

**ARIZONA STATE
BOARD OF NURSING**



***PROFESSIONAL AND PRACTICAL
NURSING PROGRAM
PROPOSAL APPLICATION***

Rev: 4/2015



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**NURSING PROGRAM
PROPOSAL APPLICATION AND INFORMATION**

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Introduction

Starting A Nursing Program

Proposal Application for RN and PN Nursing Programs

This application packet contains the proposal application form and worksheet, as well as information regarding rules that pertain to the application process. As the process is complex, it is strongly recommended that prior to submitting an application you clearly establish that there is a current need for the program and the type of program. Recent data indicates that new graduates are having difficulty finding jobs and there are shortages of faculty and clinical experiences. All data used to support a program must be from recent sources and pertain to your type of program and program accreditation. Recent educational data from AZ programs can be found in the "Annual Reports from Nursing Programs" at www.azbn.gov/educationrnlpnprograms.

Report on Hiring trends of newly licensed RNs can be found at:
www.azbn.gov/consumerinformation

As part of your preparation to submit an application for proposal approval, please review the Arizona State Board of Nursing the Submission of Materials to Education Committee policy at www.azbn.gov/educationcommittee which establishes guidelines and timeframes for submitting applications to the Education Advisory Committee.

Best wishes,

A handwritten signature in cursive script that reads "Pamela Randolph".

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



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STARTING A NURSING PROGRAM **Questions and Answers**

Is any sort of accreditation needed?

Yes, the educational institution offering the program needs to be accredited as a post-secondary institution by an agency recognized by the U.S. Department of Education. Three entities commonly accredit educational institutions that offer nursing programs:

- Higher Learning Commission (HLC)--North Central Association (NCA) is the regional accrediting agency for Arizona. NCA accredits full service public and private colleges and universities, as well as independent and vocational schools.
- Accrediting Council for Independent Colleges and Schools (ACICS) is a national accrediting body that accredits private independent and vocational schools.
- Accrediting Bureau of Health Education Schools (ABHES) is a national accrediting body accredits private career colleges and schools that offer health education programs

Does the program itself need to be accredited?

While the Board recognizes and encourages program accreditation by the National League for Nursing Accrediting Council (NLNAC) or the Commission on Collegiate Nursing Education (CCNE), this type of accreditation is not mandated for Board approval. However graduates from BSN programs that are not accredited are not accepted in most graduate programs.

What is the approval process?

There are three stages to the approval process required by Board administrative rules.

- A proposal to offer a program needs to be filed under A.A.C. R4-19-207. The proposal establishes the intent to conduct a nursing program and reviews some of the requirements to ensure you are eligible to apply. The Education Committee, composed of nursing educators and nurses in practice, reviews all proposals and makes a recommendation regarding approval to the Board. The Board will make a decision about the proposal at their next regularly scheduled meeting after the Education Committee meeting.
- If the Board approves the proposal, the program may then apply for provisional approval, the second step in the process. Provisional approval involves the submission of a self-study by the educational institution and a site visit by Board staff to verify, clarify and amplify the contents of the self-study. The same review process by the Education Advisory Committee and the Board is conducted with this application. When Board grants provisional approval, the program may offer nursing classes and clinical instruction. Provisional approval may be granted with contingencies. If that is the case, all contingencies must be met before offering any part of the program. The program must admit a class within 12 months of receiving provisional approval. All provisionally approved programs must submit a report 12 months

after the admission of students and will receive a site visit to verify compliance with regulations.

- After and within 2 years of graduating the first class, the program shall apply for full approval under R4-19-208. The application process is the same as for provisional approval. Failure to apply for full approval within the specified time period will cause your provisional approval to be rescinded.

What are the Board standards for program approval?

The Board standards for program approval are found in the Nurse Practice Act/Rules of the Board. Article 2 of the Board administrative rules contains the rules for approved programs in Arizona. A.A.C. R4-19-207 contains the rules for the proposal and provisional applications and R4-19-208 contains the rules for full approval application. The Nurse Practice Act may be obtained from the Board website www.azbn.gov/NursePracticeAct.

When do the Education Committee and the Board meet?

The Board meets every other month on odd months, usually during the third week of the month. The Education Committee usually meets on a Friday during the even months. For exact dates and times, please contact the Board website www.azbn.gov/educationcommittee.

Where do I start?

If the school is not accredited, accreditation should be obtained before the application process is begun.

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APPLICATION FOR PROPOSAL APPROVAL

This application and accompanying information is intended to assist your program in the PROPOSAL approval process. Proposal approval must be obtained before provisional approval is granted.

Program Name: _____	Parent Institution: _____
Address: _____ _____	Phone: _____
Other Sites: _____ _____	Nrsg. Admin. _____
	Fax: _____
	E-mail _____
Anticipated start date of program: _____	Anticipated date you will apply for provisional approval: _____

Director of Program (Signature)

Date

Print Name

Administrator of Parent Institution (Signature)

Date

Print Name

INSTRUCTIONS FOR PROPOSAL

The administrator should submit 2 hard copies and one electronic copy of a written proposal to offer a nursing program according to the time-frames on the document *Policies for Submission of Materials to Education Committee*. In order to help you prepare the proposal and subsequent provisional approval application, a copy of the nurse practice act is provided.

GUIDELINES FOR THE PROPOSAL:

One copy of the proposal should be bound in some manner (stapled is fine) with consecutively numbered pages; the other copy should be unbound. Do not submit notebooks, folders, 3 ring binders etc. as they are bulky and costly to mail and file. An electronic copy should be submitted.

For proposal approval, you must carefully address all provisions of R4-19-207. Every provision needs a full explanation and description of compliance. Common areas that programs have not adequately addressed in the past include need for the program, clinical resources and faculty resources. If your implementation date is less than 6 months from the submission of the proposal, the Board may require that you submit signed clinical contracts as a condition of proposal approval.

R4-19-207. New Programs, Proposal Approval; Provisional Approval

- A. At a minimum of one year before establishing a nursing program, a parent institution shall submit to the Board one electronic copy and one paper copy of an application for proposal approval. The parent institution shall ensure that the proposal application was written by or under the direction of a registered nurse who meets the requirements of R4-19-203 (A) and 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 type and level of program in the state including availability of potential students need for entry level nurses at the educational level of the program and availability of clinical placements that meet the requirements of R4-19-206;
 - b. Evidence that written notification of intent to establish a new nursing education program has been provided to the nursing program administrators of all existing Arizona-approved programs a minimum of 30 days prior to submission of the proposal application, including projected student enrollment and clinical sites;
 - c. Organizational structure of the educational institution documenting the relationship of the nursing program within the institution and the role of the nursing program administrator consistent with R4-19-201 and R4-19-203;
 - d. Evidence of institutional accreditation consistent with R4-19-201 and post-secondary approval, if applicable. The institution shall provide the most recent full reports including findings and recommendations of the applicable accrediting organization or approval agency. The Board may request additional accreditation or approval evidence.
 - e. Purpose and mission of the nursing program,
 - f. Curriculum development documentation to include:
 - i. Student-centered outcomes for the program;
 - ii. A plan that identifies the prescribed course sequencing and time required; and
 - iii. Identification of established professional standards, guidelines or competencies upon which the curriculum will be based;
 - g. Name, qualifications, and job description of a nursing program administrator who meets the requirements of A.A.C. R4-19-203 and availability and job description of faculty who meet qualifications of A.A.C. R4-19-204;
 - h. Number of budgeted clinical and didactic faculty positions from the time of the first admission to graduation of the first class;
 - i. Evidence that the program has secured clinical sites for its projected enrollment that meet the requirements of A.A.C. R4-19-206;
 - j. Anticipated student enrollment per session and annually;
 - k. Documentation of planning for adequate academic facilities and secretarial and support staff to support the nursing program consistent with the requirements of R4-19-202;
 - l. Evidence of program financial resources comparable to an approved program of similar size and type or, if there is no comparable program, scaled relative to an approved program adequate for the planning, implementation, and continuation of the nursing program; and

- m. Tentative time schedule for planning and initiating the nursing program including faculty hiring, entry date and size of student cohorts, and obtaining and utilizing clinical placements from the expected date of proposal approval to graduation of the first cohort.
 - n. A parent institution or owner corporation that has multiple nursing programs in one or more U.S. jurisdictions including Arizona, shall provide the following evidence for each nursing program:
 - i. Program approval in good standing with no conditions, restrictions, ongoing investigations or deficiencies;
 - ii. An NCLEX pass rate of at least 80% for the past 2 years or since inception; and
 - iii. An on-time graduation rate consistent with the requirements of R4-19-206 (H).
- B.** The Board shall grant proposal approval to any parent institution that meets the requirements of subsection (A) if the Board deems that such approval is in the best interests of the public. Proposal approval expires one year from the date of Board issuance.
- 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.

PROPOSAL APPROVAL PROCESS:

1. If the proposal is submitted by the submission deadline, the Education Committee will review the proposal and make a recommendation to the Board at their next regularly scheduled meeting. Programs need to have a representative at this meeting to present any additional information, answer questions and receive feedback. It is not uncommon for the Education Committee to ask the program to submit additional documentation and return to the committee for a recommendation.
2. If the committee makes a recommendation, the item will be placed on the agenda for the next regularly scheduled Board meeting. 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.
3. Programs may request to that the Board review and decide on the proposal without an Education Committee recommendation. Most of these requests have been sent back to the Education Committee and delayed the process.

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 proposal approval,
2. Grant proposal approval upon receipt of additional documents,
3. Denial of approval, or
4. Comprehensive request for additional information.

NEXT STEP:

Once proposal approval is granted, the program may apply for provisional approval. Please see the application for provisional approval for guidelines in this process.

Documents Needed:

Policy on Submission of Materials to Education Committee
Nurse Practice Act

WORKSHEET FOR PROPOSAL APPROVAL

Rule R4-19-207

A. At a minimum of one year before establishing a nursing program, a parent institution shall submit to the Board one electronic copy and one paper copy of an application for proposal approval. The parent institution shall ensure that the proposal application was written by or under the direction of a registered nurse who meets the requirements of R4-19-203(A) and includes the following information and documentation:

	Rule	Description That Supports Compliance with the Rule	EVIDENCE (Document/Page Number, as Applicable)
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 type and level of program in the state including availability of potential students need for entry level nurses at the educational level of the program and availability of clinical placements that meet the requirements of R4-19-206;		
b.	Evidence that written notification of intent to establish a new nursing education program has been provided to the nursing program administrators of all existing Arizona-approved programs a minimum of 30 days prior to submission of the proposal application,		

	Rule	Description That Supports Compliance with the Rule	EVIDENCE (Document/Page Number, as Applicable)
	including projected student enrollment and clinical sites;		
c.	Organizational structure of the educational institution documenting the relationship of the nursing program within the institution and the role of the nursing program administrator consistent with R4-19-201 and R4-19-203;		
d.	Evidence of institutional accreditation consistent with R4-19-201 and post-secondary approval, if applicable. The institution shall provide the most recent full reports including findings and recommendations of the applicable accrediting organization or approval agency. The Board may request additional accreditation or approval evidence.		
e.	Purpose and mission of the nursing program,		
f.	Curriculum development documentation to include: <ul style="list-style-type: none"> i. Student-centered outcomes for the program; ii. A plan that identifies the prescribed course sequencing and time required; and 		

	Rule	Description That Supports Compliance with the Rule	EVIDENCE (Document/Page Number, as Applicable)
	iii. Identification of established professional standards, guidelines or competencies upon which the curriculum will be based;		
g.	Name, qualifications, and job description of a nursing program administrator who meets the requirements of A.A.C. R4-19-203 and availability and job description of faculty who meet qualifications of A.A.C. R4-19-204;		
h.	Number of budgeted clinical and didactic faculty positions from the time of the first admission to graduation of the first class;		
i.	Evidence that the program has secured clinical sites for its projected enrollment that meet the requirements of A.A.C. R4-19-206;		
j.	Anticipated student enrollment per session and annually;		
k.	Documentation of planning for adequate academic facilities and secretarial and support staff to support the nursing program consistent with the requirements of R4-19-202;		

	Rule	Description That Supports Compliance with the Rule	EVIDENCE (Document/Page Number, as Applicable)
1.	Evidence of program financial resources comparable to an approved program of similar size and type or, if there is no comparable program, scaled relative to an approved program adequate for the planning, implementation, and continuation of the nursing program; and		
m.	Tentative time schedule for planning and initiating the nursing program including faculty hiring, entry date and size of student cohorts, and obtaining and utilizing clinical placements from the expected date of proposal approval to graduation of the first cohort.		
n.	<p>A parent institution or owner corporation that has multiple nursing programs in one or more U.S. jurisdictions including Arizona, shall provide the following evidence for each nursing program:</p> <ul style="list-style-type: none"> i. Program approval in good standing with no conditions,, restrictions, ongoing investigations or deficiencies: ii. An NCLEX pass rate of at least 80% for 		

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n. (cont)	the past two years or since inception; and iii. An on-time graduation rate consistent with the requirements of R4-19-206(H).		

B. The Board shall grant proposal approval to any parent institution that meets the requirements of subsection (A) if the Board deems that such approval is in the best interests of the public. Proposal approval expires one year from the date of Board issuance.

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