

Policy for Credentials Evaluation Services

Purpose: To ensure use of consistent criteria and format in reporting the evaluation of international nurse applicant education and credentials equivalency to nursing education and credentials in the United States.

Criteria:

- ❖ Provide a credential evaluation to determine the comparability of nursing education and licensure to registered nurse or practical nurse education and licensure in the United States.
- ❖ Use only original source documents.
- ❖ Maintain a qualified staff that have an understanding of nursing education and licensure in the United States to review credentials of international nurses and provide accurate summative statements.
- ❖ Use/require a literal translation of the transcripts/documents by an authorized translator.
- ❖ Use time-appropriate resources/references to evaluate nursing education and credentials.
- ❖ Adhere to NCSBN Minimal Data Set for the Evaluation of International Nurses in evaluating nursing education and credentials.
- ❖ Evaluate documents in a timely manner.
- ❖ Identify and report questionable and fraudulent documents to the Board of Nursing.

Reporting:

- ❖ Provide applicant information:
 - Name (current and all applicable names)
 - Mailing address
 - Date of birth
 - ID number assigned by credentialing agency
 - Social security number (if available)
- ❖ Provide a summative statement of the comparability of nursing education and licensure of the applicant to registered nurse, practical nurse, or advanced practice nurse education and licensure/certification in the United States.
 - Education:
 - Include name of institution, dates of attendance and completion, length of study, and nature and language of instruction.
 - Use language that is consistent and directly related to U.S. nursing education programs. For example, "This education is equivalent to:
 - ◆ Two year practical/vocational nursing offered through secondary institutions (high school)
 - ◆ One year post secondary practical/vocational nursing.
 - ◆ Two year associate degree in nursing.
 - ◆ Three year hospital diploma in nursing.
 - ◆ Baccalaureate (bachelor's) degree in nursing.
 - ◆ Master's degree in nursing.
 - ◆ Doctoral degree in nursing (or another field such as education)
 - Licensure/practice:
 - Use consistent language to describe level of nursing practice. For example:
 - ◆ First level general (registered) nurse
 - ◆ Nurses who have completed an educational program with a general focus, and are "responsible for planning, providing, and evaluating nursing care in all settings" (NCSBN, 2004).
 - ◆ Second level general nurse (practical/vocational nurse)
 - ◆ Nurses who have completed an educational program with a general focus and are "responsible for giving nursing care in cooperation and under the supervision of a first level general nurse" (NCSBN, 2004).
 - ◆ Specialized nurse

- ♦ Nurses who are “not educated with a general nurse foundation, but with a special focus for specialized clinical practice” (e.g. midwife, psychiatric nurse, pediatric nurse, etc.) (NCSBN, 2004)
- ♦ Advanced practice nurse
 - ♦ First level general nurses who have additional education and training to practice in an expanded specialty role (e.g. nurse practitioner, clinical nurse specialist, nurse anesthetist, etc.)

Supporting Documents

International Council of Nurses. (2003). *Standards and competencies series: ICN Framework of competencies for the generalist nurse*. Geneva, Switzerland: ICN.

NCSBN. (2004). *Minimal data set for the evaluation of international nurses*. Retrieved August 24, 2004 from NCSBN Web site: http://www.ncsbn.org/pdfs/minimal_data_set_final.pdf

National Council of State Boards of Nursing (NCSBN). (2004). *Resource manual for licensure of international nurses*. Retrieved August 24, 2004 from NCSBN Web site: https://ncnet.ncsbn.org/pdfs/resource_manual.pdf

Adopted Sept. 2004