



May 25, 2015

Dear Colleagues,

The American Association of Colleges of Nursing (AACN) administers a centralized application service called NursingCAS in conjunction with its technology partner Liaison International. Through NursingCAS, applicants only need to complete one online application and submit one set of transcripts to apply to participating schools and all program types and specialty tracks; including RN diploma, associate, baccalaureate, master's, and doctoral programs. Since NursingCAS processes the transcripts on behalf of schools, AACN wanted to ensure that this processing aligns with the best practices of the American Association of Collegiate Registrars and Admissions Officers (AACRAO). AACN has worked with AACRAO and its Standardization of Postsecondary Education Electronic Data Exchange (SPEEDE) Committee to develop the following statement:

AACRAO and AACN approve the use of secured and verified PDF transcripts as official documents for the purpose of making admissions decisions provided the following guidelines are observed:

- a) PDF transcripts are securely submitted to and distributed directly by NursingCAS to designated schools.
- b) Processing and archiving of these documents should adhere to FERPA and student privacy regulations.

Please share this information with your registrar and admissions office. AACN recommends that schools participating in NursingCAS use the transcripts processed and provided by NursingCAS as official for use in admissions decisions. Further, we recommend that schools do not require applicants to send a set of official transcripts directly to your school in addition to NursingCAS, if at all possible. The PDF transcripts NursingCAS provides are distributed only to schools designated by the applicant via a secure, web-based software portal. The processing and archiving of the PDF transcripts by NursingCAS does adhere to FERPA and student privacy regulations.

For more information regarding the use of PDF transcripts, please refer to the "AACRAO Best Practices for PDF Transcript Exchange 2013" document available online at: [www4.aacrao.org/t/pdfexchange](http://www4.aacrao.org/t/pdfexchange).

Please direct any questions about the NursingCAS transcript processing to Caroline Allen, AACN's NursingCAS Director, at [callen@aacn.nche.edu](mailto:callen@aacn.nche.edu) or 202-4633-6930 x258.

Sincerely,

A handwritten signature in black ink that reads "Deborah E. Trautman".

Deborah Trautman, PhD, RN  
Chief Executive Officer

ADVANCING HIGHER EDUCATION IN NURSING