

4723-5-21

Program records.

The administrator of the program shall develop and implement a record retention plan that shall include:

(A) Records for currently enrolled nursing students that include:

- (1) Admission or transfer records;
- (2) Transcripts; and
- (3) Clinical experience evaluation records;

(B) Records for all graduates of the program that shall include complete transcripts indicating the credential granted and the date of completion of the program;

(C) Records for the program that shall include the minutes of all scheduled faculty meetings; and

(D) Records for each faculty and teaching assistant currently being utilized in the program that shall include documentation of:

(1) Academic credentials, including ~~years of clinical practice and years of teaching experience; and~~ copies of official academic transcripts;

(2) Curriculum vitae that indicates years of clinical practice and years of teaching experience; and

~~(2)~~(3) Proof Verification of current, active valid licensure as a registered nurse in Ohio at the time of appointment, and at each licensure renewal. License verification shall be kept on file for a minimum time period of five years from the date of verification.

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CERTIFIED ELECTRONICALLY

Certification

12/26/2007

Date

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