

**WISCONSIN
BOARD OF NURSING**

**GUIDELINES FOR
NURSING PROGRAM
APPROVAL**

September 2018

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I. Role of the Board of Nursing

The Board of Nursing has the legal authority to establish minimum standards for schools for professional nurses and schools for licensed practical nurses in Wisconsin. (Ch. 441.01, Wis. Stats.) All nursing schools for professional nurses or licensed practical nurses operating in Wisconsin shall be approved by the Board. (§ 441.12, Wis. Stats.)

II. Program Approval Process. Step 1: Authorization to Plan a Program

The institution planning to establish a professional or practical nursing school of nursing shall submit a written proposal including Form #3025. The written proposal shall include six items:

- (1) Name and address of the controlling institution and evidence of the accreditation status of the controlling institution.
- (2) Statement of intent to establish a school of nursing, including the academic and licensure levels of all programs to be offered and the primary method of instruction.
- (3) Evidence of the availability of sufficient clinical facilities and resources. [Note: No contracts with clinical facilities may be signed until after the institution receives authorization to plan from the board.]
- (4) Plans to recruit and employ a qualified educational administrator and qualified faculty.
- (5) A proposed timeline for planning and implementing the program and intended date of entry for the first class.

The Board shall make a decision on the application within two months of the receipt of the completed application and notify the controlling institution of the action taken. (§ N 1.03, Wis. Admin. Code)

III. Program Approval Process. Step 2: Authorization to Admit Students

The Board shall grant authorization to admit the first class of nursing students upon receipt of proof of satisfaction with the following (§ N 1.04, Wis. Admin. Code):

- (1) Verification of employment of an educational administrator meeting the following requirements:
 - Holds a current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.
 - Holds a graduate degree with a major in nursing. A doctoral degree is required for a school of nursing offering a graduate degree nursing program.
 - Has knowledge of learning principles for adult education, including nursing curriculum development, administration and evaluation and either 2 years experience as an instructor in a nursing education program within the last 5 years or 1 year experience as an instructor in a nursing education program within the last 5 years with a graduate degree which included education preparation.
 - Current knowledge of nursing practice.
- (2) Evidence of employment of sufficient number of faculty to teach the courses offered for the first six months. The faculty shall meet the following requirements:
 - Holds a current license active registered nurse license or privilege to practice as a registered nurse in Wisconsin that is not encumbered.
 - Holds a graduate degree with a major in nursing for professional nursing schools.
 - Holds a baccalaureate degree with a major in nursing for practical nursing schools.[Note: Interprofessional faculty teaching interdisciplinary courses not specific to nursing shall have expertise and a graduate degree appropriate for the content being taught.]
- (3) The school of nursing's philosophy and objectives.
- (4) An overview of curriculum including the following:
 - Content
 - Course sequence
 - Course descriptions
 - Course syllabi for the first year and plan for subsequent years.

- (5) Documentation of a school evaluation plan.
- (6) Verification of the establishment of student policies for admission, progression, retention, and graduation.
- (7) Documentation of a plan for student or prospective student access to student policies.
- (8) Verification of the students' ability to acquire clinical skills by providing the following:
 - Written agreements from clinical facilities securing clinical opportunities and documentation of the facility, type, size, number of beds, and type of patients. All written agreements shall be signed and dated after the date on which the school of nursing was granted authorization to plan by the Board.
- (9) An updated timeline for implementing the program and intended date for entry of the first class.

The nursing program should provide proof of the requirements listed above by submitting Form #3027 and the required supplementary material. The Board shall notify the institution of the action taken on the application within 2 months of the receipt of the completed applications. Once a school receives authorization the school may begin admitting students while seeking to obtain program approval.

Until the school of nursing receives approval, the school of nursing shall provide to the Board evidence of employment of sufficient number of faculty (meeting § N 1.08 (3) standards) to teach the courses offered four months from the date the report is due. The faculty reports are due on the first day of march, June, September, and December.

The Board may review the school of nursing to determine whether § N 1.08 standards are being met by requiring a site survey, a self-assessment or a plan for improvement and any progress reports. A withdrawal of the authorization to admit may occur for failure to meet the standards in § N 1.08.

IV. Program Approval Process. Step 3: Program Approval

A nursing program that has previously received authorization to admit students is eligible for program approval after the graduation of its first class of students but no later than graduation of third class (Note: Class means a 12 month period). The school of nursing shall submit the following:

- (1) A self-evaluation report setting forth evidence of compliance with the standards in § N 1.08.
- (2) The school of nursing's ongoing systematic evaluation plan. The systematic evaluation plan shall include an evaluation of the annual pass rate of any graduates who took the NCLEX or an advanced practice certification examination.

The Board may conduct a site survey of the school of nursing. A determination to conduct a site survey shall occur within 2 months of receipt of completed application for approval

The Board shall make a decision on the application within 2 months of the completed site survey or receipt of the completed application, whichever is later. The Board will approve the school of nursing based on verification that the school of nursing is in compliance with nursing education standards in § N 1.08.

The Board may grant conditional approval. The notice of conditional approval shall contain a short statement in plain language of the basis, specifying the standard upon which the conditional approval is based. A school of nursing that receives a conditional approval may not admit new students to the school of nursing until the school of nursing receives full approval. The school of nursing may apply for full approval 3 months or later from the date the school of nursing received conditional approval.

If the Board denies the school of nursing approval, the notice of denial shall contain a short statement in plain language of the basis for denial, specifying the standard upon which the denial is based. The controlling institution shall do the following:

- (1) Implement the time frame established by the board for transfer of enrolled students to an approved school of nursing and report to the Board the date of transfer for each student by name.
- (2) Arrange for the secure storage and access to academic records and transcripts for the next 50 years. Provide the Board with the name and address of the educational institution or other organization that will be responsible for secure storage and access to academic records and transcripts for 50 years.

- (3) Close the school of nursing when the last student has transferred.
- (4) Submit progress reports during the closure process upon request of the Board.

V. Requirements for Continuation of Approval

Schools of nursing shall file with the Board the following:

- (1) Annual self-evaluation reports by February 1st.
- (2) All documents submitted to or received from nursing accreditation agencies relating to compliance with accreditation standards.
- (3) Notification of any actions, withdrawal or changed in school nursing accreditation status within 30 days.

Schools of nursing are required to maintain nursing accreditation through CCNE or ACEN. Failure to maintain accreditation shall result in withdrawal of board approval.

Board Determines N 1.08 Standards are Not Being Met

The Board may review the school of nursing to determine whether § N 1.08 standards are being met in the following situations:

- (1) Change in school nursing accreditation status.
- (2) Nursing accreditation reports indicate standards are not being met.
- (3) Complaints regarding the conduct of the school are received and it is necessary to evaluate the complaints.
- (4) Failure to meet annual pass rate standards.
- (5) Violation of any of the rules under chapter N 1.

The review of the school may include any of the following:

- (1) A site survey.
- (2) A self-assessment.
- (3) A plan for improvement and any progress reports.

After the review, if the Board determines the standards are not being met, the following procedures will be following:

- (1) The school of nursing shall submit an institutional plan, including timelines, to correct identified deficiencies in the school of nursing.
- (2) The Board shall review the proposed plan and may make modifications to the plan.
- (3) The school of nursing shall make progress reports to the Board as requested.
- (4) The Board may withdraw Board approval if the school of nursing continues to not meet standards.

VI. Out of State Schools of Nursing

An out of state school of nursing operating in Wisconsin shall be approved by the Board if the school of nursing is approved by the Board of the state the school is located and the school is accredited by CCNE or ACEN. The school of nursing maintains approval as long as those requirements are met. In order to be approved, submit Form 3067 OEE and any requested documentation. Faculty and preceptors for clinicals taking place in the state of Wisconsin must have a Wisconsin license or privilege to practice in Wisconsin.

VII. Additional Information

If you have any additional questions or concerns please contact the Office of Education and Exams at ExaminationDSPSExaminationsOffice@wisconsin.gov.