

## Transcripts

### Undergraduate Transcripts

Official transcripts are required for initial RN licensure. Official transcripts must be in English and include the following information:

- Program name and type
- All general education and nursing courses with credit hours and grades reported
- Beginning and ending dates of study
- Graduation or withdrawal date
- Degree, certificate or diploma conferral date.

The West Virginia Board of Examiner's for registered professional nurses will accept official electronic transcripts so long as the email delivering the transcript derives directly from the undergraduate institution or a transcript service such as Parchment.com, SCRIP-SAFE International (eSCRIP-SAFE.com) or the National Student Clearinghouse (studentclearinghouse.org), and the transcript is an "official electronic transcript." (*Scanned PDFs of hard copy official transcripts are generally not accepted.*)

Electronic **undergraduate** transcripts should be sent to: [rnboard@wv.gov](mailto:rnboard@wv.gov)

NOTE: If course work was taken at multiple academic institutions, please submit an official transcript from each institution that contributed to your undergraduate level course work. Notations of transfer credits cannot be accepted in lieu of an official final transcript from each institution.

Hardcopy transcripts, must be sent from the school in a sealed envelope and mailed directly to the Board at the following:

West Virginia Board of Registered Professional Nurses  
90 MacCorkle Avenue SW, Suite 203  
South Charleston, West Virginia 25303

### Graduate Transcripts

Official transcripts are required for initial APRN licensure. Official transcripts must be in English and include the following information:

- Program name and type
- All general education and nursing courses with credit hours and grades reported
- Beginning and ending dates of study
- Graduation or withdrawal date
- Degree, certificate or diploma conferred.

The West Virginia Board of Examiner's for registered professional nurses will accept official electronic transcripts so long as the email delivering the transcript derives directly from the

undergraduate institution or a transcript service such as Parchment.com, SCRIP-SAFE International (eSCRIP-SAFE.com) or the National Student Clearinghouse (studentclearinghouse.org), and the transcript is an “official electronic transcript.” (*Scanned PDFs of hard copy official transcripts are generally not accepted.*)  
Electronic **graduate** transcripts should be sent to: [aprn@wv.gov](mailto:aprn@wv.gov)

NOTE: If course work was taken at multiple academic institutions, please submit an official transcript from each institution that contributed to your graduate level course work. Notations of transfer credits cannot be accepted in lieu of an official final transcript from each institution.

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