

Ashland Educational Services Nursing Division

Ashland Standard Operating Procedures (SOP)

- ❖ **Ashland Educational Services is one of the five approved credentialing agency approved by the State of Florida Board of Nursing.**

Instructions:

Attention Prospective Applicant: Please be aware that we will not process your service request for any of the credentials evaluation report unless we receive your filled-out and signed application AAF-1000 and corresponding fees.

Ashland Educational Services (AES) will not be responsible for documents sent to our mailing facility prior to the receipt of the filled-out and signed application and corresponding fees. We ask you to mail all documents by any of these couriers USPS, UPS, or Federal Express (from overseas DHL) with a tracking number to avoid lost. Please provide us with the tracking number to us by email at info@AshlandEducationalServices.com.

In order to prepare nursing credentials evaluation under the scope of nursing regulations and Statutes, an applicant must provide the following:

[Ashland Application Form AAF-1000](#)

The Application for Credentials Evaluation, must be completed and signed by the applicant. If the names filled out in our application form are not identical to those in the academic credentials, you must submit a photocopy of your passport, or legal document showing a change of name. Do not send us any academic credentials before mailing in the application form with the required fees. The evaluation process starts when all the documents and the fee have been received.

Graduates from non- U.S. programs must submit proof of nursing education that is equivalent to an approved program of nursing in the United States. The State of Florida Board of Nursing does not evaluate transcripts. You must have an evaluation of educational credentials conducted by a qualified credentials evaluator. Ashland Educational Services is one of the five approved evaluators.

The applicant must request the nursing or health care profession and science course-by-course credentials review. You are responsible for all fees charged by these services.

Your original educational documents must be sent from your nursing education programs to Ashland Educational Services.

The evaluation of educational credentials must be sent to the State of Florida Board of Nursing directly from the Ashland Educational Services (credentialing agency).

Service Fee and Methods of Payment

The cost per Board of Nursing credentials evaluation is US\$340.00. The fee is non-refundable after three working days after you had signed AAF-1000 form.

Ashland Educational Services

Nursing Division

Standard Processing Time

Evaluations are normally prepared in two (2) months, upon receipt of all required fees, information and documentation. Evaluations, which requires extensive research and correspondence, may take longer to process.

- On-line payment using “Zelle”. This is an online application from a number of United States Banks including Bank of America, Citibank, Chase Bank, Wells Fargo Bank, PNS, Capital One Bank, Capital One and many others banks. Please visit the following website : (www.zellepay.com).

Main email address: admin@AshlandEducationalServices.com

- Make a bank deposit at any Chase Bank branch nation-wide.
- Make the bank check or money order payable to Ashland Educational Services. All credentials evaluation report fees, including fees for rush report, grade point average equivalent, extra original copies, and translation are **non-refundable**. Name of the account: Ashland Educational Services. We will provide you the routing number and the account number when you become our applicant.
- International Wires are acceptable.
-

Translations Services

Support Documents in a language other than English must be accompanied by accurate, professional, certified, English translations. Translations supplement, but do not replace the original documents. We reserve the right to reject translations that do not meet our standards. Please refer to our website for the latest cost per page.

Course Outlines (Syllabus) / Program Description

Syllabus of your study (description of each course or subject studied): This may be required for a Course-by-Course Evaluation. Do not send this with your application. If it is needed, we will request it.

Legal Terms and Conditions

Please visit the follow link to learn the latest information on our legal terms and conditions

http://www.ashlandeducationalservices.com/legal_terms_and_conditions

Credentialing Committees General Information

Please visit the follow link to learn the latest information on our

http://www.ashlandeducationalservices.com/credentialing_committees

Ashland Educational Services is one of the five agencies approved by the Florida Board of Nursing. Graduates of International nursing programs or nursing programs in jurisdictions which are not members of the National Council of State Boards of Nursing (NCSBN) must submit an credentials evaluation from Ashland Educational Services the Florida Board of Nursing in Tallahassee, Florida. We do not provide services to evaluations from Russia, Nigeria and Angola.

Non-NCSBN Jurisdictions Licensure Information for applicant’s link

<https://www.floridasnursing.gov/forms/licensure-info-edu-outside-us.pdf>