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.

Effective:

R.C. 119.032 review dates: 10/01/2011

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Certification

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Date

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