

**DEPARTMENT OF EDUCATION**  
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CAREER AND TECHNICAL EDUCATION MEMO NO. 115-17

**DATE:** August 17, 2017

**TO:** CTE Administrators

**FROM:** Lolita B. Hall, Director  
Office of Career, Technical, and Adult Education

**SUBJECT:** **Changes for Submission of Licensure by Examination Applications for Registered Nurse (RN) and Licensed Practical Nurse (LPN)**

Effective immediately, procedures for registering RN and LPN students for the National Council Licensure Examination (NCLEX) have changed. Nursing instructors should communicate with their students that one of the following program completion verification documents must be submitted with the application to register for the NCLEX.

Options for program completion verification are as follows:

- a letter from the school stating that the student has graduated; **or**
- an official student transcript from the school

It is vital that only one of the verification documents be submitted because sending both the letter and the transcript will delay the application process for taking the NCLEX. For more information refer to the attached Checklist Instructions for Licensure by Examination.

If you have any questions, please contact Michele Green-Wright, Specialist for Health and Medical Sciences and Related Clusters, Office of Career, Technical, and Adult Education at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by telephone at (804) 225-3119.

LBH/aab

Attachment