

# Wisconsin Department of Safety and Professional Services

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## BOARD OF NURSING

### FACULTY / EDUCATIONAL ADMINISTRATOR QUALIFICATION RECORD

**New nursing school seeking authorization to admit students:** Completion of this form is required for each faculty member and the educational administrator. This form must be submitted to the Board of Nursing along with the request for authorization to admit students.

**Nursing school approved by the Board of Nursing:** Completion of this form is required for each faculty member and the educational administrator. The form must be kept on file in the school of nursing office and made available to the Board upon request for all faculty members and educational administrators hired by the nursing school.

**Change in educational administrator:** Institutions are required to notify the Board of Nursing of a vacancy in the educational administrator position and designation of an interim or permanent educational administrator within five (5) business days of the vacancy. If an interim educational administrator is designated, the institution shall notify the Board of Nursing within five (5) business days of hiring a permanent educational administrator. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (Last, First):			
RN License Number(s):		State(s) in which license(s) held:	Multistate?: <input type="checkbox"/> Yes <input type="checkbox"/> No
School of Nursing Employed By:			
Type of Nursing Program(s) (ADN, PN, BSN, etc.):			
Position:	<input type="checkbox"/> Faculty <input type="checkbox"/> Seeking Faculty Exception		
Appointment Effective Dates:			
Position:	<input type="checkbox"/> Educational Administrator <input type="checkbox"/> Interim		
Appointment Effective Dates:			

### FACULTY APPOINTMENTS (Complete Section A below. Attach additional pages as needed.)

- Fully qualified professional nursing faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing. *See Form 2262 for faculty exceptions.*
- Fully qualified practical nursing faculty must have a current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered and a baccalaureate with a major in nursing.

### A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor

# Wisconsin Department of Safety and Professional Services

## EDUCATIONAL ADMINISTRATOR APPOINTMENTS

A qualified educational administrator must have a current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered, a graduate degree with a major in nursing (a doctoral degree if the school offers a graduate degree in nursing program), knowledge of learning principles for adult education, including nursing curriculum development, administration and evaluation, current knowledge of nursing practice, and at least two (2) years' experience as an instructor in a nursing education program within the last five (5) years or one year experience as an instructor in a nursing education program with the last five (5) years and the graduate degree included education preparation.

List most recent education preparation and instruction experience first. **Include** a current curriculum vitae for Board review. (Attach additional pages as needed.)

### A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor

### B. NURSING INSTRUCTION EXPERIENCE

From Month/Year	To Month/Year	Part-time or Full-Time	Employer/School	Location City/State	Position/Job Title

### C. CURRENT KNOWLEDGE OF NURSING PRACTICE (Detail below. Attach additional pages as needed.)

Educational Administrator:	Title:
Signature: (Provide a digital signature or print and sign form.)	Date:
Telephone Number (with area code):	Email Address: