

Guide to Approval Process for a New Nursing Program

1. Refer to the Nursing Education Programs and Licensure Requirements General, Sections 20-90-45 to 20-90-59 (the Regulations).
2. Provide the following to the **Board of Examiners for Nursing (BOEN)**:
 - a. Twelve months prior to the planned entry of the first class of students, provide:
 - i. A letter to the BOEN Chairperson of the intent to establish a Program including:
 1. The type of program to be started.
 2. The projected timeframe for startup.
 3. If the Program will be a day and/or evening Program.
 4. The number of students to be accepted per class.
 5. The projected enrollment for the next three years.
 - ii. A summary of the notice.
3. Attend & participate in the **BOEN** meeting including answering any questions from the **BOEN** members regarding the notice.
 - a. Provide any additional information as requested by the **BOEN** and take note of the **BOEN**'s response to the notice.
4. Provide the following to the **BOEN** (in hard copy or electronic device 7 weeks prior to the **BOEN** meeting):
 - a. A feasibility study, refer to the Guide for a Feasibility Study document on the **BOEN** website, for the proposed Program including:
 - i. The applicant pool (consumer), how they will be reached, any data that validates your target population is appropriate and reachable, student retention plan and plans for articulation.
 - ii. Graduate employment opportunities.
 - iii. Educational and Clinical facilities to be utilized including location (s), documentation from the clinical facilities to accept students and of community support for the proposed program.
 - iv. Potential overlapping with other programs in the use of clinical facilities and the impact on both the proposed and existing Programs.
 - v. Budget; provide documentation of financial resources for planning, implementation and continuation for the Program with budget projections for the next 5 years.
 - b. Timeline for employment of Program Administrator and nursing faculty including initial hiring of the faculty shall be completed at least 2 months prior to the proposed starting date, the Program Administrator shall be actively employed at least 6 months prior to the proposed starting date and identification of projected staffing needs.
 - i. For the Program Administrator also provide the following:
 1. Summary of qualifications of the appointee
 2. Current resume including a description of all clinical experiences, teaching experience in a Program in Nursing, administrative experience, and their Connecticut nursing license number. Redact all documents appropriately.
 3. Official transcripts from undergraduate and graduate nursing programs. Redact all documents appropriately.
 4. The Institution and Program organizational charts.
 - c. A comprehensive plan for the development and implementation of the education program, including philosophy and educational outcomes, curricula, course outlines with plans for student evaluation, resource needs, timelines and a systemic self-evaluation.

- d. Proposed programs significantly different from current approved programs shall provide detailed information relative to activities which provide the student with opportunities to attain defined competencies and demonstrate ongoing evaluations that students are meeting defined educational outcomes on schedule.
 - e. The student handbook and Program course catalog.
 - f. A summary of the request.
5. The Program will provide the Department with any information regarding the campus visit including location, hours of operation, any necessary Infection Control precautions and/or information that that the Department must adhere to during the visit.
 - a. During the campus visit the Department will provide the Program with the NCSBN form with directions on how to complete the form in order to request a unique NCLEX number for the proposed Program.
 6. Attend & participate in the **BOEN** meeting including answering any questions from the **BOEN** members regarding the request.
 - a. Provide any additional information as requested by the **BOEN** and take note of the **BOEN'** s response to the request.
 7. Provide **the Department** with the following:
 - a. Contact information, including a direct phone number, e-mail & mailing address for the Program Administrator/Director.
 - b. A hard copy of the final Feasibility study and all Program documentation along with copies of the student handbook and Program course catalog via first class mail only (7 weeks prior to the scheduled **BOEN** meeting).
 - c. The completed NCSBN form which the Department will submit directly to NCSBN.

07/17/2023