



# **NEW REGISTERED NURSE EDUCATION PROGRAMS**

Revised 2/2012

## **PROGRAM APPROVAL PROCESS**



## **NEW NURSING EDUCATION PROGRAM APPROVAL PROCESS**

All pre-licensure nursing education programs in Ohio must be approved by the Board of Nursing (Board). This approval must be obtained prior to implementing a nursing education program.

This document provides guidance through the approval process for those entities seeking Board approval of a new nursing education program. The length of time to complete this process varies and is dependent on the submission of completed material required by Chapter 4723-5, Ohio Administrative Code (OAC).

After a complete letter of intent to establish a new nursing education program has been sent to the Board, notification will be sent to the registered nurse program administrator that preparation of a nursing program proposal may commence. The registered nurse program administrator will be directed to the Program Approval Process Packet located on the Board website, which provides detailed information related to the proposal, the approval process and the requirements in Chapter 4723-5, OAC.

### **DEVELOPING THE PROPOSAL**

The approval process for a new nursing education program is established in Rule 4723-5-08, OAC. It is imperative that the program administrator is knowledgeable of the standards regulating nursing education programs as contained in Chapter 4723-5, OAC.

The proposal shall begin with a definition of the target region from which the student population will be drawn, and the plan for establishing the program as required by Rule 4723-5-08 (C), OAC. The next part of the proposal shall include a response to the requested information in [Part I](#). Documentation must also demonstrate compliance with Rule 4723-5-08 (A), OAC. The remainder of the proposal shall address the plan for meeting and maintaining the nursing education standards as stated in Chapter 4723-5, OAC. [Part II](#) lists all of the rules in Chapter 4723-5, OAC, that must be addressed in the proposal. For each of the standards there is a list of information to be included in the proposal to demonstrate a plan for meeting and maintaining the rules. The final document is to be submitted in both hard copy and CD-ROM format. An Education Regulatory Surveyor will review the submitted proposal. If the proposal is incomplete, the program administrator will be notified.

The proposed program is subject to a survey visit as established in Rule 4723-5-08 (D), OAC. The Board has discretion to conduct the survey either before the Board considers its approval of the program, or within the first eight months of the program's implementation after conditional approval is granted. The Education Regulatory Surveyor and program administrator will establish a mutually agreed date and time for this survey. The Education Regulatory Surveyor will meet with representatives of the controlling agency, program administrator, nursing faculty

(if appropriate), tour the facilities, review any additional program plans, and review records. A detailed letter will be sent outlining those activities to be scheduled for the survey.

### **BOARD APPROVAL PROCESS**

The proposal will be considered by the Board at the next scheduled Board meeting, when the Board will determine the proposed program's approval status. The Board can make any one of the following decisions regarding approval status for a proposed program: grant Conditional Approval, or propose to deny Conditional Approval in accordance with Chapter 119 of the Revised Code. The program administrator is requested to be in attendance at the Board meeting in which the approval status for the proposed program is to be determined. This is for the purpose of responding to any questions the Board may have regarding the proposal.

### **FOLLOWING THE GRANTING OF CONDITIONAL APPROVAL**

Once the Board has granted the program Conditional Approval, the program administrator is then authorized to implement the program as described in the proposal and may proceed with admission of students. The program administrator will be informed in writing of the Board's action. During the period of Conditional approval, the program administrator shall submit periodic progress reports to the Board as directed.

### **AT THE COMPLETION OF CONDITIONAL APPROVAL PERIOD**

The Program will be surveyed prior to the completion of the first admitted class of students. The purpose of this survey is to determine that the program was implemented as set forth in the proposal. The program administrator will be required to submit a pre-survey visit report. The guidelines for the pre-survey visit report can be accessed from the Board website under the "Education Programs" link.



## NEW NURSING EDUCATION PROGRAM PROPOSAL

### General Preparation Instructions

**The proposal must be submitted electronically on a CD-ROM and one hard copy.**

- CD-ROM
  - The report is to be submitted via CD-ROM.
  - The document should be in Portable Document Format (PDF), if possible it should be backwards compatible to Adobe 6, but this is not required.
  - CD-Rs should be burned as standard data media (Standard HFS Plus/ISO 9660).

The CD should be properly marked with the program name. The four parts along with the appendices should be saved under separate files on the CD, e.g., Target Region, Part I, Part II, and Appendix. If you are unable to convert non-electronic documents to electronic format, list the enclosures that are not electronic and submit them in hardcopy format. Check CDs for readability before submission to guard against corruption.