



## Guidance for Submission of Nursing Education Program Completion Letters Electronic Email Submissions Required

This document provides guidance for Nursing Education Program Completion Letters (Completion Letters) and information about the email submission of Completion Letters by Board approved nursing education programs. Electronic email submission of Completion Letters is required. The Board does not accept Completion Letters in any other form. If you have questions, please contact: [education@nursing.ohio.gov](mailto:education@nursing.ohio.gov).

### Format and Submission of Completion Letters

1. Include the following information on each Completion Letter
  - Letterhead of the nursing education program (Program seal is NOT needed)
  - Student's full name (Include middle name)
    - o If there is no middle name, enter "NMN" (no middle name) between the first and last names
  - Student date of birth (Social Security Number is NOT needed)
  - Education program name
  - Date of completion of education program requirements
  - Degree awarded to qualify for licensure
  - Program Administrator or designee:
    - o Signature
    - o Name (printed)
    - o Title
    - o Date Signed (Cannot be prior to date of completion of the program)
  - A statement such as: "I certify this student has successfully completed the requirements of the pre-licensure education program."
2. Submit Completion Letters through email
  - Submit to [completion-letters@nursing.ohio.gov](mailto:completion-letters@nursing.ohio.gov).
    - o Subject line: (School Name) – Completions Letters
  - Send as an Adobe .PDF
  - Include a separate alphabetical list of all the students for whom the Completion Letters are being sent as an Adobe .PDF.
  - Name each program completion letter individually with the student's name and attach separately in one email.
  - Contact your program's IT staff to determine the maximum file size allowable for email attachments. (Some programs have identified this as an issue when sending large files via email.) Presently the Board can accept email and file attachments under 14 MB in size. Programs may need to send several emails depending on program and state system limits.

The Board recommends each Program Administrator identify a **designee** who has the authority to sign and submit Completion Letters and answer questions as needed. Also, please remember to email the Board of any change in the designee.

The Board does not require a Program Administrator to identify a designee, but identifying a designee can prevent delays if Board staff is unable to contact the Program Administrator if there are questions.

Identify/update the Program Administrator's designee by emailing the name to [completion-letters@nursing.ohio.gov](mailto:completion-letters@nursing.ohio.gov)

The Board relies on the accuracy and authenticity of the Completion Letters from Program Administrators to determine an applicant's eligibility for examination and licensure. The administrative rules specify requirements:

- For each applicant who has successfully completed an Ohio nursing education program approved by the Board, the Board must receive written notification of the applicant's completion of the program, submitted directly by the education Program Administrator or designee to the Board. Rule 4723-7-02, Ohio Administrative Code (OAC)
- The Program Administrator is responsible for certifying to the Board, in a format prescribed by the Board, for each student who is an applicant for licensure in Ohio that each applicant successfully completed the requirements of a program and the date the applicant completed the program requirements. Rule 4723-5-09(B)(9), OAC
- If the Program Administrator submits one or more erroneous certifications of program completion to the Board, the Program Administrator must submit a corrective action plan to the Board. Rule 4723-5-09(B)(10), OAC

### **IMPORTANT POINTS TO REMEMBER**

Include all required information on each Completion Letter and review it for ACCURACY prior to submission

Check the DATES: The date of the signature cannot be prior to the date the student completed the program because you are certifying that the student completed all the requirements of the program

Identify a DESIGNEE for the Program Administrator who has the authority to sign and submit Completion Letters and answer questions (email the name of designee to [completion-letters@nursing.ohio.gov](mailto:completion-letters@nursing.ohio.gov) and update the name if needed)

Email to: [completion-letters@nursing.ohio.gov](mailto:completion-letters@nursing.ohio.gov)  
Format: Adobe .PDF

**As of March 30, 2015 Completion Letters will be accepted only through email**

Questions about completing Program Completion Letters?  
Contact: [education@nursing.ohio.gov](mailto:education@nursing.ohio.gov)