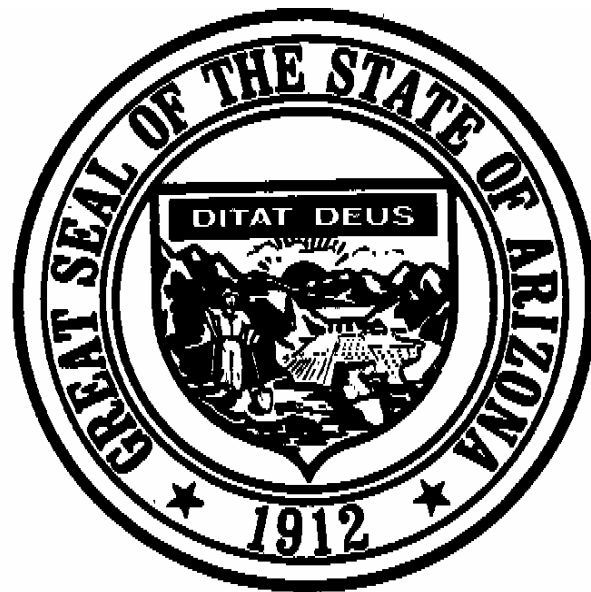


**ARIZONA STATE  
BOARD OF NURSING**



**PROFESSIONAL AND PRACTICAL  
NURSING PROGRAM  
PROVISIONAL APPLICATION**



**Janice K. Brewer**  
Governor

**Joey Ridenour**  
Executive Director

## *Arizona State Board of Nursing*

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# **NURSING PROGRAM PROVISIONAL APPLICATION AND INFORMATION**

## **TABLE OF CONTENTS**

	Page Number
Introduction.....	3
Provisional Application Form.....	4
Instructions for Provisional Application.....	5
Self-Study Guidelines.....	8
Self-Study Worksheet.....	10
Curriculum Guidelines for Provisional Approval.....	27
Health Care Facility Availability Form.....	29
ARS §32-1644 Statute of the Arizona State Board of Nursing.....	31
Nurse Practice Act Article 2.....	34



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### **Provisional Application for RN and PN Nursing Programs**

Application for provisional approval is the next step following proposal approval for starting a new nursing program. If the program has not already received proposal approval, please go to the Proposal Approval Application and follow those instructions.

This application packet contains the provisional application form, checklist, worksheet, self study and curriculum guidelines, as well as information regarding statutes and rules that pertain to the application process. Please review the attached material and then contact Pamela Randolph to arrange for an appointment to discuss the application process if you have not already done so or if you have additional questions. Ms. Randolph may be reached as follows:

Pamela K. Randolph, RN, MS  
Associate Director of Education and Evidence-Based Regulation  
Arizona State Board of Nursing  
4747 North 7<sup>th</sup> Street, Suite 200  
Phoenix, Arizona 85014  
(602) 771-7803  
(602) 771-7888 fax  
[prandolph@azbn.gov](mailto:prandolph@azbn.gov)

As part of your preparation to submit an application for provisional approval, please review the Arizona State Board of Nursing [Submission of Materials to Education Committee](#) policy which establishes guidelines and timeframes for submitting applications to the Education Advisory Committee.

Best wishes,

Pamela K. Randolph, RN, MS  
Associate Director of Education and  
Evidence Based Regulation

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**APPLICATION FOR PROVISIONAL APPROVAL**

This application and the accompanying information are intended to assist your program in the PROVISIONAL approval process. This application is a *preliminary* step in the process and should be mailed to the Board no later than 30 days BEFORE THE REQUESTED DATE OF THE SITE VISIT.

Program Name: _____	Parent Institution: _____
Address: _____	Phone: _____
_____	Nsng. Admin. _____
Other Sites: _____	Fax: _____
_____	E-mail _____
Date of proposal approval: _____	Date you will submit Self Study: _____
Preferred dates of site visit: _____	Request oral report (see instructions): Yes                      No
_____	

\_\_\_\_\_  
*Director of Program (Signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
*Administrator of Parent Institution (Signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Print Name

## INSTRUCTIONS FOR PROVISIONAL APPROVAL APPLICATION

In order to help you prepare the self-study, the following documents are helpful and should be in the packet or you may request them from the Board:

- Copy of the Nurse Practice Act
- Copy of the survey tool used to evaluate the program
- Policies on Submission of Materials to Education Committee
- Curriculum Guidelines for Program Application for Provisional Approval
- Self study Guidelines
- Self-study Criteria

Please call the education consultant at any time during the entire process for any concerns or questions at (602) 771-7803.

### **GUIDELINES FOR THE SELF STUDY:**

The administrator shall submit one copy all materials to the Board of Nursing Education Consultant not less than 30 days before the visit. The materials should be single-sided, on letter size white paper, consecutively numbered and stapled, bound, or clipped together. Please do not include folders, notebooks, or bulky materials, as they are difficult to file. You must include the following items:

1. Title page with program name, address of program site, phone of parent institution/administrator, e-mail address, fax number, classification of nursing program by both educational degree (diploma, ADN, BSN) and licensure (RN/PN/Multiple exit).
2. A description and short history of the program and parent institution.
3. Each and every rule from R4-19-201 to R4-19-206 and R4-207 (D) with an accompanying narrative analyzing the extent to which the program complies with the rule (Must do this within the self-study worksheet).
4. An appendix to include supporting documents such as charts, comparison graphs, and the evaluation plan (as described in the self-study guidelines).
5. Copy of the college catalogue, curriculum (according to guidelines) and nursing student handbook.
6. Completed "Health Care Facility Availability Forms" for all planned clinical experiences for the first class.

### **APPLICABLE RULES**

According to **R4-19-207D**, a parent institution that receives proposal approval may submit an application to the Board for provisional approval that includes the following information and documentation:

1. Name and address of parent institution; and
2. Plan for compliance with R4-19-201 through R4-19-206, including but not limited to the following:
  - a. Name and qualifications of appointed administrator;
  - b. Names and qualifications of nursing faculty for the first semester or session of operation at least 60 days before classes begin;
  - c. Final program implementation plan;
  - d. Curriculum, including course outlines, program objectives, and learning outcomes;
  - e. Descriptions of available and proposed physical facilities with dates of availability; and
  - f. List of available clinical facilities within the geographic area, including facility type, size, number of beds, and type of patients.

**R4-19-207E** states that following an onsite evaluation conducted according to A.R.S. § 41-1009, the Board shall grant provisional approval to a parent institution that meets the requirements of R4-19-201 through R4-19-206 if approval is in the best interest of the public. A parent institution that is denied provisional approval may

request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for provisional approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.

**R4-19-207F** states that the provisional approval of a nursing program expires 12 months from the date of the grant of provisional approval if a class of nursing students is not admitted by the nursing program within that time. The Board may rescind the provisional approval of a nursing program for a violation of any provision of this Article according to R4-19-211.

### **PREPARING FOR THE SITE VISIT:**

The purpose of the site visit is to clarify, amplify and verify the contents of the self-study submitted to the Board. The rules (A.A.C. R4-19-201 to R4-19-207) will be used as the criteria that must be met in order for Board approval to continue.

Some effort and planning will be needed to ensure a successful and efficient site visit. Contact key persons well in advance to ensure that they are available and apprised of the importance of the visit. The interviews are formal and participants will be informed that any responses may be used in a report to the Board. There is no "talking off the record". There should be no interruptions during the interview times. Plan on the site visit taking at least a full 8-hour day.

### **Interview guidelines**

The following meetings will need to be arranged. Suggested time frames for each meeting are indicated. The site visitor will also need approximately 2 hours on site to examine documents and access to syllabi and other documents to take off site. All original documents will be returned. Please send a copy of the schedule to the Board office 2 weeks prior to the site visit.

#### **Meetings and Suggested Times:**

Director/dean/coordinator/chair of program – 2 hours initially and 1 hour prior to the exit report  
Immediate supervisor of the director of the program – ½ hour  
Director/administrator of the parent institution – ½ hour  
Assistant Directors (if appropriate) – ½ hour  
Library or resource director and tour – 15-30 minutes  
Faculty if available – 1 hour  
Advisors/counselors and admissions officer for the program (optional) – 30 minutes  
Exit report – 45minutes

#### **TOURS:**

Tour of parent institution  
Library  
Resource Center  
Nursing Department including classrooms, offices, skills lab  
If there are multiple sites, each site needs to be toured

#### **DOCUMENTS:**

This is a suggested list of documents to have on hand. The site visitor will need a quiet, secluded place to examine the documents and about 2 hours on site. Other materials may be requested during the visit.  
Program handbook  
Regional or National Approval documents  
Nursing Department Budget (detailed)  
Job descriptions for director/faculty  
Copy of clinical/course/program evaluation tools  
Course syllabi/curriculum

Clinical contracts  
Student policies  
Faculty policies  
Program policies  
Faculty files (if any)

### **EXIT REPORT:**

Programs may request a preliminary oral exit report as part of the visit. Preliminary reports are not binding and are subject to change. All personnel involved may be invited to the reading of the preliminary oral report. The reading of the oral report is not an opportunity to debate the report but the consultant may request assistance in the drafting of some aspects of the report and correction of errors of fact. Programs are requested not to publish the contents of the oral report. A written draft report will be provided to the program nurse administrator within 30 days of the site visit. The program is requested to assist with correction of facts and may comment and address any issues in the report.

### **AFTER THE SITE VISIT:**

Based on feedback at the visit, the program may revise the self-study and submit 7 copies of the self-study with one “camera-ready” copy (stapled or bound, one sided, consecutively numbered—no notebooks or folders) and one electronic copy.

The consultant will make final revisions to her reports after the program administrator has provided comment/correction to the draft reports and provide copies of her findings along with the self study to all members of the Education Committee. All communication about the program will be directed to the nurse administrator of the program. Courtesy copies may be provided to other individuals. Program approval is a 2-step process.

1. The self-study and consultant report is reviewed by the Education Committee in their regular meeting for a recommendation to the Board. Programs are encouraged to send a representative to this meeting to present any additional information and answer questions. The Education Committee will make a recommendation to the Board.
2. The Board will then take action on your provisional approval at the next regularly scheduled meeting in compliance with open meeting law. The Board will consider the recommendation of the Education Committee, but the Board is not obligated to adopt any recommendations. Decisions made by the Board may be different than the Education Committee recommendation. Programs are encouraged to attend the Board meeting.

You will be notified of the dates of the Education Committee and Board meetings and offered a scheduled time that the Board will consider the application. The Board may delay the time for any reason, but will not consider the item before the scheduled time. Following the Board meeting you will be given a letter apprising you of the board action. The most likely options the Board may consider are:

1. Grant provisional approval,
2. Grant provisional approval upon receipt of additional documents or upon the satisfying of certain conditions,
3. Denial of approval, or
4. Comprehensive request for additional information.

## **Arizona State Board of Nursing Self Study Guidelines**

The Arizona State Board of Nursing requires programs to submit a self study for various types of applications: programs seeking to place students for clinical learning in AZ (A.A.C. R4-19-214); programs that do not have national accreditation (A.A.C. R4-19-207, R4-19-208, R4-19-210); new programs in the provisional, final approval stages (A.A.C. R4-19-207; and programs renewing their Board approval. The Board may also request a self study as part of a site visit review or interim site visit.

The Education Committee has determined that all self-studies, except for those submitted for national accreditation, utilize a worksheet provided by the Board, which contains the rules that must be addressed in a self-study. On the worksheet, the program must indicate whether they meet the rule, provide a complete and concise narrative in the appropriate section describing compliance, and indicated where the evidence is contained. An example is provided below. For all except out-of-state approvals, a site visit will be needed. If a site visit is needed, one copy of the self study (either electronic or paper (either spiral bound or clipped)—no notebooks, 3 ring binders, etc) and accompanying documents should be submitted at least 30 days in advance of the site visit. After the site visit, the program may modify the self study or documents and then must submit 7 copies according to the “Policy on Submission of Materials to the Education Committee”. The Board also requests that an electronic copy of the worksheet be submitted. There may be other materials required for the application that will need to be submitted in addition to the self study.

### **REQUIRED DOCUMENTS FOR SELF-STUDY**

25 copies of the following arranged in order:

- Cover letter on institutional letterhead explaining the purpose for which the self-study is submitted, the level of the program (RN; LPN; Multi-exit RN) and contact information for key program personnel;
- Include an introduction that contains:
  - The history of the parent institution,
  - The history of the program,
  - Address any other rule requirements (see R4-19-207 for provisional approval and R4-19-215 for out-of-state programs at [www.azbn.gov](http://www.azbn.gov) under resources/nurse practice act/ rules/ Article 2), and
  - Any other information you would like the Board to know about your program.
- Other materials required (see appropriate rule) for the application
- Completed self study worksheet
- Organizational chart(s) indicating the position of the program within the overall structure of the parent organization and organization within the program
- A comparison chart of the mission and goals statements of both the program and the parent institution showing consistency of mission and goals
- The overall program evaluation plan
- Faculty name(s), AZ or multi-state compact license #, educational background (including whether master’s degree is with a major in nursing), teaching responsibilities, and years of patient care experience
- If a preceptorship experience is offered, a description of the preceptorship consistent with the Boards advisory opinion “Preceptorship for Prelicensure Students” available at [www.azbn.gov](http://www.azbn.gov) under resources/advisory opinions;
- If this is a new program or an expansion of an existing program, enclose completed “Clinical Availability Forms” for all planned clinical experiences for the first class.
- Curriculum including:
  - Program outcomes/goals
  - Course sequence
  - Course descriptions
  - Level objectives, if any

- Course objectives
- Course content outline (brief)

One copy of:

- The catalogue of the parent institution
- Copies of clinical contracts with AZ clinical facilities
- The nursing student handbook
- Nursing faculty handbook (if any)

For new programs, materials should be submitted, with all other application requirements, at least 90 days before the desired date of operating any portion of the program in Arizona. All applications will be evaluated by the Education Committee and sent to the Board for an approval decision.

Please submit materials to:

Pamela K. Randolph, RN, MS  
 Associate Director of Education and Evidence-Based Regulation  
 Arizona State Board of Nursing  
 4747 North 7<sup>th</sup> Street, Suite 200  
 Phoenix, AZ 85014-3653

**EXAMPLE OF WORKSHEET**

Rule	Met	Description of how program meets rule requirement	Evidence (Document/page number)
D. <u>The parent institution shall center the administrative control of the nursing program in the nursing program administrator.</u>	Met	Administrative control is centered in the nursing administrator. Dr. Susan Smith, the administrator of the program, provides leadership for the faculty and facilitates decision making. Dr. Smith represents the faculty and program at College Council meetings. Additionally Dr. Smith prepares and submits the program budget, is a part of the grievance process, and evaluates all faculty according to institutional policy and Arizona State Board of Nursing rules. Dr. Smith and the faculty jointly determine admission, graduation, and progression requirements for the program. Dr. Smith enforces faculty decisions.	Program Administrator Job description; Faculty meeting minutes; Nursing program Budget; Grievance Procedure (p. 24 Nursing Student Handbook).

## PROGRAM SELF STUDY WORKSHEET

According to **R4-19-207D**, a parent institution that receives proposal approval may submit an application to the Board for provisional approval that includes the following information and documentation:

RULE	NARRATIVE DESCRIPTION	EVIDENCE
1. Name and address of parent institution; and		
2. Plan for compliance with R4-19-201 through R4-19-206, including but not limited to the following: <i>(Submit self study worksheet below)</i>		
a. Name and qualifications of appointed administrator;		
b. Names and qualifications of nursing faculty for the first semester or session of operation at least 60 days before classes begin;		
c. Final program implementation plan;		
d. Curriculum, including course outlines, program objectives, and learning outcomes;		
e. Descriptions of available and proposed physical facilities with dates of availability; and		
f. List of available clinical facilities within the geographic area, including facility type, size, number of beds, and type of patients. <i>(submit facility availability forms)</i>		

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p><b>R4-19-201. Organization and Administration</b></p> <p><b>A.</b> The parent institution of a nursing program shall be accredited as a post-secondary institution, college, or university, by an accrediting body that is recognized as an accrediting body by the U.S. Department of Education.</p>			
<p><b>B.</b> A nursing program shall have a written statement of mission and goals consistent with those of the parent institution and compatible with current concepts in nursing education.</p>			
<p><b>C.</b> A nursing program shall be an integral part of the parent institution and shall have equivalent status with other academic units of the parent institution.</p>			
<p><b>D.</b> The parent institution shall center the administrative control of the nursing program in the nursing program administrator.</p>			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p>E. A nursing program shall provide an organizational chart that identifies the relationships, lines of authority, and channels of communication within the program, and between the program and the parent institution.</p>			
<p>F. A nursing program shall have a written agreement between the program and each clinical agency where clinical experience is provided to the program's students that:</p> <ol style="list-style-type: none"> <li>1. Defines the rights and responsibilities of both the clinical agency and the nursing program,</li> <li>2. Lists the role and authority of the governing bodies of both the clinical agency and the nursing program,</li> <li>3. Allows faculty members of the program the right to participate in selecting learning experiences for students, and</li> <li>4. Contains a termination clause that provides sufficient time for enrolled students to complete the clinical experience upon termination of the agreement.</li> </ol>			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p><b>G.</b> A nursing program shall have written policies that provide a mechanism for student input into the development of academic policies and procedures and participation in the evaluation plan.</p>			
<p><b>H.</b> The parent institution shall appoint a nursing program administrator who meets the requirements of R4-19-203.</p>			
<p><b>I.</b> A nursing program shall have a written plan for the systematic evaluation of the total program. The plan shall include the methodology, frequency of evaluation, assignment of responsibility, and evaluative criteria. The following areas shall be evaluated:</p>			
<p>1. Internal structure of the program, its relationship to the parent institution, and compatibility of program policies and procedures with those of the parent institution;</p>			
<p>2. Mission and goals;</p>			
<p>3. Curriculum;</p>			
<p>4. Education facilities, resources, and services;</p>			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
5. Clinical resources;			
6. Student achievement of program educational outcomes;			
7. Graduate performance on the licensing examination;			
8. Faculty performance; and			
9. Protection of patient safety.			
<b>R4-19-202. Resources, Facilities, Services, and Records</b> <b>A.</b> The parent institution of a nursing program shall consider the size of the program faculty and number of program students and shall provide facilities for the program that meet the following requirements:		____ FULL TIME DIDACTIC FACULTY ____ PART TIME DIDACTIC ____ FULL TIME CLINICAL FACULTY ____ PART TIME CLINICAL FACULTY  ____ TOTAL NURSING STUDENTS  ____ FOR OUT OF STATE PROGRAMS, ANTICIPATED NUMBER OF STUDENTS TO BE PLACED IN AZ PER ACADEMIC YEAR	
1. A private office for the administrator of the nursing program;			
2. Faculty offices that are conveniently located and comparable to other faculty offices of the parent institution;			
3. Space for private faculty-student conferences;			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
4. Space for clerical staff, records, files, and equipment;			
5. Facilities including classrooms, laboratories, and conference rooms available at the time needed, and equivalent in size, number, and type to facilities provided by approved programs of equivalent size, or, in the case of no equivalent program, scaled relative to an approved program;			
6. Acoustics, lighting, ventilation, plumbing, heating and cooling, seating arrangements, location, storage, and supplies to simulate patient care equivalent to those provided by approved programs of equivalent size and scope, or in the case of no equivalent program, scaled relative to an approved program;			
7. Secretarial and clerical support personnel to assist the administrator and faculty; and			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
8. Access to a collection of educational materials and resources that are current and equivalent to materials and resources provided by an approved program of equivalent size or scope, or, in case of no equivalent program, scaled relative to an approved program.			
<b>B.</b> A nursing program shall maintain current and accurate records of the following: <ol style="list-style-type: none"> <li>1. Student records, including admission materials, courses taken, grades received, scores in any standardized tests taken, and health and performance records;</li> </ol>			
<ol style="list-style-type: none"> <li>2. Faculty records, including Arizona professional nursing license number, evidence of fulfilling the requirements in R4-19-204, and performance evaluations for faculty employed by the parent institution for one or more years;</li> </ol>			
<ol style="list-style-type: none"> <li>3. Minutes of faculty and committee meetings;</li> </ol>			
<ol style="list-style-type: none"> <li>4. Administrative records and reports from accrediting agencies; and</li> </ol>			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
5. The statement of mission and goals, current curriculum, and course outlines			
<b>R4-19-203. Administrator; Qualifications and Duties</b> <b>A.</b> A nursing program shall appoint an administrator who holds a current Arizona registered nurse license in good standing or multi-state privilege to practice in Arizona under A.R.S., Title 32, Chapter 15			
1. For professional nursing programs, a graduate degree with a major in nursing; or			
2. For practical nursing programs, a baccalaureate degree with a major in nursing.			
<b>B.</b> The administrator shall have comparable status with other program administrators in the parent institution and shall report directly to an academic officer of the institution.			
<b>C.</b> The administrator shall: 1. Administer the nursing education program;			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
2. Facilitate and coordinate activities related to academic policies, personnel policies, curriculum, resources, facilities, services, and program evaluation;			
3. Prepare and administer the budget;			
4. Recommend candidates for faculty appointment, retention, and promotion;			
5. In addition to any other evaluation used by the parent institution, ensure that faculty are evaluated: <ul style="list-style-type: none"> <li>a. At least every 3 years,</li> <li>b. By the nurse administrator or a nurse educator designated by the nurse administrator, and</li> <li>c. In the areas of teaching ability and nursing knowledge and skills.</li> </ul>			
6. Maintain, enforce, and evaluate written policies and procedures that require all students, faculty, and preceptors who participate in clinical practice settings to be physically and mentally able to provide safe client care; and			
7. Participate in activities that contribute to the governance of the parent institution			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p><b>D.</b> The administrator of the nursing program shall not teach more than 45 contact hours per academic session</p>			
<p><b>R4-19-204. Faculty; Personnel Policies; Qualifications and Duties</b></p> <p><b>A.</b> A nursing program shall implement personnel policies for didactic and clinical nursing faculty members that conform to those for other faculty members of the parent institution or provide a written explanation of any differences.</p>			
<p><b>B.</b> A nursing program shall provide the number of qualified faculty members comparable to that provided by approved programs of equivalent size and program type, or, in the case of no equivalent program, a number scaled relative to an approved program.</p>			
<p><b>C.</b> The parent institution of a nursing program shall ensure that the ratio of students to nursing faculty while involved in the care of patients is not more than ten to one.</p>			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p><b>D.</b> The faculty shall supervise all students in clinical areas in accordance with the acuity of the patient population, clinical objectives, demonstrated competencies of the student, geographic placement of the student, and requirements established by the clinical agency.</p>			
<p><b>E.</b> The parent institution of a nursing program shall ensure that every professional nursing program faculty member holds a current Arizona registered nurse license in good standing or multi-state privilege to practice in Arizona under A.R.S., Title 32, Chapter 15 and that every faculty member meets one of the following:</p>			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p>1. If providing didactic instruction:</p> <ul style="list-style-type: none"> <li>a. At least 2 years of experience as a professional nurse providing direct patient care; and</li> <li>b. A graduate degree. The majority of the faculty members of a professional nursing program shall hold a graduate degree with a major in nursing. If the graduate degree is not in nursing, the faculty member shall hold a minimum of a baccalaureate degree in nursing; or</li> </ul>			
<p>2. If providing clinical instruction, as defined in R4-19-206, only:</p> <ul style="list-style-type: none"> <li>a. The requirements for didactic faculty, or</li> <li>b. A baccalaureate degree with a major in nursing and at least three years of experience as a professional nurse providing direct patient care.</li> </ul>			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p><b>F.</b> The parent institution of a nursing program shall ensure that each practical nursing program faculty member has:</p> <ol style="list-style-type: none"> <li>1. A minimum of a baccalaureate degree with a major in nursing,</li> <li>2. A professional nurse license that is active and in good standing under A.R.S. Title 32, Chapter 15, and</li> <li>3. At least two years of experience as a professional nurse providing direct patient care.</li> </ol>			
<p><b>G.</b> The nursing faculty, together with the program administrator, shall :</p> <ol style="list-style-type: none"> <li>1. Develop, implement, and evaluate the program of learning; and</li> <li>2. Develop and implement standards for the admission, progression, and graduation of students.</li> </ol>			
<p><b>R4-19-205.</b></p> <p><b>A.</b> A nursing program shall have written policies available to students and the public regarding admission, readmission, transfer, advanced placement, progression, graduation, withdrawal, <del>or</del> and dismissal.</p>			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p><b>B.</b> A nursing program shall have written policies available to students that address student rights, responsibilities, grievances, health, and safety.</p>			
<p><b>C.</b> A nursing program shall provide accurate and complete information to all students and prospective students about the program including, but not limited to:</p> <ol style="list-style-type: none"> <li>1. The nature of the program, including course sequence, prerequisites, co-requisites and academic standards;</li> <li>2. The length of the program;</li> <li>3. The current cost of the program;</li> <li>4. The transferability of credits to other public and private educational institutions in Arizona; and</li> <li>5. Program teaching methods and supporting technology.</li> </ol>			
<p><b>R4-19-206. Curriculum</b></p> <p><b>A.</b> For the purposes of this section, “clinical instruction” means the guidance and supervision provided by a qualified faculty member or designee while a nursing student is providing patient care.</p>		<p>This definition is for information only and does not require a response.</p>	

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p><b>B.</b> A nursing program shall develop and implement a curriculum that includes level objectives, course objectives, measurable learning outcomes for each class session, and course content outlines for each course that:</p> <ol style="list-style-type: none"> <li>1. Reflect its mission and goals;</li> <li>2. Are logically consistent between and within courses;</li> <li>3. Are designed so that a student who completes the program will have the knowledge and skills necessary to function in accordance with the definition and scope of practice specified in A.R.S. § 32-1601(12) and R4-19-401 for a practical nurse or A.R.S. § 32-1601(13) and R4-19-402 for a professional nurse.</li> </ol>			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p>C. A nursing program shall provide for progressive sequencing of classroom and clinical instruction sufficient to meet the goals of the program.</p> <p>1. A registered nursing (RN) program shall provide clinical instruction that includes, at a minimum, selected and guided experiences that develop a student's ability to apply core principles of nursing in varied settings when caring for:</p>			
<p>a. Adult and geriatric patients with acute, chronic, and complex, life-threatening, medical and surgical conditions;</p>			
<p>b. Patients experiencing pregnancy and delivery;</p>			
<p>c. Neonates, infants, and children;</p>			
<p>d. Patients with mental, psychological, or psychiatric conditions; and</p>			
<p>e. Patients with wellness needs.</p>			

RULE	MET	DESCRIPTION OF HOW THE PROGRAM MEETS THE RULE REQUIREMENT	EVIDENCE (DOCUMENT/ PAGE NUMBER)
<p>2. A practical nursing program (PN) shall provide clinical instruction that includes, at minimum, selected and guided experiences that develop an understanding of physiological, psychological, pathological, and basic nursing care needs when caring for:</p> <ul style="list-style-type: none"> <li>a. Patients with medical and surgical conditions throughout the life span,</li> <li>b. Patients experiencing pregnancy and delivery, and</li> <li>c. Neonates, infants, and children in varied settings.</li> </ul>			
<p><b>D.</b> A nursing program shall maintain at least a 75% NCLEX® passing rate for graduates taking the NCLEX-PN® or NCLEX-RN® for the first time within 12 months of graduation. The Board shall issue a notice of deficiency to any program that has a NCLEX® passing rate less than 75% for two consecutive calendar years.</p>			

# **CURRICULUM GUIDELINES FOR PROGRAM APPLICATION FOR PROVISIONAL APPROVAL**

## **BACKGROUND**

The rules of the Arizona State Board of Nursing require that programs submit curricular materials in the application for provisional approval. The Board is aware that many programs do not choose to hire faculty for this process. However, the curriculum needs to be evaluated by the Board before approval is granted. Approval by the Board implies that the scope of practice is adequately addressed and the program provides sufficient clinical opportunities to prepare safe nurses.

## **APPLICABLE RULES (Rules effective March 7, 2005)**

Rules of the Board require that programs applying for provisional approval provide a copy of the: Curriculum, including course outlines, program objectives, and learning outcomes” (R4-19-207)

Under R4-19-206, the curriculum section of the proposed rules, the following standards apply.

### **R4-19-206. Curriculum**

- A.** For the purposes of this section, “clinical instruction” means the guidance and supervision provided by a qualified faculty member or designee while a nursing student is providing patient care.
- B.** A nursing program shall develop and implement a curriculum that includes level objectives, course objectives, measurable learning outcomes for each class session, and course content outlines for each course that:
  - 1. Reflect its mission and goals;
  - 2. Are logically consistent between and within courses;
  - 3. Are designed so that a student who completes the program will have the knowledge and skills necessary to function in accordance with the definition and scope of practice specified in A.R.S. § 32-1601 (12) and R4-19-401 for a practical nurse or A.R. S. § 32-1601(13) and R4-19-402 for a professional nurse.
- C.** A nursing program shall provide for progressive sequencing of classroom and clinical instruction sufficient to meet the goals of the program.
  - 1. A registered nursing (RN) program shall provide clinical instruction that includes, at a minimum, selected and guided experiences that develop a student’s ability to apply core principles of nursing in varied settings when caring for:
    - a. Adult and geriatric patients with acute, chronic, and complex, life-threatening, medical and surgical conditions;
    - b. Patients experiencing pregnancy and delivery;
    - c. Neonates, infants and children;
    - d. Patients with mental, psychological, or psychiatric conditions; and
    - e. Patients with wellness needs.
  - 2. A practical nursing program (PN) shall provide clinical instruction that includes, at a minimum, selected and guided experiences that develop an understanding of physiological, psychological, pathological, and basic nursing care needs when caring for:
    - a. Patients with medical and surgical conditions throughout the life span,
    - b. Patients experiencing pregnancy and delivery, and
    - c. Neonates, infants, and children in varied settings.
- D.** A nursing program shall maintain at least a 75% NCLEX® passing rate for graduates taking the NCLEX-PN® or NCLEX-RN® for the first time within 12 months of graduation. The Board shall issue a notice of deficiency to any program that has a NCLEX® passing rate less than 75% for two consecutive calendar years.

## **SUBMISSION GUIDELINES:**

For the purposes of provisional approval it is the recommendation of the Education Committee that the following documentation be included in the application:

1. Overall program goals
2. Curriculum plan/schedule of courses
3. Descriptions of each nursing course
4. Level objectives (if more than one nursing course in a level)
5. Course objectives (unless the same as level objectives)
6. General content outline for each nursing course
7. Unit objectives and detailed content outline for each unit or class session for first nursing course of the curriculum.
8. Credits total
9. Didactic and clinical hours for each course

Materials will be evaluated according to the criteria in R4-19-206 (B and C)

**Janice K. Brewer**  
Governor



**Joey Ridenour**  
Executive Director

## Arizona State Board of Nursing

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Phoenix, AZ 85014  
Phone (602) 771-7800 Fax (602) 771-7888  
E-Mail: arizona@azbn.gov  
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### HEALTH CARE FACILITY AVAILABILITY FORM

Programs seeking provisional approval or to expand capacity need to complete one form for each clinical health care facility where new or additional students will be placed for 2 years. The information contained in this form will provide evidence for the Board to determine if the program meets the requirements of R4-19-207(D)(2)(f) for provisional approval applicants and R4-19-209 (B)(1) for existing program applicants.

Name of School:  Program:           RN           LPN    Multiple-Exit	Name of Director/Designee:  Telephone number:  E-mail Address:
Name of Health Care Facility:  Type of health care facility (Acute, OPD, SNF, Public Health etc.)  Average Daily Census for the agency:	Name of Facility Contact/Student Placement Coordinator:  Telephone Number:  Email Address:

Type of units where students can be placed	Medical-Surgical	L&D/ Couplet Care	Pediatrics	Psych-Mental Health	Geriatrics	Critical Care/ Special Care	Community Health/ Home Health
Number of <b>GROUPS</b> the program is planning to place in the clinical area per academic YEAR (indicate year).	200_	200_	200_	200_	200_	200_	200_
	200_	200_	200_	200_	200_	200_	200_
Shifts (circle one) and days of the week available for placement of student GROUPS (Attach extra sheets as needed) D=DAYS E-EVENINGS N=NIGHTS	Shifts 200_	Shifts 200_	Shifts 200_	Shifts 200_	Shifts 200_	Shifts 200_	Shifts 200_
	D/E/N 8	D/E/N 8	D/E/N 8	D/E/N 8	D/E/N 8	D/E/N 8	D/E/N 8
	D/N 12	D/N 12	D/N 12	D/N 12	D/N 12	D/N 12	D/N 12
	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
	Shifts 200_	Shifts 200_	Shifts 200_	Shifts 200_	Shifts 200_	Shifts 200_	Shifts 200_
	D/E/N 8	D/E/N 8	D/E/N 8	D/E/N 8	D/E/N 8	D/E/N 8	D/E/N 8
	D/N 12	D/N 12	D/N 12	D/N 12	D/N 12	D/N 12	D/N 12
	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S

\_\_\_\_\_  
Signature of Program Director/Designee

\_\_\_\_\_  
Date

**NURSING STUDENT PLACEMENT COORDINATOR OF THE FACILITY**

Please complete the following information to verify the availability for placement. Indicate yes or no to the following statements and provide additional information as requested.

\_\_\_ All placements specified in this document are currently unused and available

\_\_\_ Only the following placements specified in this document are currently unused and available: \_\_\_\_\_

\_\_\_ The following placements are not available at this time but are anticipated to be available at the time of the student's clinical experience without displacing any other nursing students/program (provide breakdown):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ We could only place students in the following units if a program currently using the unit cancelled placements:

\_\_\_\_\_  
\_\_\_\_\_

**By signing this document I agree that the clinical placements offered in this document are available for the expected dates, and if they are not available as anticipated, I or another facility representative will assist the program in locating acceptable clinical placements.**

\_\_\_\_\_  
Name of Nursing Student Placement Coordinator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

**STATUTES OF THE  
*STATE BOARD OF NURSING***

**ARS §32-1644:  
APPROVAL OF NURSING SCHOOLS  
AND NURSING PROGRAMS;  
APPLICATION; MAINTENANCE OF  
STANDARDS**

**COMPILED BY  
ARIZONA STATE BOARD OF NURSING  
PHOENIX, ARIZONA  
REVISED 2004**

*FOR A COMPLETE COPY OF THE NURSE PRACTICE ACT STATUTES AND RULES PLEASE VISIT OUR WEBSITE AT  
[www.azbn.gov/NursePracticeAct.aspx](http://www.azbn.gov/NursePracticeAct.aspx)*

**§32-1644. Approval of nursing schools and nursing programs; application; maintenance of standards**

A. The board shall approve all new prelicensure nursing, nurse practitioner and clinical nurse specialist programs pursuant to this section. A postsecondary educational institution or school in this state that is accredited by an accrediting agency recognized by the United States department of education desiring to conduct a professional, practical, nurse practitioner or clinical nurse specialist nursing program shall apply to the board for approval and submit satisfactory proof that it is prepared to meet and maintain the minimum standards prescribed by this chapter and board rules.

B. The board or its authorized agent shall conduct a survey of the institution or program applying for approval and shall submit a written report of its findings to the board. If the board determines that the program meets the requirements prescribed in its rules, it shall approve the applicant as either a professional nursing program, practical nursing program, nurse practitioner program or clinical nurse specialist program in a specialty area.

C. A nursing program approved by the board may also be accredited by a national nursing accrediting agency recognized by the board. If a prelicensure nursing program is accredited by a national nursing accrediting agency recognized by the board, the board does not have authority over it unless any of the following occurs:

1. The board receives a complaint about the program relating to patient safety.
2. The program falls below the standards prescribed by the board in its rules.
3. The program loses its accreditation by a national nursing accrediting agency recognized by the board.
4. The program allows its accreditation by a national nursing accrediting agency recognized by the board to lapse.

D. From time to time the board, through its authorized employees or representatives, may resurvey all approved programs in the state and shall file written reports of these resurveys with the board. If the board determines that an approved nursing program is not maintaining the required standards, it shall immediately give written notice to the program specifying the defects. If the defects are not corrected within a reasonable time as determined by the board, the board may take either of the following actions:

1. Approve the program but restrict the program's ability to admit new students until the program complies with board standards.
2. Remove the program from the list of approved nursing programs until the program complies with board standards.

E. All approved nursing programs shall maintain accurate and current records showing in full the theoretical and practical courses given to each student.

F. The board does not have regulatory authority over the following approved nurse practitioner or clinical nurse specialist programs unless the conditions prescribed in subsection C are met:

1. A nurse practitioner or clinical nurse specialist program that is part of a graduate program in nursing accredited by an agency recognized by the board if the program was surveyed as part of the graduate

program accreditation.

2. A nurse practitioner or clinical nurse specialist program that is accredited by an agency recognized by the board.

*Added by Laws 1983, Ch. 105, § 15. Amended by Laws 1984, Ch. 245, § 14; Laws 1995, Ch. 255, § 15; Laws 1996, Ch. 351, § 16; Laws 2002, Ch. 203, § 22 eff. May 9, 2002; Laws 2004, Ch. 104 § 1.*

**RULES OF THE**  
*STATE BOARD OF NURSING*

**ARTICLE 2:**  
**ARIZONA**  
**PROFESSIONAL AND PRACTICAL**  
**NURSING PROGRAMS**

**ISSUED BY**  
**ARIZONA STATE BOARD OF NURSING**  
**PHOENIX, ARIZONA**  
**REVISED February 2, 2009**

*FOR A COMPLETE COPY OF THE NURSE PRACTICE ACT STATUTES AND RULES PLEASE VISIT OUR  
WEBSITE AT [www.azbn.gov/NursePracticeAct.aspx](http://www.azbn.gov/NursePracticeAct.aspx)*

## ARTICLE 2. ARIZONA PROFESSIONAL AND PRACTICAL NURSING PROGRAMS

### **R4-19-201. Organization and Administration**

- A.** The parent institution of a nursing program shall be accredited as a post-secondary institution, college, or university, by an accrediting body that is recognized as an accrediting body by the U.S. Department of Education.
- B.** A nursing program shall have a written statement of mission and goals consistent with those of the parent institution and compatible with current concepts in nursing education.
- C.** A nursing program shall be an integral part of the parent institution and shall have equivalent status with other academic units of the parent institution.
- D.** The parent institution shall center the administrative control of the nursing program in the nursing program administrator.
- E.** A nursing program shall provide an organizational chart that identifies the relationships, lines of authority, and channels of communication within the program, and between the program and the parent institution.
- F.** A nursing program shall have a written agreement between the program and each clinical agency where clinical experience is provided to the program's students that:
  - 1. Defines the rights and responsibilities of both the clinical agency and the nursing program,
  - 2. Lists the role and authority of the governing bodies of both the clinical agency and the nursing program,
  - 3. Allows faculty members of the program the right to participate in selecting learning experiences for students, and
  - 4. Contains a termination clause that provides sufficient time for enrolled students to complete the clinical experience upon termination of the agreement.
- G.** A nursing program shall have written policies that provide a mechanism for student input into the development of academic policies and procedures and participation in the evaluation plan.
- H.** The parent institution shall appoint a nursing program administrator who meets the requirements of R4-19-203.
- I.** A nursing program shall have a written plan for the systematic evaluation of the total program. The plan shall include the methodology, frequency of evaluation, assignment of responsibility, and evaluative criteria. The following areas shall be evaluated:
  - 1. Internal structure of the program, its relationship to the parent institution, and compatibility of program policies and procedures with those of the parent institution;
  - 2. Mission and goals;
  - 3. Curriculum;
  - 4. Education facilities, resources, and services;
  - 5. Clinical resources;
  - 6. Student achievement of program educational outcomes;
  - 7. Graduate performance on the licensing examination;
  - 8. Faculty performance; and
  - 9. Protection of patient safety.
- J.** A nursing program shall notify the Board of a vacancy or pending vacancy in the position of nursing program administrator within 15 days of the program's awareness of the vacancy or pending vacancy and do the following:
  - 1. Appoint an interim administrator or a permanent administrator who meets the requirements of R4-19-203(A) within 15 days of the effective date of the vacancy, and
  - 2. Notify the Board of the appointment of an interim or permanent administrator within 15 days of appointment and provide a copy of the administrator's credentials to the Board.

#### Historical Note

Former Section I, Part I; Amended effective January 20, 1975 (Supp. 75-1). Former Section R4-19-11 repealed, new Section R4-19-11 adopted effective February 20, 1980 (Supp. 80-1). Amended effective July 16, 1984 (Supp. 84-4). Former Section R4-19-11 renumbered as Section R4-19-201 (Supp. 86-1). Section repealed; new Section adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4). Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

### **R4-19-202. Resources, Facilities, Services, and Records**

- A.** The parent institution of a nursing program shall consider the size of the program faculty and number of program students and shall provide facilities for the program that meet the following requirements:
  - 1. A private office for the administrator of the nursing program;
  - 2. Faculty offices that are conveniently located and comparable to other faculty offices of the parent institution;
  - 3. Space for private faculty-student conferences;
  - 4. Space for clerical staff, records, files, and equipment;
  - 5. Facilities including classrooms, laboratories, and conference rooms available at the time needed, and equivalent in size, number, and type to facilities provided by approved programs of equivalent size, or, in the case of no equivalent program, scaled relative to an approved program;
  - 6. Acoustics, lighting, ventilation, plumbing, heating and cooling, seating arrangements, location, storage, and supplies to simulate patient care equivalent to those provided by approved programs of equivalent size and scope, or in the case of no equivalent program, scaled relative to an approved program;
  - 7. Secretarial and clerical support personnel to assist the administrator and faculty;
  - 8. Access to a collection of educational materials and resources that are current and equivalent to materials and resources provided by an approved program of equivalent size or scope, or, in case of no equivalent program, scaled relative to an approved program.
- B.** A nursing program shall maintain current and accurate records of the following:
  - 1. Student records, including admission materials, courses taken, grades received, scores in any standardized tests taken, and health and performance records;
  - 2. Faculty records, including Arizona professional nursing license number, evidence of fulfilling the requirements in R4-19-204, and performance evaluations or faculty employed by the parent institution for one or more years;

3. Minutes of faculty and committee meetings;
4. Administrative records and reports from accrediting agencies; and
5. The statement of mission and goals, current curriculum, and course outlines.

Historical Note

Former Section I, Part II; Former Section R4-19-12 repealed, new Section R4-19-12 adopted effective February 20, 1980 (Supp. 80-1).

Former Section R4-19-12 repealed, new Section R4-19-12 adopted effective July 16, 1984 (Supp. 84-4). Former Section R4-19-12 renumbered as Section R4-19-202 (Supp. 86-1). Section repealed; new Section adopted effective July 19, 1995 (Supp. 95-3).

Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4). Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

**R4-19-203. Administrator; Qualifications and Duties**

- A. A nursing program shall appoint an administrator who holds a current Arizona registered nurse license in good standing or multi-state privilege to practice in Arizona under A.R.S., Title 32, Chapter 15 and:
  1. For professional nursing programs, a graduate degree with a major in nursing; or
  2. For practical nursing programs, a baccalaureate degree with a major in nursing.
- B. The administrator shall have comparable status with other program administrators in the parent institution and shall report directly to an academic officer of the institution.
- C. The administrator shall:
  1. Administer the nursing education program;
  2. Facilitate and coordinate activities related to academic policies, personnel policies, curriculum, resources, facilities, services, and program evaluation;
  3. Prepare and administer the budget;
  4. Recommend candidates for faculty appointment, retention, and promotion;
  5. In addition to any other evaluation used by the parent institution, ensure that faculty are evaluated:
    - a. At least every three years,
    - b. By the nurse administrator or a nurse educator designated by the nurse administrator, and
    - c. In the areas of teaching ability and nursing knowledge and skills.
  6. Maintain, enforce, and evaluate written policies and procedures that require all students, faculty, and preceptors who participate in clinical practice settings to be physically and mentally able to provide safe client care; and
  7. Participate in activities that contribute to the governance of the parent institution.
- D. The administrator of the nursing program shall not teach more than 45 contact hours per academic session.

Historical Note

Former Section I, Part III; Former Section R4-19-13 repealed, new Section R4-19-13 adopted effective February 20, 1980 (Supp. 80-1).

Former Section R4-19-13 repealed, new Section R4-19-13 adopted effective July 16, 1984 (Supp. 84-4). Former Section R4-19-13 renumbered as Section R4-19-203 (Supp. 86-1). Section repealed; new Section adopted effective July 19, 1995 (Supp. 95-3).

Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4). Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

**R4-19-204. Faculty; Personnel Policies; Qualifications and Duties**

- A. A nursing program shall implement personnel policies for didactic and clinical nursing faculty members that conform to those for other faculty members of the parent institution or provide a written explanation of any differences.
- B. A nursing program shall provide the number of qualified faculty members comparable to that provided by approved programs of equivalent size and program type, or, in the case of no equivalent program, a number scaled relative to an approved program.
- C. The parent institution of a nursing program shall ensure that the ratio of students to nursing faculty while involved in the care of patients is not more than ten to one.
- D. The faculty shall supervise all students in clinical areas in accordance with the acuity of the patient population, clinical objectives, demonstrated competencies of the student, geographic placement of the student, and requirements established by the clinical agency.
- E. The parent institution of a nursing program shall ensure that every professional nursing program faculty member holds a current Arizona registered nurse license in good standing or multi-state privilege to practice in Arizona under A.R.S., Title 32, Chapter 15 and that every faculty member meets one of the following:
  1. If providing didactic instruction:
    - a. At least two years of experience as a professional nurse providing direct patient care; and
    - b. A graduate degree. The majority of the faculty members of a professional nursing program shall hold a graduate degree with a major in nursing. If the graduate degree is not in nursing, the faculty member shall hold a minimum of a baccalaureate degree in nursing; or
  2. If providing clinical instruction, as defined in R4-19-206, only:
    - a. The requirements for didactic faculty, or
    - b. A baccalaureate degree with a major in nursing and at least three years of experience as a professional nurse providing direct patient care.
- F. The parent institution of a nursing program shall ensure that each practical nursing program faculty member has:
  1. A minimum of a baccalaureate degree with a major in nursing,
  2. A professional nurse license that is active and in good standing under A.R.S. Title 32, Chapter 15, and
  3. At least two years of experience as a professional nurse providing direct patient care.
- G. The nursing faculty, together with the program administrator, shall:
  1. Develop, implement, and evaluate the program of learning; and
  2. Develop and implement standards for the admission, progression, and graduation of students.

Historical Note

Former Section I, Part IV; Former Section R4-19-14 repealed, new Section R4-19-14 adopted effective February 20, 1980 (Supp. 80-1).

Former Section R4-19-14 repealed, new Section R4-19-14 adopted effective July 16, 1984 (Supp. 84-4). Former Section R4-19-14

renumbered as Section R4-19-204 (Supp. 86-1). Section repealed; new Section adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4). Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

**R4-19-205. Students; Policies and Admissions**

- A. A nursing program shall have written policies available to students and the public regarding admission, readmission, transfer, advanced placement, progression, graduation, withdrawal, and dismissal.
- B. A nursing program shall have written policies available to students that address student rights, responsibilities, grievances, health, and safety.
- C. A nursing program shall provide accurate and complete information to all students and prospective students about the program including, but not limited to:
  - 1. The nature of the program, including course sequence, prerequisites, co-requisites and academic standards;
  - 2. The length of the program;
  - 3. The current cost of the program;
  - 4. The transferability of credits to other public and private educational institutions in Arizona; and
  - 5. Program teaching methods and supporting technology.

**Historical Note**

Adopted effective February 20, 1980 (Supp. 80-1). Former Section R4-19-15 repealed, new Section R4-19-15 adopted effective July 16, 1984 (Supp. 84-4). Former Section R4-19-15 renumbered as Section R4-19-205 (Supp. 86-1). Section repealed; new Section adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4). Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

**R4-19-206. Curriculum**

- A. For the purposes of this Section, "clinical instruction" means the guidance and supervision provided by a qualified faculty member or designee while a nursing student is providing patient care.
- B. A nursing program shall develop and implement a curriculum that includes level objectives, course objectives, measurable learning outcomes for each class session, and course content outlines for each course that:
  - 1. Reflect its mission and goals;
  - 2. Are logically consistent between and within courses;
  - 3. Are designed so that a student who completes the program will have the knowledge and skills necessary to function in accordance with the definition and scope of practice specified in A.R.S. § 32-1601(12) and R4-19-401 for a practical nurse or A.R.S. § 32-1601(13) and R4-19-402 for a professional nurse.
- C. A nursing program shall provide for progressive sequencing of classroom and clinical instruction sufficient to meet the goals of the program.
  - 1. A registered nursing (RN) program shall provide clinical instruction that includes, at a minimum, selected and guided experiences that develop a student's ability to apply core principles of nursing in varied settings when caring for:
    - a. Adult and geriatric patients with acute, chronic, and complex, life-threatening, medical and surgical conditions;
    - b. Patients experiencing pregnancy and delivery;
    - c. Neonates, infants, and children;
    - d. Patients with mental, psychological, or psychiatric conditions; and
    - e. Patients with wellness needs.
  - 2. A practical nursing program (PN) shall provide clinical instruction that includes, at minimum, selected and guided experiences that develop an understanding of physiological, psychological, pathological, and basic nursing care needs when caring for:
    - a. Patients with medical and surgical conditions throughout the life span,
    - b. Patients experiencing pregnancy and delivery, and
    - c. Neonates, infants, and children in varied settings.
- D. A nursing program shall maintain at least a 75% NCLEX® passing rate for graduates taking the NCLEX-PN® or NCLEX-RN® for the first time within 12 months of graduation. The Board shall issue a notice of deficiency to any program that has a NCLEX® passing rate less than 75% for two consecutive calendar years.

**Historical Note**

Adopted effective February 20, 1980 (Supp. 80-1). Former Section R4-19-16 repealed, former Section R4-19-17 renumbered and amended as Section R4-19-16 effective July 16, 1984 (Supp. 84-4). Former Section R4-19-16 renumbered as R4-19-206 (Supp. 86-1). Section repealed; new Section adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4). Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

**R4-19-207. Application for Provisional Approval of a Nursing Program**

- A. Before establishing a nursing program, a parent institution shall submit 20 copies of an application for proposal approval to the Board that includes the following information and documentation:
  - 1. Name and address of the parent institution;
  - 2. Statement of intent to establish a nursing program, including the academic and licensure level of the program; and
  - 3. Proposal that includes, but is not limited to, the following information:
    - a. Documentation of the present and future need for the program in the state including availability of potential students and need for entry level nurses;
    - b. Potential effect on existing nursing programs in a 50-mile radius of the proposed program;
    - c. Organizational structure of the educational institution documenting the relationship of the nursing program within the institution;
    - d. Accreditation status of the parent institution;
    - e. Purpose, mission, and goals of the nursing program;
    - f. Availability of qualified administrator and faculty;
    - g. Number of budgeted faculty positions;

- h. Source and description of clinical resources for the program;
  - i. Anticipated student population;
  - j. Documentation of adequate academic facilities and staff to support the nursing program;
  - k. Evidence of financial resources adequate for the planning, implementation, and continuation of the nursing program; and
  - l. Tentative time schedule for planning and initiating the nursing program and the intended date for entry of the first class into the program.
- B.** The Board shall grant proposal approval to any parent institution that demonstrates:
- 1. The need for a program,
  - 2. The resources to operate a program,
  - 3. The availability of students,
  - 4. The availability and resources to secure a qualified administrator and faculty, and
  - 5. Satisfaction of the accreditation requirements in R4-19-201(A).
- C.** A parent institution that is denied proposal approval may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for proposal approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.
- D.** A parent institution that receives proposal approval may submit 20 copies of an application to the Board for provisional approval that includes the following information and documentation:
- 1. Name and address of parent institution; and
  - 2. Plan for compliance with R4-19-201 through R4-19-206, including but not limited to the following:
    - a. Name and qualifications of appointed administrator;
    - b. Names and qualifications of nursing faculty for the first semester or session of operation at least 60 days before classes begin;
    - c. Final program implementation plan;
    - d. Curriculum, including course outlines, program objectives, and learning outcomes;
    - e. Descriptions of available and proposed physical facilities with dates of availability; and
    - f. List of available clinical facilities within the geographic area, including facility type, size, number of beds, and type of patients.
- E.** Following an onsite evaluation conducted according to A.R.S. § 41-1009, the Board shall grant provisional approval to a parent institution that meets the requirements of R4-19-201 through R4-19-206 if approval is in the best interest of the public. A parent institution that is denied provisional approval may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for provisional approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.
- F.** The provisional approval of a nursing program expires 12 months from the date of the grant of provisional approval if a class of nursing students is not admitted by the nursing program within that time. The Board may rescind the provisional approval of a nursing program for a violation of any provision of this Article according to R4-19-211.
- G.** If a nursing program fails to apply for full approval within two years of graduating its first class of students, the Board shall rescind its provisional approval. A nursing program whose provisional approval is rescinded may request a hearing by filing a written request with the Board within 30 days of service of the Board's order rescinding the provisional approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.

#### Historical Note

Adopted effective February 20, 1980 (Supp. 80-1). Former Section R4-19-17 renumbered and amended as Section R4-19-16 effective July 16, 1984 (Supp. 84-4). Former Section R4-19-17 renumbered as R4-19-207 (Supp. 86-1). New Section adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4). Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

#### **R4-19-208. Application for Full Approval of a Nursing Program**

- A.** A nursing program seeking full approval shall submit an application that includes the following information and documentation:
- 1. Name and address of the parent institution,
  - 2. Date the nursing program graduated its first class of students, and
  - 3. Twenty copies of a self-study report that contains evidence the program is in compliance with R4-19-201 through R4-19-206.
- B.** Following an onsite evaluation conducted according to A.R.S. § 41-1009, the Board shall grant full approval for a maximum of five years or the accreditation period for nationally accredited programs governed by R4-19-212, to a nursing program that meets the requirements of R4-19-201 through R4-19-206 if approval is in the best interest of the public. A nursing program that is denied full approval may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for full approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.
- C.** A nursing program shall apply for full approval within a two-year period after graduating its first class or its provisional approval may be rescinded by the Board following notice and an opportunity for hearing.

#### Historical Note

Adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4). Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

#### **R4-19-209. Nursing Program Change**

- A.** A nursing program administrator shall receive approval from the Board before implementing any of the following nursing program changes:
- 1. Changing the mission or goals,
  - 2. Increasing or decreasing the length of the program,
  - 3. Adding or deleting a geographical location of the program,
  - 4. Increasing the student enrollment capacity by more than 20%,
  - 5. Changing the level of educational preparation provided, or
  - 6. Transferring the nursing program from one institution to another.

- B.** The administrator shall submit 20 copies of the following materials with the request for nursing program changes:
  1. The rationale for the proposed change and the anticipated effect on the program administrator, faculty, students, resources, and facilities;
  2. A summary of the differences between the current practice and proposed change;
  3. A timetable for implementation of the change; and
  4. The methods of evaluation to be used to determine the effect of the change.
- C.** The Board shall approve a request for a nursing program change if the program demonstrates that it has the resources to implement the change and the change is consistent with R4-19-201 through R4-19-206. A nursing program that is denied approval of program changes may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for full approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.

Historical Note

Adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4).  
Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

**R4-19-210. Renewal of Approval of Board-approved Nursing Programs**

- A.** An approved nursing program that is not accredited by an approved national nursing accrediting agency shall submit an application packet to the Board at least four months before the expiration of the current approval that includes the following:
  1. Name and address of the parent institution,
  2. Current regional accreditation status,
  3. Copy of the current catalog of the parent institution,
  4. Copy of current nursing program policies, and
  5. Twenty copies of a self-study report that contains evidence of compliance with R4-19-201 through R4-19-206.
- B.** Following an onsite evaluation conducted according to A.R.S. § 41-1009, the Board shall renew program approval for a maximum of five years if the nursing program meets the criteria in R4-19-201 through R4-19-206 and if renewal is in the best interest of the public. The Board shall determine the term of approval that is in the best interest of the public.
- C.** If the Board denies renewal of approval, the nursing program may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for renewal of approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.

Historical Note

Adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4).  
Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

**R4-19-211. Rescission of Approval**

- A.** The Board shall, upon determining that a nursing program or a refresher program is not in compliance with R4-19-201 through R4-19-214, provide to the administrator a written notice of deficiencies that establishes a reasonable time, based upon the number and severity of deficiencies, to correct the deficiencies. The time for correction may not exceed 18 months.
  1. The administrator shall, within 30 days from the date of service of the notice of deficiencies, file a plan to correct each of the identified deficiencies after consultation with the Board or designated Board representative.
  2. The administrator may, within 30 days from the date of service of the notice of deficiencies, submit a written request for a hearing before the Board to appeal the Board's determination of deficiencies. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.
  3. If the Board's determination is not appealed or is upheld upon appeal, the Board shall conduct periodic evaluations of the program during the time of correction to determine whether the deficiencies have been corrected.
- B.** The Board shall, following a Board-conducted survey and report, rescind the approval of, or restrict admissions to a nursing program or refresher program if the program fails to comply with R4-19-201 through R4-19-214 within the time set by the Board in the notice of deficiencies served upon the program.
  1. The Board shall serve the administrator with a written notice of proposed rescission of approval or restriction of admissions that states the grounds for the proposed action. The administrator shall have 30 days to submit a written request for a hearing to show cause why the proposed action should not occur. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.
  2. Upon the effective date of a decision to rescind program approval, the nursing program shall immediately cease operation and be removed from the official approved-status listing. A nursing program that has been ordered to cease operations shall assist currently enrolled students to transfer to an approved nursing program.
- C.** In addition to the cause in subsection (B), if the Board determines that the effectiveness of instruction to students is impaired, the Board may rescind approval of or restrict admissions to a nursing program for any of the following causes:
  1. For a program that was served with a notice of deficiencies within the preceding three years and timely corrected the noticed deficiencies, subsequent noncompliance with the standards in R4-19-201 through R4-19-214; or
  2. Failure to comply with orders of or stipulations with the Board within the time determined by the Board.

Historical Note

Adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4).  
Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

**R4-19-212. Nationally Accredited Nursing Programs**

- A.** An approved nursing program that is accredited by an approved national nursing accrediting agency shall submit to the Board evidence of initial accreditation and shall submit evidence of continuing accreditation after each reaccreditation review.
- B.** The administrator shall submit to the Board any report from a national accrediting agency citing deficiencies or recommendations at the time the report is received by the nursing program.

- C. The administrator of a nursing program shall notify the Board within 10 days of any change in accreditation status.
- D. The administrator of a nursing program that loses its accreditation status or allows its accreditation status to lapse shall file an application for renewal of approval under R4-19-210 within 30 days of loss of or lapse in accreditation status.
- E. Unless otherwise notified by the Board following receipt and review of the documents required by subsections (A) and (B), a nursing program continues to have full-approval status. The administrator of a nursing program that has its continuing approval-status rescinded by the Board may request a hearing by filing a written request with the Board within 30 days of service of the Board's order rescinding continuing full-approval status. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.

Historical Note

Adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4).  
Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

**R4-19-213. Voluntary Termination of a Nursing Program or a Refresher Program**

- A. The administrator of a nursing program or a refresher program shall notify the Board within 15 days of a decision to voluntarily terminate the program. The administrator shall, at the same time, submit a written plan for terminating the nursing program or refresher program.
- B. The administrator shall ensure that the nursing program or refresher program is maintained, including the nursing faculty, until the last student is transferred or completes the program.
- C. Within 15 days after the termination of a nursing program or refresher program, the administrator shall notify the Board of the permanent location and availability of all program records.

Historical Note

Adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4).

**R4-19-214. Approval of a Refresher Program**

- A. An applicant for approval of a refresher program for nurses whose licenses have been inactive or expired for five or more years, nurses under Board order to enroll in a refresher program, or nurses who have not met the requirements of R4-19-312 shall submit a completed application that provides all of the following information and documentation:
  1. Applicant's name, address, e-mail address, telephone number, and fax number;
  2. Proposed starting date for the program;
  3. Name and curriculum vitae of all instructors;
  4. Statement describing the facilities, staff, and resources that the applicant will use to conduct the refresher program;
  5. A program and participant evaluation plan that includes student evaluation of the course, instructor, and clinical experience; and
  6. Evidence of a curriculum that meets the requirements of subsection (B).
- B. A refresher program shall provide:
  1. A minimum of 40 hours of didactic instruction and 112 hours of supervised clinical practice for a licensed practical nurse program;
  2. A minimum of 80 hours of didactic instruction and 160 hours of supervised clinical practice for a professional nurse program;
  3. A planned and supervised clinical experience that is consistent with course goals and provides an opportunity for the student to demonstrate safe and competent application of program content. The student may spend up to 24 of the required clinical hours in a supervised lab setting;
  4. Curriculum materials, including:
    - a. An overall program description including goals; and
    - b. Objectives, content, and hours allotted for each area of instruction;
  5. Instruction in current nursing care concepts and skills including:
    - a. Nursing process;
    - b. Pharmacology, medication calculation, and medication administration;
    - c. Communication;
    - d. Critical thinking and clinical decision making;
    - e. Delegation, management, and leadership; and
    - f. Meeting psychosocial and physiological needs of clients.
- C. A refresher program may adapt the curriculum based on the need to incorporate content applicable to specialty and indirect care areas of nursing practice for students who plan to practice in those areas. The clinical experience for such students may include indirect care, depending on the course goals and objectives. The program shall include concepts and skills needed to deliver safe nursing care in any adapted curriculum.
- D. The Board shall approve a refresher program that meets the requirements of subsection (A), if approval is in the best interest of the public, for a term of four years. An applicant who is denied refresher program approval may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.
- E. The refresher program sponsor shall apply for renewal of approval in accordance with subsection (A) not later than 90 days before expiration of the current approval. The sponsor of a refresher program that is denied renewal of approval may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for renewal of approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, and 4 A.A.C. 19, Article 6.
- F. The sponsor of an approved refresher program shall provide written notification to the Board within 15 days of a participant's completion of the program of the following:
  1. Name of the participant and whether the participant successfully completed or failed the program,
  2. Participant's license, and
  3. Date of participant's completion of the program.

Historical Note

Adopted effective July 19, 1995 (Supp. 95-3). Amended by final rulemaking at 7 A.A.R. 5349, effective November 8, 2001 (Supp. 01-4).  
Amended by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (05-1).

**R4-19-215. Distance Learning Nursing Programs; Out-of-State Nursing Programs**

- A.** An out-of-state nursing program that plans to provide both didactic and clinical instruction in Arizona shall comply with the application requirements of R4-19-207 and R4-19-208.
- B.** A nursing program that delivers didactic instruction by distance learning methods shall ensure that the methods of instruction are compatible with the program curriculum plan and enable a student to meet the goals, competencies, and objectives of the educational program and standards of the Board.
  - 1. A distance learning nursing program shall establish a means for assessing individual student outcomes, and program outcomes including, at minimum, student learning outcomes, student retention, student satisfaction, and faculty satisfaction.
  - 2. For out-of-state nursing programs, the program shall be within the jurisdiction of and regulated by an equivalent nursing regulatory authority in the state from which the program originates, unless also providing clinical experience in Arizona.
  - 3. Faculty shall be licensed in the state of origination of a distance learning nursing program.
  - 4. A distance learning nursing program shall provide students with supervised clinical and laboratory experiences so that program objectives are met and didactic learning is validated by supervised, land-based clinical and laboratory experiences.
  - 5. A distance-learning nursing program shall provide students with access to technology, resources, technical support, and the ability to interact with peers, preceptors, and faculty.
- C.** A nursing program, located in another state or territory of the United States, that wishes to provide clinical experiences in Arizona under A.R.S. § 32-1631(3), shall obtain Board approval before offering or conducting a clinical session. To obtain approval, the program shall submit a proposal package that contains:
  - 1. A self study, describing the program's compliance with R4-19-201 through R4-19-206; and
  - 2. A statement regarding the anticipated effect on clinical placements for students currently enrolled in an Arizona-approved nursing program.
- D.** The Board may require a nursing program approved under this Section to file periodic reports for the purpose of data collection or to determine compliance with the provisions of this Article. A program shall submit a report to the Board within 30 days of the date on a written request from the Board or by the due date stated in the request if the due date is after the normal 30-day period.
- E.** The Board shall approve an application to conduct clinical instruction in Arizona that meets the requirements in A.R.S. Title 32, Chapter 15 and this Chapter, and is in the best interest of the public. An applicant who is denied approval to conduct clinical instruction in Arizona may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.
- F.** The Board may rescind an approval held by an out-of-state nursing program to conduct clinical instruction in Arizona, in accordance with R4-19-211.
- G.** If the Board finds that a nursing program located and approved in another state or territory of the United States does not meet requirements for nursing programs prescribed in R4-19-201 through R4-19-206, the Board shall provide a notice of deficiency to the program as prescribed in R4-19-211(A), (A)(1) and (A)(2).
  - 1. If the program fails to correct the deficiency before the expiration of the period of correction, the Board shall rescind approval of the program as prescribed in R4-19-211(B)(1).
  - 2. If the period of rescission, from the date of rescission to the date of reinstatement, is at any time concurrent with an applicant's education from the date of admission to the date of graduation, the Board shall withhold licensure unless the applicant meets all licensure requirements and completes any remedial education prescribed by the Board under R4-19-301(H). The Board shall ensure that the applicant has completed a curriculum that is equivalent to that of an approved nursing program.
  - 3. If a nursing program provides evidence of compliance with R4-19-201 through R4-19-206 after the rescission of approval, the Board shall review the evidence, determine whether or not the nursing program complies with these standards, and reinstate approval of the program if the program complies with these standards.

**Historical Note**

New Section made by final rulemaking at 11 A.A.R. 451, effective March 7, 2005 (Supp. 05-1). Amended by final rulemaking at 13 A.A.R. 1483, effective June 2, 2007 (Supp. 07-2).