

**COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF NURSING
P.O. BOX 2649
HARRISBURG, PA 17105-2649**

PHONE: 1-833-DOS-BPOA
www.dos.pa.gov/nurse

Email: st-nurse@pa.gov
FAX: (717) 783-0822

RN-PN NURSING EDUCATION PROGRAM REQUIRED DOCUMENTS

Before beginning the application process, please review the regulations regarding the requirements for establishment of a nursing education program.

- The requirements for an RN Program are contained in Section 21.51 of the Board's regulations with additional information contained in Section 21.61-21.63 (organization and administration), 21.71-21.76 (administrative and instructional personnel), 21.81-21.89 (curriculum), 21.91 (facilities and resources), 21.101-21.116 (students and student services) and 21.121-21.125 (records) of the Board's regulations. Applications must be submitted to the Board no later than 8 months prior to the intended admission date of students. The Administrator must be appointed no later than 12 months prior to the intended admission date of students, and faculty must be appointed no less than 3 months prior to the commencement of teaching.
- The requirements for a PN Program are contained in Section 21.172 of the Board's regulations with additional information contained in Sections 21.145b (IV-therapy curriculum), 21.181-21.184 (organization and administration), 21.191-21.194 (administrative and instructional personnel), 21.201-21.204 (curriculum), 21.211 (facilities and resources), 21.221-21.223 (policies) and 21.231-21.234 (records) of the Board's regulations. Applications must be submitted to the Board no later than 4 months prior to the intended admission date of students. The Administrator must be appointed no later than 6 months prior to the intended admission date of students and faculty must be appointed no less than 1 month prior to the commencement of teaching.

Be sure to acquaint yourself with the following required information and be prepared to upload any documents:

1. Nursing Education Program's intended Admission Date of Students
2. Nursing Education Program's Anticipated Accreditor
3. Nursing Education Program's Anticipated Date of Accreditation
4. Simulation Program Plan
5. Cooperating Agency Information
6. Rationale for the planned nursing education program development
7. Specific National educational standard(s) used for curriculum development
8. Curriculum Plan
 - a. Type and hours of instruction
 - b. Total number of hours of instruction
 - c. Syllabus for each course

9. Faculty information
 - a. License number
 - b. Date of appointment
 - c. Start date
 - d. Experience in nursing practice, nursing education and nursing administration
 - e. Minimum qualifications
 - f. Education
 - g. CV
 - h. Transcripts
 - i. Degree completion plan, if applicable

The following must be labeled and uploaded as attachments prior to application submission:

1. Provider's Philosophies and Objectives
2. Provider's Organizational Chart depicting the relationship with the Nursing Education Program
3. Provider's Letter of Commitment to the Nursing Education Program
4. Provider's Pennsylvania Department of Education Approval
5. Nursing Education Program's Philosophies and Objectives
6. Nursing Education Program's Organizational Chart
7. Nursing Faculty Policy on Personnel
8. Nursing Faculty Orientation
9. Nursing Faculty Responsibilities
10. Nursing Faculty Development
11. Nursing Faculty Organization Governance and Minutes
12. Nursing Faculty Record Management
13. Nursing Faculty Handbook
14. Student Admission and Selection
15. Student Advanced Standing and Transfer
16. Student Health Program
17. Student Immunization
18. Student Absence
19. Student Counseling and Guidance
20. Student Financial Aid
21. Student Refund Policy Governing Fees and Tuition
22. Student Rights
23. Student Grievance
24. Student Record Maintenance and Retention
25. Student Record Access
26. Student Progression/Grading
27. Student Retention
28. Student Dismissal
29. Student Handbook
30. Systemic Evaluation Plan
31. Sample Nursing Faculty and Student Evaluations
32. Facility Replacement of Equipment
33. Nursing Education Program's 5-year Budget Projection of Financial Viability
34. 5-Year Projected Faculty to Student Complement per Year and Term
35. Written agreements or letters of intent for each cooperating agency identified