

## The Streamlined Validation of Education (SL EVOE) Form Submission Option for Your School

Note that this process requires action on the school's part and the applicants' part, FIRST. This process also works best for graduate degree programs where all students take the SAME coursework for the degree.

**STEP ONE:** Before submitting any documents to ANCC, all applicants from your school must create an account via the ANCC website. This will allow ANCC staff to match documents from your school to the applicant account. Applicants can start at this link: <https://www.nursingworld.org/our-certifications/> and select "Access My Account" to create an ANCC account. Creating an account is not the same as applying, although this can be done simultaneously, if the applicant is ready to pay (see STEP THREE, below).

**STEP TWO:** Your school must submit the following items:

- One general VOE form, per program, with all the requirements completed, except for the student information. The VOE form can be found, here: <https://www.nursingworld.org/globalassets/certification/certification-specialty-pages/aprn/validation-of-aprn-education-form.pdf>. (Please note: **Effective May 22, 2020, please use this updated ANCC Validation of Education (VOE) Form. As of July 1, 2020, only this version of the VOE will be accepted.**)
- Complete these sections as follows:
  - Candidate Information: leave blank
  - Program Information: complete all required fields and check boxes
  - If your school has more than one type of program, please complete one (1) VOE for each program (example: FNP, AGPCNP, etc.)
  - Dual Programs: leave blank (unless applicable)
  - Courses: complete the course grid, as indicated
  - Statement of Understanding: complete all required fields, including electronic signature
- The completed spreadsheet ([blank template can be found here](#)) containing information for all the appropriate fields. **Effective April 1, 2021, this spreadsheet must be used to participate in the SL EVOE process.**
- For post-graduate applicants, include any applicable gap analyses, as separate files, if needed.
- Send all items, via email, to [apnvalidation@ana.org](mailto:apnvalidation@ana.org).

**STEP THREE:** Applicants must complete the following, before any application review can take place:

- Submit an online application, including payment.
- Submit unofficial\*/official transcripts to ANCC.
  - Transcripts can be sent by mail to:

8515 Georgia Ave. Suite 400  
Silver Spring MD, 20910

- Or by email to [aprnvalidation@ana.org](mailto:aprnvalidation@ana.org).

Once the form and spreadsheet are submitted, please allow 10 business days for processing. ANCC will accept unofficial transcripts, which ANCC defines as either a photocopy of a transcript, a comprehensive record of academic progress or a print out of all work completed, to date, including coursework, grades and degree(s) earned or in progress – which will allow ANCC to process and review an application. ANCC reserves the right to reject any unofficial transcript that appears to be altered. Applicants may receive an authorization to test with an unofficial transcript, however, an official transcript showing the final degree conferred and a conferral date is required for a status of certified.