the type of nursing licensure report. Complete all other items on this page and click "next".

Step 7: Add your education information/credentials then click "next".

Send all required forms to authorities from which you:

- a) Received your secondary education (Some states require an original diploma be submitted by your school; others accept scanned diplomas from you. Be sure you follow your state specific requirements.)
- b) Received post-secondary education

c) Held/Hold a license/registration to practice your profession

Note: IEE **does not accept** these forms if they are sent from anyone other than the designated officials at your academic or professional authorities.

Step 8: Provide your nursing information – including ALL nursing licenses. Complete the section on English proficiency and Social Security Number. Some states find your work experience helpful so you may upload a resume here. Click “next”.

A Note on Document Language: All documents received from your schools or other primary sources **must be in English** or accompanied by an **English translation**. If needed, IEE can provide you with translation services for a fee (See Order Type and Fee Schedule). IEE does not accept translations directly from applicants.

Step 9: Determine your delivery options.

Step 10: Review & Pay

Education

The educational evaluation ensures that your secondary and post-secondary (tertiary) education meets all applicable statutory and regulatory requirements for the profession that you intend to practice in the U.S. It also ensures that the education of applicants who are applying for licenses are comparable to the education of graduates in the U.S. applying for licenses in that same profession.

A. Submit Proof of Secondary Education Completion

Request submission of a secondary school diploma or an external exam certificate showing the highest level of secondary education completed. Secondary school (high school) is the level of study between elementary or primary school and university studies. It may be general academic, university-preparatory, or specialized vocational-technical. All documents must be in English. IEE translation services are available to assist (for additional fees). If it has been more than 10 years since you have completed Secondary Education, this requirement may be waived. Some states require an original diploma be submitted by your school; others accept scanned diplomas from you. Be sure you follow your state specific requirements.

B. Submit Proof of Post-Secondary Education

IEE must receive documentation of all education you received that has contributed to your professional knowledge. This includes:

1. Entry-Level Nursing Education Transcript* (Associate's degree, Diploma, Bachelor's degree - **direct from the educational institution**)
2. Transcripts* from any other institution (in any discipline) that preceded your professional education for which you received transfer credit.
3. IEE "Request for Academic Records" form (**direct from the educational institution**)

*IEE defines a full academic transcript as a record of an applicant's courses taken along with credit/clock hours that the applicant received for each course.

Transcripts from various countries/jurisdictions also require supplemental documentation if not documented on the transcript itself.

Licensure/Registration to Practice Your Profession

The licensure/registration validation is an evaluation of all licenses that you have been issued. The **issuing authority provides validations directly**** to IEE to confirm that you have completed all practice requirements and that your license / registration has not been sanctioned, suspended, or revoked.

**IEE requires documentation of all your licenses directly from the authorities that issued the licenses. All professional licenses that you have ever held must be submitted, regardless of the current status of the license. If a license validation submitted to IEE is more than three (3) years old, we cannot approve you for credentialing until an updated license validation has been received.

Please Note: If you have not yet been licensed/registered to practice in your profession, you may still apply for credentialing.

Submit Proof of English Language Proficiency

To satisfy the requirements for the English language proficiency portion of the evaluation, you must meet the English language proficiency requirements set forth by the selected state board of nursing.

All English language proficiency scores are valid for two years from the date of exam administration. All exam scores must be forwarded to IEE by the examining institution. IEE will not accept scores submitted by the applicant.

After Your Application is Complete

Once all documents are received and your file is complete, it will be reviewed by IEE. If documents are incomplete or inaccurate, we will contact you or the school or licensing authority in writing to request specific information. After all the required documents and fees are received, processed, and reviewed, IEE determines whether you meet all requirements and whether you are eligible for a nursing credentials report.

Once processed, the original credentials report will be sent via trackable mail to the mailing address that is in your file at the time. The credentials report will also be forwarded to the state board you have identified.

Receiving your report copy: IEE will send your credentials report to the address listed on your IEE Account. Please keep your address current. If IEE is required to resend a credentials report based on an address change that was not communicated to IEE, a processing fee may be applied.

Incomplete Applications: If your file is incomplete, or in cases where you do not meet the requirements for your profession, we will contact you detailing the outstanding requirement information.

Revocation of Credentials Reports and Statements

Should an applicant submit fraudulent or altered academic records for an active or expired order:

- IEE will not return them to the applicant.
- No refund will be issued.
- No report will be prepared.
- IEE is obligated to share the applicant's name, date of birth, country, and institution name with all other NACES members in the event of confirmed fraud.
- In some cases, IEE may also be required to alert the institution receiving the applicant's evaluation if fraudulent documents were received.

In the event of a report violation, IEE will notify the applicant by mail and/or email.

- Notification of revocation will occur 15 days prior, providing the applicant response time.
- Disagreement with the revocation decision allows the applicant to present information on the decision in writing.
- New evidence relevant to the revocation may be made with a written appeal.
- An impartial panel at IEE will review new evidence for consideration of the appeal.

Revocation Procedure

Should a revocation of a credentials report be necessary, IEE will notify the appropriate state regulatory authority with jurisdiction over the individual's health care profession.

Order Types and Fee Schedule

Up to date fees for the Nursing Credentials Report and various orders may be found on the www.myiee.org website.

Fee (USD) categories include:

	State Licensure (std)	Expedited	Additional*	Reactivation**	Translation/page
IEE	\$395	\$850	\$200	\$200	\$60

*Additional = if applicants want credentials report sent to an additional state board of nursing

**Reactivation = if over 12 months have passed since the application was submitted and is not complete due to lack of documents

Refunds

IEE has a strict no-refund policy. Once an order has been submitted and payment has been made, refunds only issued in the event of over-payment or if we decline to evaluate.

Grievance, Disciplinary, and Appeals (Due Process)

Grievance:

- Should you have any questions or concerns about your nursing credentials report, please contact us in writing at support@myiee.org. We will review your email and your file and will respond with clarification and additional information. If there are errors in the evaluation, we will correct those at no cost provided you report them to us within 6 months of evaluation receipt. Any errors reported after the 6-month period will be treated as a revision and require such fee.
- All evaluation prices include a non-refundable application fee (amount listed on website). Additionally, since expedited orders are prioritized and begin processing immediately, expedited service fees are non-refundable. If you choose to cancel your evaluation, IEE will refund all fees that were paid, less a non-refundable application fee, less any shipping fee required for returning your original documents, less any expedited service fee you selected on your application. If any part of your service has been completed when you request a cancellation, you will not be refunded for that completed service. Fees are not based on evaluation outcomes. IEE will not issue a refund should you not agree with the results of the final evaluation or if your evaluation is not accepted by your receiving party. Partial refunds will only be considered in the event an evaluation is unable to be completed.

Disciplinary process:

- If you submit fraudulent or altered academic records for an active or expired order, IEE will not return them to you.
- No refund will be issued.
- No report will be prepared.
- IEE is obligated to share your name, date of birth, country, and institution name with all other NACES members in the event of confirmed fraud.
- In some cases, IEE may also be required to alert the institution receiving your evaluation if fraudulent documents were received.

Due Process (Appeal):

An applicant wishing to appeal a decision regarding eligibility determination, evaluation results and/or eligibility status may inquire through a due process mechanism. The applicant should:

1. Make a formal request for review, explaining the reasons.
2. The request must be in writing and received at the IEE office addressed to the Nursing Division.
3. IEE will acknowledge receipt of the appeal with the applicant via email or phone within 5 business days.

4. An impartial panel at IEE will review documentation and evidence for consideration of the appeal within 10 business days from receipt.
5. The applicant will be notified of findings/decision within 15 business days from the original appeal.

Contact Information

If you have questions about the application process, want to check on your order, or provide us with additional information, we're here to help:

ONLINE: www.myiee.org

Phone: (704) 772-0109

DOCUMENT SUBMISSION: All required forms and documents, identity documents and written correspondence from issuing authorities can be mailed directly to IEE at the following address.

We do not accept these documents sent from anyone else.

Mailing Address: 7900 Matthews-Mint Hill Rd., Suite 1A Charlotte, NC 28227

IEE Nursing Credentials Checklist

Education: We recommend that you research the process and cost associated with having your educational records sent to IEE. Many schools and universities have forms that you may need to submit and fees you must pay for this service.

Secondary Education Documentation: IEE requires documentation of the highest level of secondary education you have completed. This can take the form of a diploma issued by your school or by the Ministry of Education. In some regions like West Africa and the Caribbean, or in some countries like the UK or India, this may take the form of official exam results issued by an examination authority.

Post-Secondary Education: In addition to your transcript, we require a “**Request for Academic Records**” Form to be completed by a school/university official. If your institution can issue documents in English, this is preferable. If not, IEE can assist you in obtaining English translations (for a separate fee).

Be aware of the educational institution(s) requirements to properly complete the Request for Academic Record/Transcript Form. Determine whether your academic institution can send documents in English or if IEE can assist in obtaining translations for a fee. Research whether your educational institution is closed or unable to send your documents prior to applying to IEE.

License/Registration: Ensure that the licensing authority will validate license/registration to third parties such as IEE.

Language Proficiency Testing: Determine whether you will be required to meet a language proficiency test requirement. If you have previously taken an English language proficiency test which is still valid, you may request that results be forwarded to IEE. If you have not tested, we recommend that you take the language proficiency test prior to applying to IEE and to only apply once you have met the minimum required score on an approved test.

Document Collection and Submission Checklist

- Retrieve all required forms from your educational and license/registration authorities.
- Send the Request for Academic Records (RAR)/Transcripts Form to all educational institutions that have contributed to your nursing education along with any fees they require to process such requests. In addition to completing the Request for Academic Records/Transcripts Form, your school must attach an academic transcript in English or along with an English translation. If any information is not completed by your school, a

request for additional information will be forwarded to the school and may cause delays.

- Send the Request for Validation of License/Registration Form (RNR) to the licensing/registration bodies for which you have been registered to practice your profession along with any required processing fees. If you were educated in a jurisdiction where your profession is not regulated, request the educational institution that granted you a diploma to complete this form.
- Request that your Language Proficiency Testing vendor share your test scores with IEE (if applicable).

Order Progress Checklist

- Ensure that your email address and phone number are correct in your IEE account. We must be able to reach you.
- Log in to your IEE account anytime to check the status of your order.
- If you have questions about the progress of your order, contact us via phone, chat or email.
- Provide all requested information as quickly as possible. We cannot perform our evaluation until we have all documents from you, your school(s), language test (if applicable) and your nursing registration authority.

IEE Credentials Assessment Stages

Stage 1: Application and Payment

Responsible Party: Applicant (You)

Description: You have created an account on the IEE website (www.myIEE.org) by selecting the “For Individuals” tab.

Stage 2: Document Collection and Submission

Responsible Party: Applicant (You)

Description: Collect required documents needed by IEE for evaluation of credentials. All academic and professional nursing records and forms must be received directly from the source (school/university or licensing/registration authority).

Stage 3: Document Receipt and Authentication

Responsible Party: IEE

Description: Once IEE has received all necessary documents, we will conduct a preliminary review of your file to confirm its authenticity and origin. Our verification team will contact your school/university or licensing authority with any concerns or question we have about the documents we’ve received. If we are missing any document required to process your order, we will contact you.

Stage 4: Document Review and Credentials Evaluation

Responsible Party: IEE

Description: Authenticated documents are evaluated for completeness and comparability to applicable U.S. standards. If additional information is needed to make this determination, you will be contacted regarding outstanding requirements.

Stage 5: Credentials Report Issued/Notification of Ineligibility

Responsible Party: IEE

Description: If your credentials are determined to meet the standards required for nursing, you will be issued a credentials report. Your credentials report will be sent directly to you, through trackable mail. If your credentials do not meet the required standards, you will receive a detailed determination letter.

Order Expiration: If all requirements are not met within 12 months of your application, your order will expire. If your order expires, you may be able to apply for a reprocess order at a discounted fee, should you wish to continue with your credentials order.

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