



## NURSING EDUCATION NEW PROGRAM APPROVAL PROCESS

Section 4723.06, Ohio Revised Code, authorizes the Board of Nursing (Board) to define the minimum educational standards for the schools and programs of registered nursing and practical nursing in Ohio. These are nursing education programs that lead to initial licensure as a RN or LPN in Ohio. Board approval is required prior to the implementation of a new nursing education program. The regulations establishing the minimum standards for nursing education programs are in Chapter 4723-5, OAC. This chapter of the administrative rules is available on the Board's website: [www.nursing.ohio.gov](http://www.nursing.ohio.gov) under the "Law and Rules" link. These regulations should be downloaded and referenced.

Pursuant to Section 4723.06(A)(17), ORC, the Board may deny Conditional approval to a new prelicensure nursing education program or a program that is being reestablished after having ceased to operate if the program or a person acting on behalf of the program submits or causes to be submitted to the Board false, misleading, or deceptive statements, information, or documentation in the process of applying for approval of the program.

The RN and PN New Program Proposal Packets are located on the Board's website: [www.nursing.ohio.gov](http://www.nursing.ohio.gov) and contain the following:

- **Part I:** The "RN New Education Program Proposal Application" or the "PN New Program Proposal Application." **Part I must be completed with the program administrator's original signature.**
- **Part II:** Lists the Administrative Rules in Chapter 4723-5 of the OAC that must be addressed by the Proposal.
- **Form C:** "Location of Curriculum Content for Registered Nursing Programs" or "Location of Curriculum Content for Practical Nursing Programs" associates the content required by the curriculum rule relevant to the RN or PN program with the course in which the content is taught.

### **Step 1: Applicant submit a Letter of Intent (LOI)**

To obtain Conditional approval, a program applicant shall first submit a letter of intent to the Board.

*Pursuant to Section 4723.06(C)(1), ORC, effective April 6, 2017, the Board may deny Conditional approval to a new prelicensure nursing education program or program that is being reestablished after having ceased to operate if the program is controlled by a person who controls or has controlled a program that had its approval withdrawn, revoked, suspended, or restricted by the Board or a board of*

*another jurisdiction that is a member of the national council of state boards of nursing.*

The LOI must include the following information and records:

A statement as to whether the intended prelicensure nursing education program is controlled by a person who controls or has controlled a program that had its approval withdrawn, revoked, suspended, or restricted by the Board or a board of another jurisdiction that is a member of the National Council of State Boards of Nursing (Reference Section 4723.06(C)(1), ORC) and attach certified copies of restricted by the Board, as applicable.

**And:**

- (a) The type of program the applicant intends to establish;
- (b) The location of the program and a detailed assessment of the need for a new nursing education program in the area;
- (c) The name and credentials of the registered nurse who will serve as the program administrator, if known at the time the letter is submitted, as well as the program administrator's:
  - (i) Resume; and
  - (ii) Official transcripts verifying academic preparation that satisfies the requirements set forth in rule 4723-5-10 of the Administrative Code if the proposed program is a registered nursing education program or rule 4723-5-11 of the Administrative Code if the proposed program is a practical nursing education program;
- (d) A list of potential sites for students to obtain clinical experience as required by rule 4723-5-13 of the Administrative Code for a registered nursing education program, and rule 4723-5-14 of the Administrative Code for a practical nursing education program.
- (e) A certified copy of a document indicating that the applicant is approved, authorized, or has a certificate of registration issued by:
  - (i) The Ohio department of higher education;
  - (ii) The Ohio department of education; or
  - (iii) The state board of career colleges and schools

*If information about the program administrator is not available at the time of submission of the letter of intent, the applicant shall submit a subsequent letter at the time of appointment of an individual to serve as program administrator that includes the information required by paragraph (A)(1)(c) of this rule.*

Applicants seeking registration but not yet registered by the State Board of Career Colleges and Schools may submit a copy of its application for a certificate of registration, filed with that agency if:

- (a) The state board of career colleges and schools has not made a decision regarding the certificate of registration at the time the applicant submits a letter of intent to the board; and
- (b) At least thirty days before the board considers the program for full

approval status, as set forth in paragraph (A) of rule 4723-5-04 of the Administrative Code, the program submits a certified copy of certificate of registration from the state board of career colleges and schools demonstrating that the program has been approved by the state board of career colleges and schools.

*The RN who is appointed to the role of administrator of a nursing education program is responsible and accountable for all aspects of the program. Therefore the RN in this role must have working knowledge and understanding of the requirements established in Chapter 4723-5, OAC.*

**Step 2: LOI is reviewed and qualified administrator acknowledged**

When the Board receives all of the required information set forth in paragraph (A) of Rule 4723-5-09, OAC, and has verified that the program administrator meets the minimum qualifications and academic preparation the entity and the administrator will be notified.

**Step 3: Program Administrator prepares and submits new program proposal to the Board following format specified in Part II Instructions**

To obtain conditional approval, the applicant program administrator shall submit a complete a signed and completed “PN New Program Proposal Application” or “RN New Education Program Proposal Application” (determined by type of program) that is accompanied by the following:

- (1) The defined target region from which the student population will be drawn;
- (2) The planned strategy for establishing the proposed program within the defined target region that includes, but is not limited to, documentation with referenced data addressing the following:
  - (a) The shortage or surplus of existing registered nurses if the proposal is for a registered nursing education program;
  - (b) The shortage or surplus of existing licensed practical nurses if the proposal is for a practical nursing education program;
  - (c) Copies of letters of intent from proposed clinical education sites to the applicant, indicating that the site should be able to accommodate the applicant's students. The letters of intent submitted by the applicant to the board must demonstrate that the proposed program would be able to provide students clinical experiences that meet course objectives or outcomes, provide students the opportunity to practice skills with individuals or groups across the life span, and provide students clinical experience at sites concurrent with related theory instruction.

The documents accompanying the “RN New Education Program Proposal Application” or the “PN New Program Proposal Application” must also include the following information and documents:

- (a) Organization and administration of the program as set forth in rule 4723-5-09 of the Administrative Code;
- (b) Qualifications of administrators, faculty, teaching assistants and preceptors for a registered nursing education program as set forth in rule 4723-5-10 of the Administrative Code, or for a practical nursing education program as set forth in rule 4723-5-11 of the Administrative Code;

- (c) Proposed policies as set forth in rule 4723-5-12 of the Administrative Code;
- (d) Proposed curriculum for a registered nursing education program as set forth in rule 4723-5-13 of the Administrative Code, or for a practical nursing education program as set forth in rule 4723-5-14 of the Administrative Code;
- (e) Proposed evaluation plan of the program as set forth in rule 4723-5-15 of the Administrative Code;
- (f) The program contractual relationships as set forth in rule 4723-5-17 of the Administrative Code;
- (g) Responsibilities of faculty teaching a nursing course as set forth in rule 4723-5-19 of the Administrative Code;
- (h) Responsibilities of faculty, teaching assistants and preceptors in a clinical setting involving the delivery of care to an individual or group of individuals as set forth in rule 4723-5-20 of the Administrative Code;
- (i) Program records maintenance plan as set forth in rule 4723-5-21 of the Administrative Code; and
- (j) Any other information the Board may request.

***Step 4: The Proposal is reviewed for completeness***

Board staff notifies the program administrator if the proposal is complete, or incomplete and identifies information that renders the proposal incomplete.

***Step 5: Survey visit will be conducted either prior to, or soon after the Board's approval***

The proposed program shall be subject to a survey visit in accordance with paragraph (A)(3) of rule 4723-5-06 of the Administrative Code. The Board has discretion to conduct the initial survey either before the program is granted conditional approval, or after approval and within the first eight months of the program's operations as provided in paragraph (A)(3) of rule 4723-5-06 of the Administrative Code. A report of the survey visit shall be provided to the administrator of the program.

***Step 6: The proposed nursing education program information is submitted for Board consideration and approval***

The Board at its regularly scheduled meeting will review and consider the approval status of the proposed program. The initial approval status granted by the Board to a new nursing education program is Conditional approval. Conditional approval is granted when the Board determines the requirements of Chapter 4723-5, OAC have been met.

**Additional Information**

- The Board shall consider that the letter of intent or the program proposal has been withdrawn if the applicant fails to communication with the Board for one year after submission of either the LOI or proposal.
- If the board determines that the requirements of this chapter have not been met or maintained where applicable, the board shall propose to deny conditional approval in accordance with Chapter 119. of the Revised Code. The adjudication may result in the granting of conditional approval, granting of conditional approval based on compliance with the terms and conditions of a board order or consent agreement, or

denial of conditional approval.

**Step 7: Conditional approval**

After Conditional approval is granted, the program administrator will be notified in writing. The notification letter will include due dates of progress reports. Once Conditional approval has been granted and the new program may begin enrolling students and implement the program according to the submitted proposal, including implementing the program on the stated implementation date. Should the Conditionally approved program determine the need to change its implementation date, the program administrator is required to submit a written request to the Board for an extension of the implementation date.

**Step 8: Conditional approval progress reports**

During the period of conditional approval, the administrator of the program shall submit progress reports to the Board as stated in the Conditional approval notification letter. Forms for these types of progress reports are available on the Education Programs page of the Board website; however the information submitted shall include at least the following information:

- (1) A summary of the evaluations of each course implemented by the program faculty;
- (2) A summary of the evaluations of each clinical experience in relation to the established clinical objectives;
- (3) Verification of meeting and maintaining the requirements of this chapter;
- (4) Any problem related to this chapter encountered during the implementation of the program, and measures used to resolve each problem;
- (5) Any variation from the proposal occurring in the implementation process and the rationale for the variation;
- (6) The number of students who have been admitted and are continuing in the program;
- (7) Copies of executed contracts with cooperating entities for student clinical experience. The program shall include with each contract information indicating the name of the nursing education course to which the contract corresponds; and
- (8) Other information requested by the Board.

**Step 9: Board reconsideration of program approval status after first class completes program**

The approval status of a program with Conditional approval shall be reconsidered by the Board after completion of the program by the first class that entered the program immediately after conditional approval was granted. Prior to completion of the program by the first class who entered the program after conditional approval was granted, a survey visit shall be conducted by a representative of the board in accordance with rule [4723-5-06](#) of the Administrative Code to determine whether the program is meeting and maintaining the requirements of this chapter. The Board will review the survey and consider the program's approval status at a regularly scheduled meeting. The Board may also conduct a survey of the nursing education program at anytime, either announced or unannounced.