

# Ashland Educational Services Nursing Division

## 2019 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 and National Council of State Boards of Nursing (NCSBN)**

### Instructions:

**Attention Prospective Applicant:** Please be advised that we will not process your service request for any of the credentials evaluation report unless we receive your filled-out and signed application Nursing 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 (AAF-1000) 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 loss. Please provide us with the tracking number to us by email at [info@AshlandEducationalServices.com](mailto:info@AshlandEducationalServices.com). and we do not accept courier air bills filled out by applicants. The air bills need to be filled by a government agency and/or member of the academic institution.

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

### Ashland Application Nursing Form AAF-1000

The Application for Credentials Evaluation (AAF-1000), 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.

Graduates from non-U.S. nursing 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 like 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 (transcript, course description, breakdown of didactic and clinical hours and degree) must be sent from your nursing education programs (institution) to Ashland Educational Services. To protect the applicant and the agency, voice recording is not authorized.

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

# Ashland Educational Services

## Nursing Division

### 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. Expertise services \$199.00 within ten working days after all the required documents are received in our mailing facility in Chicago, Illinois.

### Standard Processing Time

Evaluations are normally prepared in two (2) months, upon receipt of all required fees, information and documentation. It means, it will take around forty-four (44) business days. All credential evaluation status inquiry needs to be address to the following email address: [info@AshlandEducationalServices.com](mailto:info@AshlandEducationalServices.com) In 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](http://www.zellepay.com).

Main email address: [admin@AshlandEducationalServices.com](mailto:admin@AshlandEducationalServices.com)

- Make a bank deposit at any Chase Bank branch nation-wide.
  - a. Routing Number: 121.535.923
  - b. Checking Account Number: 267.535.923
  - c. Name on the Account: Ashland Educational Services
- 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. There will be a fee of \$25.00 per transaction plus the regular fee.

### 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.

# Ashland Educational Services Nursing Division

## **Legal Terms and Conditions**

Please visit the follow link to learn the latest information on our legal terms and conditions. By making the payment, you are accepting the terms of our agency stated in our website and in this information instruction sheet:

[http://www.ashlandeducationalservices.com/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](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 a 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>