

POLICY AND PROCEDURES FOR GlobalBridge™ for U.S. Nursing Visas



**GlobalBridge™ for
U.S. Nursing Visas**

GlobalBridge™ Handbook

Policy and Procedures for GlobalBridge™ for US Nursing Visas

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I. Introduction

International Education Evaluation's (IEE) GlobalBridge™ for Nursing Visas is a comprehensive screening service for healthcare professionals seeking an occupational visa from the federal government to work in the United States. Criteria for eligibility and application are found in this handbook as well as on the IEE website (myiee.org/globalbridge).

Applicants who successfully complete GlobalBridge™ for Nursing Visas receive an official Health Care Worker (HCW) Certificate. This certificate satisfies United States Federal screening requirements. IEE does not discriminate against any applicant on the basis of age, sex, race, religion, national origin, disability or marital status.

The GlobalBridge™ for Nursing Visa program includes an education analysis, licensure/registration validation, an English language competency evaluation, and a professional license examination. In the case of registered nurses this licensing exam could be either the NCLEX – RN® or the CGFNS (TruMerit) Qualifying Exam®. Licensed Practical/Vocational nurses are required to pass the NCLEX – PN® to receive the HCW certificate.

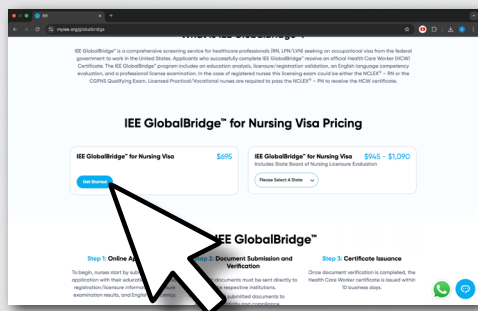
IEE is approved by the United States Department of Homeland Security (DHS) to validate the credentials of internationally educated nurses for occupational visas. IEE provides GlobalBridge™ for Nursing Visas services for the following professions:

- Registered Nurses
- Licensed Practical / Licensed Vocational Nurses

II. Eligibility

If you have not completed an entry-level educational program in one of the above professions, you are not eligible to apply for GlobalBridge™ for Nurses.

III. Application: Summary of Steps to receive your Health Care Worker Certificate from IEE GlobalBridge™ for Nursing Visas



STEP 1 Create an account on the IEE website (myiee.org/globalbridge).

STEP 2 Select the GlobalBridge™ for Nurses service and **Get Started**. If you have not received your nursing credential evaluation and authorization to test for the NCLEX you may select a combination product that includes the State Board of Nursing Licensure Evaluation and the GlobalBridge™ for Nursing Visa.

STEP 3 Complete **Your Information** menu tab and continue with the **Next** button.

STEP 4 Complete **Your Evaluation** information.

4A Important information regarding credential evaluations:

- Verified recruiters may send the credential report directly to IEE.
- If you are not working with a recruiter, request a copy of your credential report from the agency that is approved by the state where you received your ATT (Authorization to Test) for the NCLEX. If you don't have a report from the list of approved agencies, then you will follow the instructions for **No BON Report**.
- If you have **No BON Report** your school must submit the original copy of your nursing program transcript direct to records@myiee.org. This must come direct from the school of nursing.
- If you received your credential evaluation from New York State Board of Nursing or California Board of Nursing your school will need to provide IEE with an original copy of your nursing program transcript. This must come direct from the school of nursing. Email reports are accepted at records@myiee.org or the reports may be

mailed in a sealed envelope and properly authenticated from the school to 7900 Matthews-Mint Hill Rd, Suite 300, Charlotte, NC 28227.

4B Answer the question regarding translation services.

4C Select standard processing time (GlobalBridge™ does not provide a **rush/expedite** service). Click **Next** Button.

STEP 5 **If you have not had a Credential Evaluation**, complete the section on **Your Education**. Pay attention to the type of documents needed and the method of delivery. Send all required requests/forms to authorities from which you received nursing (post-secondary) education.

Note: IEE **does not accept** these forms if they are sent from anyone other than the designated officials at your academic or professional authorities. Click **Next** Button.

STEP 6 Complete the section **Nursing Information**. This includes information about your country of birth, language*, NCLEX information, licenses, and Social Security Number (if available). Click **Next** Button.

STEP 7 Provide information on your delivery options & recipients. Click **Next** Button.

STEP 8 Review your application and pay.

After you have completed these steps, IEE will evaluate your credentials to determine if you qualify for a GlobalBridge™ for Nursing Visa Certificate.

A Note on Document Language: All documents received from your schools or other primary sources **must be in English** or accompanied by an **English translation**. If needed, IEE can provide you with translation services for a fee (see Order Type and Fee Schedule). IEE does not accept translations directly from applicants.

IV. Licensure/Registration to Practice Your Profession

The licensure/registration validation is an evaluation of all licenses that you have been issued. The **issuing authority provides validations directly**** to IEE to confirm that you have completed all practice requirements and that your license / registration has not been sanctioned, suspended, or revoked.

If a license validation submitted to IEE is more than three (3) years old, we cannot approve you for GlobalBridge™ for Nursing Visas until an updated license validation has been received.

Please Note: If you have not yet been licensed/registered to practice in your profession, you may still apply to for the GlobalBridge™ for Nursing Visas.

V. Submit proof of successful completion of Nursing Examination

As part of the GlobalBridge™ for Nurses assessment, registered nurses applying for occupational visas must have a passing score on either the CGFNS/TruMerit Qualifying Exam® or the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) to provide evidence of their nursing knowledge. Licensed Practical/Vocational nurses must provide evidence through successful completion of the NCLEX-PN®.

What is the NCLEX® examination?

The NCLEX® is the national licensure exam for nurses in the United States. All nurses must pass this examination to become a registered/ licensed nurse in the United States. To take the NCLEX® examination, nurses must apply directly through the U.S. state board of nursing where they wish to become licensed, because licensure requirements differ from state to state. To enable you to confirm current examination, registration and any other practice requirements, the

**IEE requires documentation of all your licenses directly from the authorities that issued the licenses. All professional licenses that you have ever held must be submitted, regardless of the current status of the license.

National Council of State Boards of Nursing website, www.ncsbn.org, provides a list of all state boards of nursing and licensing jurisdictions with relevant contact information.

The nursing regulatory body (NRB, also known as the state board of nursing) will send the official NCLEX® results to candidates. Official results are only available through the NRB and will be sent to candidates within six (6) weeks after taking the exam. You must submit a Confirmation of Passing the NCLEX form to the NRB and that agency will return the form directly to IEE as part of your GlobalBridge™ for Nurses application.

What is the CGFNS / TruMerit Qualifying Exam®?

The CGFNS Qualifying Exam® is a computer-based test that assesses your nursing knowledge in the four basic areas of nursing: psychiatric/mental health nursing, nursing of children, maternal/infant nursing and adult health nursing. A passing score on the CGFNS Qualifying Exam® will meet the nursing knowledge exam for the HCW certificate for registered nurses.

VI. Submit Proof of English Language Proficiency

To satisfy the IEE GlobalBridge™ for Nurses' English language proficiency portion of the evaluation, you must take an English language proficiency exam approved for your profession. For exemption information related to language proficiency see further information in this section. The English language proficiency examination confirms that you are competent in oral and written English, based on your scores on the examinations that are jointly approved by the U.S. Department of Education and the U.S. Department of Health and Human Services.

To receive a Health Care Worker's Certificate, the nurse applicant must meet the minimum requirements for English proficiency. Specifically, the necessary level of competence in oral and written English must be proven by passage of one or more nationally recognized, commercially available, standardized test(s) of the ability to speak and write.

The U.S. Department of Health and Human Services (HHS) has sole authority to approve English language proficiency tests and scores in consultation with the U.S. Department of Education. The HHS Health Resources and Services Administration has posted a current list of approved tests and scores (see Table). IEE will monitor the DHS to update acceptable tests as needed.

ENGLISH COMPETENCY TESTS	SCORES: Registered Nurses and other BS Level Health Care Workers	SCORES: <B.S. level Health Care Workers, LPN/LVN
Cambridge Assessment English: B2 First, C1 Advanced, or C2 qualifications exams	Cambridge English Scale 176 overall and 185 Speaking	Cambridge English Scale 169 overall and 185 Speaking
Educational Testing Service: Test of English as a Foreign Language (TOEFL) Paper-delivered Test	540	530
Educational Testing Service: TOEFL Internet-Based Test	81 with minimum of 57 on Reading, Listening, and Writing and 24 on Speaking	77 with minimum of 53 on Reading, Listening, and Writing and 24 on Speaking
Educational Testing Service: TOEIC (Listening and Reading)	725	700
Educational Testing Service: TOEIC (Speaking/Writing)	160 Speaking / 150 Writing	160 Speaking / 150 Writing
International English Language Testing System (IELTS)	6.5 academic with minimum of 7 on Speaking	6 academic or general with minimum of 7 on Speaking
Michigan English Test (MET)	Overall, 55; minimum Speaking section score of 55	Overall, 55; minimum Speaking section score of 55
Occupational English Test (OET)	OET Grade C+ for Reading, Writing, and Listening OET Grade B for Speaking	OET Grade C for Reading, Writing, and Listening OET Grade B for Speaking
Pearson PTE Academic	55, no section below 50	55, no section below 50

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U.S. Citizenship and Immigration Services (USCIS) does not allow you to combine scores from different testing services.

All English language proficiency scores are valid for two years from date of exam administration. All exam scores must be forwarded to IEE by the examining institution. IEE will not accept scores submitted by the applicant.

Exemptions from English language proficiency:

To be exempt from having to take an English language proficiency examination based on the completion of an English-based professional education, an applicant must meet the following two criteria:

- Entry-level professional education must have occurred in the United Kingdom, Australia, Canada (except Quebec), New Zealand, Ireland or the United States; **and**
- English must have been the language of instruction, including the language of the textbooks.

GlobalBridge™ for Nurses Working in U.S. and/or Renewal Applicants:

In addition to the general exemption rules, applicants for a GlobalBridge™ for Nurses may also be exempt through demonstration of employment in the United States. For this to take place, an applicant must meet the following three (3) criteria:

- Demonstrate employment in the United States for at least 27 months, including 9 months employment prior to the date of the renewal order.
- The applicant must be employed in the profession for which they are seeking the GlobalBridge™ for Nurses service.
- The U.S. employer must sign and submit an employment summary on corporate letterhead.

VII. Alternative Processes

There are two alternative processes of the GlobalBridge™ for Nurses that registered nurse applicants who meet certain criteria may benefit from:

Section 212(r) Certified Statement

Section 212(r) of the IIRIRA authorizes IEE to issue Certified Statements to nurses born outside the United States seeking an occupational visa for entry into the United States who meet the following 212(r) requirements:

- The registered nurse must have been educated in one of the listed exempt countries: Australia, Barbados, Canada (Quebec approved schools include: McGill University, Dawson College in Montreal, Vanier College in St. Laurent, John Abbott College in Sainte Anne de Bellevue, and Heritage College in Gatineau), Ireland, Jamaica, New Zealand, South Africa, Trinidad & Tobago, United Kingdom (England, Wales, Northern Ireland and Scotland), or the United States.
- To verify the graduation from an approved school of nursing other than in the United States, we require that the school send a verification of graduation, stating that the language in which you were instructed, and the textbooks were in English. The verification of graduation must carry the official school seal and signatures. We do not require full academic records/transcripts. IEE will only require a validation of an active license from one of five 212(r) states: Florida, Georgia, Illinois, Michigan, or New York. You will not be required to submit language proficiency testing scores.

Streamlined Process (for U.S. Educated Visa Applicants)

IEE may perform a streamlined process for applicants born outside of the United States who received their entry-level post-secondary (tertiary) education in the United States.

This streamlined review process is available to nurses who have been educated in the United States. The streamlined review requires proof that you completed a program accredited by the appropriate U.S. accreditation agency. Have your nursing school provide IEE with an official transcript (send to records@myiee.org). Complete the remainder of the GlobalBridge™ application.

- Nurses: graduation from an entry-level program accredited by the Accreditation Commission for Education in Nursing or the Commission on Collegiate Nursing Education.

VIII. Submit Passport Style Photo

To complete your IEE GlobalBridge™ application, you must upload one passport-style photograph that meets U.S. government requirements (see [U.S. Department of State guidelines](#)).

IX. After Your Application is Complete

Once all documents are received and your file is complete, it will be reviewed by IEE. If documents are incomplete or inaccurate, we will contact you or the school or licensing authority in writing to request specific information. After all the required documents and fees are received, processed, and reviewed, IEE determines whether you meet all requirements and whether you are eligible for the GlobalBridge™ for Nurses certificate.

If you meet the requirements of the GlobalBridge™ for Nurses assessment you will receive a certificate that is valid for five years. Once processed, the original certificate will be sent via email to the email address that is in your file at the time. GlobalBridge™ for Nurses certificates may also be forwarded to an authorized agent if you have identified one.

Receiving your report copy: IEE will send your GlobalBridge™ for Nurses Certificate to the email address listed on your IEE Account. Please keep your email address current. If IEE is required to resend a GlobalBridge™ for Nurses Certificate based on an address change that was not communicated to IEE, a processing fee may be applied.

Incomplete Applications: If your file is incomplete, or in cases where you do not meet the requirements for your profession, we will contact you detailing the outstanding requirements and the steps that you must take to complete them to earn the GlobalBridge™ for Nurses certificate.

X. Order Expiration

IEE must receive all required documents within 12 months of the date of your paid application or your order will expire.

Expired orders may be reactivated with a fee. Documents submitted will be retained for a period of five (5) years by IEE.

XI. Revocation of Certificates and Statements

Should an applicant submit fraudulent or altered academic records for an active or expired order:

- IEE will not return them to the applicant.
- No refund will be issued.
- No report will be prepared.
- IEE is obligated to share the applicant's name, date of birth, country, and institution name with all other NACES members in the event of confirmed fraud.
- In some cases, IEE may also be required to alert the institution receiving the applicant's evaluation if fraudulent documents were received.

In the event of a report/certificate violation, IEE will notify the applicant by mail and/or email.

- Notification of revocation will occur 15 days prior, providing the applicant response time.
- Disagreement with the revocation decision allows the applicant to present information on the decision in writing.
- New evidence relevant to the revocation may be made with a written appeal.
- An impartial panel at IEE will review new evidence for consideration of the appeal.

Revocation Procedure

Should a revocation of a certificate be necessary, IEE will notify DHS, via the Nebraska Service Center and the appropriate state regulatory authority with jurisdiction over the individual's health care profession.

IEE will not reissue a certificate to an individual whose certificate has been revoked. The following statement will be included in the correspondence with the applicant.

Revocation of certificate or certified statement. When a credentialing organization notifies the DHS, via the Nebraska Service Center, that an individual's certification or certified statement has been revoked, the DHS will take appropriate action, including, but not limited to, revocation of approval of any related petitions, consistent with the Act and DHS regulations at [8 CFR 205.2](#), [8 CFR 214.2\(h\)\(11\)\(iii\)](#), and [8 CFR 214.6\(d\)\(5\)\(iii\)](#).

XII. Order Types and Fee Schedule

Up to date fees for the GlobalBridge™ for Nurses Application and various orders may be found on the www.myiee.org/globalbridge website.

Refunds

IEE has a strict no-refund policy. Once an order has been submitted and payment has been made, refunds only issued in the event of over-payment or if we decline to evaluate.

Application Categories

- Initial Application (report issued 10 days after all documents verified)
- Renewal: USCIS requires your GlobalBridge™ certificate to be renewed after five years. Please note the expiration date on your certificate. If you have not obtained a permanent visa before that date you will need to apply for renewal of your GlobalBridge™ certificate. It is recommended to submit the application for renewal prior to the expiration date to allow time for validation of your professional licenses and English requirements.
- Reactivation (if application is incomplete after 12 months)

XIII. Grievance, Disciplinary, and Appeals (Due Process)

Grievance:

- Should you have any questions or concerns about your evaluation report, please contact us in writing at support@myiee.org. We will review your email and your file and will respond with clarification and additional information. If there are errors in the evaluation, we will correct those at no cost provided you report them to us within 6 months of evaluation receipt. Any errors reported after the 6-month period will be treated as a revision and require such fee.
- All evaluation prices include a non-refundable application fee (amount listed on website). Additionally, since expedited orders are prioritized and begin processing immediately, expedited service fees are non-refundable. If you choose to cancel your evaluation, IEE will refund all fees that were paid, less a non-refundable application fee, less any shipping fee required for returning your

original documents, less any expedited service fee you selected on your application. If any part of your service has been completed when you request a cancellation, you will not be refunded for that completed service. Fees are not based on evaluation outcomes. IEE will not issue a refund should you not agree with the results of the final evaluation or if your evaluation is not accepted by your receiving party. Partial refunds will only be considered in the event an evaluation is unable to be completed.

Disciplinary process:

- If you submit fraudulent or altered academic records for an active or expired order, IEE will not return them to you.
- No refund will be issued.
- No report will be prepared.
- IEE is obligated to share your name, date of birth, country, and institution name with all other NACES members in the event of confirmed fraud.
- In some cases, IEE may also be required to alert the institution receiving your evaluation if fraudulent documents were received.

Due Process (Appeal):

An applicant wishing to appeal a decision regarding eligibility determination, evaluation results and/or eligibility status may inquire through a due process mechanism. The applicant should:

1. Make a formal request for review, explaining the reasons.
2. The request must be in writing and received at the IEE office addressed to the Nursing Division.
3. IEE will acknowledge receipt of the appeal with the applicant via email or phone within 5 business days.
4. An impartial panel at IEE will review documentation and evidence for consideration of the appeal within 10 business days from receipt.
5. The applicant will be notified of findings/decision within 15 business days from the original appeal.

XIV. Contact Information

If you have questions about the application process, want to check on your order, or provide us with additional information, we're here to help:

Online: www.myiee.org

Phone: (704) 772-0109

Document Submission: All required forms and documents, identity documents and written correspondence from issuing authorities can be mailed directly to IEE at the following address. We do not accept these documents sent from anyone else.

We do not accept these documents sent from anyone else.

Mailing Address:
7900 Matthews-Mint
Hill Rd., Suite 1A
Charlotte, NC
28227

**For faster service,
documents may
be emailed to:**
records@myiee.org.

