



COMMONWEALTH of VIRGINIA
Department of Education

March 31, 2017

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Announcing Changes for the Virginia Board of Nursing Examination Process for Nurse Aide Programs and Training Workshops

The Virginia Board of Nursing and Pearson Virtual University Enterprises (VUE) recently announced changes for the nurse aide examination process that will become effective May 9, 2017. All existing information regarding nurse aide registration and testing will be transferred to a new server/platform. There will be a “blackout period” from April 22 through May 9 to test the transfer of information. After which, students will be able to register online and schedule their exams with a test date on or after May 19, 2017. Please advise students of the upcoming change and the following requirements needed to access the new system:

- **A valid email address.** Free email accounts can be obtained from Gmail, AOL, Yahoo, MSN, etc.
- **An electronic form of payment.** Includes a credit card, a debit card, a prepaid card or other single-use card. It must be valid but may have another person's name on it – i.e., parent or other. In lieu of a credit card, electronic vouchers can be purchased by the training program after the blackout period.
- **School divisions may use the voucher system for group payments.** Electronic vouchers will be available after the blackout period, prior to the conclusion of classes and may be used for up to one year. Payment methods include: corporate credit card, corporate check, or purchase order. If paid by credit card, the electronic vouchers will be sent to the email within three business days. Electronic vouchers purchased by checks and purchase orders will take seven to ten days.

At least one person from each Virginia nurse aide program is encouraged to [preregister](#), as space is limited. There is no registration fee for the following workshops, which will be held from 9-11 a.m.

April 18 – [Tidewater Community College, Portsmouth Campus](#)
120 Campus Drive
Building A - The Forum
Portsmouth, Virginia 23701

April 19 – [Virginia Western Community College](#)
3094 Colonial Avenue, SW
Fralin Center - Room HP210
Roanoke, Virginia 24015

April 20 – [Virginia Department of Health Professions \(Board of Nursing Office\)](#)
9960 Mayland Drive, Suite 300
Board Room 4 (2nd floor conference center)
Henrico, Virginia 23233

A recorded webinar will be available at the conclusion of each workshop for those who are unable to attend.

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

SRS/LBH/aab

Attachment:

- A. [Sample Pearson VUE Voucher Sales Order](#) (PDF)

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