

**Arizona State Board of Nursing
Policy and Procedure**

POLICY NAME: **Process / Progression of New Program Approvals**

EFFECTIVE DATE: **5/18/2018**

Greg Kidenow R.N. M.N. J.D.

Signature

REVISION DATE(s):

**CANCELLATION
DATE:**

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| <input type="checkbox"/> Administration | <input type="checkbox"/> Hearing | <input type="checkbox"/> Monitoring |
| <input type="checkbox"/> CANDO | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Multi-state Licensure |
| <input checked="" type="checkbox"/> Education | <input type="checkbox"/> Investigations | |
| <input type="checkbox"/> Fiscal Services | <input type="checkbox"/> Licensing | |
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Reference: Nurse Practice Act Article 2

Purpose: To provide applicants and Board staff a guideline for the progression / process to obtain proposal, provisional, and full approval by the Arizona Board of Nursing

Policy: The Education Advisory Committee of the Board reviews and recommends a course of action on all educational applications. The only exceptions are when the application initiates an investigation. This policy provides applicants and Board staff a guideline for the process/progression to obtain proposal approval, provisional approval, and full approval.

A. Proposal Approval:

- 1) 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. (Per R4-19-207.A)
- 2) Board staff will review the application for completeness:
 - If the application is not complete Board staff will send the program an application notice of deficiency.
- 3) Board staff will submit the completed application to the Education Committee for review/recommendation of proposal approval.

Note: If the Education Committee does not recommend approval the program has the option to make corrections to the application and return to the Education Committee for final review or proceed to Board without Education Committee recommendation.

- 4) Board staff will submit the application/recommendation to the Board for approval.

B. Provisional Approval:

- 1) At a minimum of 180 days before planned enrollment of students, a parent institution that received proposal approval within the previous year may submit to the Board one electronic copy and one paper copy of an application for provisional approval along with the requirements listed in R4-19-207.D of the Nurse Practice Act. (Per R4-19-207.D)
- 2) Board staff will review the application for completeness:
 - If the application is not complete Board staff will send the program an application notice of deficiency
 - If the application is complete Board staff will schedule and conduct an onsite evaluation of the program per (A.R.S. § 41-1009 and (R4-19-207.E))
- 3) Board staff will submit a report of the onsite evaluation to the Education Committee for review/recommendation of provisional approval.

Note: If the Education Committee does not recommend approval the program has the option to make corrections to the application and return to the Education Committee for final review or proceed to Board without Education Committee recommendation.

- 4) Board staff will submit the report/recommendation to the Board for approval.

Note: Per R4-19-207.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.

- 5) Per R4-19-207.G, one year after admission of the first nursing class into nursing courses, the program shall provide a report to the Board containing information on: 1. Implementation of the program including any differences from the plans submitted in the applications for proposal and provisional approval and an explanation of those differences; and 2. The outcomes of the evaluation of the program according to the program's evaluation plan under R4-19-201(I).
- 6) Board staff, per R4-19-207.H and following receipt of the report, shall conduct a site survey visit under A.R.S. § 41-1009 to determine compliance with article 2 of the Nurse Practice Act.
- 7) Board staff will submit the report to the Board for information only. (Approval is not needed for this step)

Note: Per R4-19-207.I 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.

C. Full Approval:

- 1) A nursing program seeking full approval shall submit an electronic and one paper copy of an application along with the requirements listed in R4-19-207.D of the Nurse Practice Act. (Per R4-19-208.A)
- 2) Board staff will review the application for completeness:
 - If the application is not complete Board staff will send the program an application notice of deficiency
 - If the application is complete Board staff will schedule and conduct an onsite evaluation of the program per (A.R.S. § 41-1009 and (R4-19-207.E)).
- 3) Board staff will create and submit a report to the Education Committee for review/recommendation of full approval.

Note: If the Education Committee does not recommend approval the program has the option to make corrections to the application and return to the Education Committee for final review or proceed to Board without Education Committee recommendation.

- 4) Board staff will submit the report/recommendation to the Board for approval. Per R4-19- 208.B, the Board shall grant full approval for a maximum of five years or the accreditation period for nationally accredited programs governed by R4-19-213, to a nursing program that meets the requirements of Article 2 of the Nurse Practice Act and if approval is in the best interest of the public.