

4723-5-08

**Requirements for a program seeking conditional approval.**

(A) The board shall consider new program proposals only from education programs that are required to obtain approval, authorization, or accreditation from one of the following:

- (1) The Ohio board of regents under section 3333.07 of the Revised Code;
- (2) The Ohio department of education under section 3313.90 of the Revised Code;
- (3) The state board of career colleges and schools under section 3332.05 of the Revised Code;
- (4) The higher learning commission of the north central association of colleges and schools;
- (5) The accrediting council for independent colleges and schools; or
- (6) Any other national or regional post-secondary education accreditation entity recognized by the board.

(B) The following steps shall be followed to initiate the approval process for a new nursing education program:

- (1) The applicant shall submit to the board a letter of intent that includes the following information:
  - (a) The type of program the applicant intends to establish;
  - (b) The location of the program and a detailed assessment of the need for a new nursing education program in the area;
  - (c) The name and credentials of the registered nurse who will serve as the program administrator, if known at the time the letter is submitted, as well as the program administrator's:
    - (i) Curriculum vitae; and
    - (ii) Official transcripts verifying academic preparation that satisfies the requirements set forth in rule 4723-5-10 of the Administrative Code if the proposed program is a registered nursing education program or rule 4723-5-11 of the Administrative Code if the proposed program is a practical nursing education program;
  - (d) A list of potential sites for students to obtain clinical experience as required by rule 4723-5-13 of the Administrative Code for a registered nursing education program, and rule 4723-5-14 of the Administrative Code for a practical nursing education program.

- (2) If information about the program administrator is not available at the time of submission of the letter of intent, the applicant shall submit a subsequent letter at the time of appointment of an individual to serve as program administrator that includes the information required by paragraph (B)(1)(c) of this rule.
- (C) When the board receives the information set forth in paragraphs (B)(1) and (B)(2) of this rule and has verified that the program administrator satisfies the requirements of this chapter, the board shall provide the program administrator with the guidelines for a new nursing education program proposal.
- (D) A complete proposal for approval of a new nursing education program shall include the following:
- (1) The rationale for establishing the proposed program;
  - (2) The official name and address of the proposed program and the proposed program's controlling agency;
  - (3) Documentation that the program will meet the requirements of paragraph (A) of this rule;
  - (4) The planned date for admission of the first class and a projected date of completion for the first graduate of the proposed program;
  - (5) A description of the plan for meeting and maintaining the following requirements:
    - (a) Organization and administration of the program as set forth in rule 4723-5-09 of the Administrative Code;
    - (b) Qualifications of administrative, faculty, and instructional personnel for a registered nursing education program as set forth in rule 4723-5-10 of the Administrative Code, or for a practical nursing education program as set forth in rule 4723-5-11 of the Administrative Code;
    - (c) Program policies as set forth in rule 4723-5-12 of the Administrative Code;
    - (d) Curriculum for a registered nursing education program as set forth in rule 4723-5-13 of the Administrative Code, or for a practical nursing education program as set forth in rule 4723-5-14 of the Administrative Code;
    - (e) Evaluation plan of the program as set forth in rule 4723-5-15 of the Administrative Code;

- (f) The program contractual relationships as set forth in rule 4723-5-17 of the Administrative Code;
  - (g) Responsibilities of faculty teaching a nursing course as set forth in rule 4723-5-19 of the Administrative Code;
  - (h) Responsibilities of faculty and instructional personnel in a clinical setting involving the delivery of care to an individual or group of individuals as set forth in rule 4723-5-20 of the Administrative Code;
  - (i) Program records retention plan as set forth in rule 4723-5-21 of the Administrative Code; and
- (6) Other information requested by the board.
- (E) After a representative of the board determines that a proposal is complete, a survey visit of the proposed program and its facilities shall be conducted. The survey shall be completed prior to board review of the proposal, and shall not be construed as affirming that the proposed program meets the requirements of this chapter. A report of the survey visit shall be provided to the administrator of the program.
  - (F) If an applicant for a proposed program fails to communicate with the board for a period of one year following receipt of the letter of intent required by paragraph (B) of this rule, or following submission of the program proposal required by paragraph (D) of this rule, the board shall consider that the letter of intent or the program proposal has been withdrawn.
  - (G) At a regularly scheduled board meeting, the board shall review a summary of the proposal and review the survey visit report to consider the approval status of the program. At the board's request, the administrator of the program, who prepared the proposal, shall present the proposal to the board and may provide any additional information.
  - (H) If the board determines that the requirements of this chapter are met, and the proposal outlines a plan for maintaining the requirements, the program shall be granted conditional approval.
  - (I) If the board determines that the requirements of this chapter have not been met or maintained where applicable, the board shall propose to deny conditional approval in accordance with Chapter 119. of the Revised Code. The adjudication may result in the granting of conditional approval, granting of conditional approval based on compliance with the terms and conditions of a board order or consent agreement, or denial of conditional approval.
  - (J) A proposed program shall not begin final acceptance of students into the program until the board grants conditional approval to the program.

- (K) When conditional approval is granted to a program, the program shall be implemented with the first class entering on the date originally identified by the proposed program. If circumstances alter the plan to admit students on the originally identified date, the program shall submit to the board a written request for an extension of the implementation date.
- (L) During the period of conditional approval, the administrator of the program shall submit progress reports to the board as directed. The progress reports shall include at least the following information:
- (1) A summary of the evaluations of each course implemented by the program faculty;
  - (2) A summary of the evaluations of each clinical experience in relation to the established clinical objectives;
  - (3) Verification of meeting and maintaining the requirements of this chapter;
  - (4) Any problem related to this chapter encountered during the implementation of the program, and measures used to resolve each problem;
  - (5) Any variation from the proposal occurring in the implementation process and the rationale for the variation;
  - (6) The number of students who have been admitted and are continuing in the program; and
  - (7) Other information requested by the board.
- (M) A survey visit of a program with conditional approval may be conducted by a representative of the board when deemed necessary.
- (N) Prior to completion of the program by the first class who entered the program after conditional approval was granted, a survey visit shall be conducted by a representative of the board in accordance with rule 4723-5-06 of the Administrative Code to determine whether the program is meeting and maintaining the requirements of this chapter.
- (O) In accordance with rule 4723-5-04 of the Administrative Code, the approval status of a program with conditional approval shall be reconsidered by the board after completion of the program by the first class that entered the program immediately after conditional approval was granted.
- (P) The provisions of this rule do not apply to a program that intends to expand to another location provided that the program in the new location is governed by the same controlling agency and has the same philosophy, conceptual framework or

organizing theme, program objectives or outcomes, curriculum and admission, progression and completion policies as the program currently approved, and the program satisfies all of the following prior to accepting students in another location:

- (1) Provides written notice to the board no later than ninety days prior to expanding to another location;
- (2) Submits to the board a detailed assessment of the need for another nursing program in the location for which an expansion is planned;
- (3) Submits a list of potential sites for students to obtain clinical experience as required by rule 4723-5-13 of this chapter for a registered nursing education program, and rule 4723-5-14 of this chapter for a practical nursing education program.

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CERTIFIED ELECTRONICALLY

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Certification

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Date

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