



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
Board of Vocational Nursing and Psychiatric Technicians
 2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
 www.bvnpt.ca.gov



MEMORANDUM	
DATE	June 11, 2021
TO	Board Members
FROM	Elaine Yamaguchi Executive Officer
SUBJECT	BVNPT Pilot Program for New Program Approval

SUMMARY

This memo provides framework for the Board’s review and discussion on the proposed Pilot Program for new Program Approvals.

BACKGROUND:

BVNPT currently has approximately 45 programs on its wait list. Some have been on the list since 2019, which is a point of criticism in our community and from the Legislature. It needs a swift and substantial change.

The system is first in, first assigned. Proposals do not include any initial triaging or needs assessment; they are acknowledged and then asked to wait an undetermined time, with little communication from the Board. Often, programs that are ready when they apply must wait, losing momentum, faculty, facilities, and other resources. Conversely, some programs who have waited for a year or more, are unready to work with the NEC when assigned and require in-depth work.

Staff has worked since the Sunset Hearing on a new way to do business. The Board hosted a discussion on Thursday May 20, 2021 to hear from stakeholders, and staff provided background information that included an excerpt from the response that the Board provided to the Legislature following our Sunset review hearing.

The packet also included information about the NECs’ key responsibilities, including:

- There are 168 working hours in one month.
- Each NEC is assigned about 29 programs. This entails ongoing approvals, requests to admit students, work on changes in program facilities, faculty,

curriculum, etc. They also work on scope of practice issues, review documents, investigate student complaints, coordinate Directors' Forums, address policy matters, and various other education-related issues.

- In addition to the above, each NEC is generally assigned 2 to 3 proposed new programs. Each program assigned adds an additional workload ranging from a low of 179 work hours to a high of 309 hours.

Staff recommends that the Board:

- Discuss and approve the Program Concepts
- Authorize the Executive Officer to negotiate this proposal with legislative staff.
- Reaffirm that implementation of the pilot program and/or any other processes for improving the program approval process is contingent upon statutory authority to assess fees for the work that the Board provides to the educational programs. If the legislature is not inclined to approve the fees, the Board must move forward with a new program approval process that is vetted through the Board and stakeholders.

ATTACHMENTS:

1. Draft Program Concept Language
2. Draft Timeline
3. Draft New Program Approval Application

ATTACHMENT 1

CONCEPTS FOR DISCUSSION

1. New Program Approval Process

Step 1: Initial application: Fee=\$7,500.00

- The BVNPT will develop a packet of instructions with application evaluation criteria, and application forms for new programs.
- No later than January 3, 2022, programs that had submitted a proposal prior to December 31, 2021, but had not been assigned to work with an NEC, will be sent an information packet containing the evaluation criteria and application forms.
- Programs must submit applications and all required information with the initial application fee no later than March 1, 2022.
- Programs placed on the wait list prior to July 1, 2019 will be charged a discounted final approval fee of \$5000.00 but must provide the required information and initial application fee to be considered in cohort 1.

Step 2: Application Assessment

- The BVNPT will create a panel to assess and score all applications, using the established scoring rubric which includes regional supply and demand, student affordability, and program readiness. This rubric and supporting documents will be provided in the packet available on January 3, 2022 and be published on the BVNPT website.
- Specific applicant scores will be discussed and approved at the next regularly scheduled Education and Practice Committee meeting and ratified by the full Board at the next regularly scheduled meeting.
- The Board will approve the top-scoring 15 proposals for assignment.

Step 3: Assignment to an NEC: Fee=\$7,500.00

- The Board's Supervising Nursing Education Consultant (SNEC) will assign the selected applicants to NECs in June 2022.
- The NECs provide their assigned program applicants with a list of deliverables and timelines with suggested parameters and provide orientation on the Practice Act. The deliverables include the following:
 - Designation of a qualified Program Director (PD), who is the principal point of contact with the BVNPT.
 - PD completion of BVNPT's Orientation.
 - Complete curriculum.
 - Complete set of policies in accordance with 16 CCR § 2526.
- When PD training is completed and all deliverables and fee payment is received, the application moves to final approval.

Step 4: Final Approval: Fee= \$10,000

- The assigned NEC works with the Program Director to fulfill and confirm all required information, and resources.
- Upon confirmation and receipt of fee, the program application package is forwarded to the Executive Officer (EO) for approval of an initial cohort admission.

2. Communication Policy

Pursuant to BPC Section 2881.2, the BVNPT will implement the following policy with regard to timely communication between the Board and Programs.

Programs must respond to NECs within two weeks of each inquiry or request during all phases. At a minimum, this response must confirm receipt of request and provide an estimate of time needed to complete the request. A program should respond within the week to the NEC and provide complete and correct information.

3. Advisory Committee

The BVNPT shall appoint an Advisory Committee, with representatives from the Board, actively approved programs, and stakeholders. The Advisory Committee will be charged with evaluating the program and time permitting, may address and develop recommendations to the Board on the following issues:

- Mandatory Universal Curriculum.
- Process to expedite approvals for expansion campuses of conglomerates.
- Separate program approval processes for public programs vs. private programs.
- Strategies to support the development of public education programs.
- Public service incentives and strategies.
- Partnerships with nonprofits serving emancipated foster youth or other disadvantaged individuals to expand career choices.
- Partnerships with allied health entities, workforce investment boards, and career technical education providers.
- Possible fee waiver mechanisms for successful programs with financial limitations.
- Time limitations on first time NCLEX test taking eligibility.
- Impact of high-stakes exit examinations.

Attachment 2



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PILOT PROJECT PROPOSED TIMELINE*

October 2021

10 Governor Veto Deadline
 TBD Education and Practice Committee (EPC) Meeting

November 2021

17-19 Board Meeting

- Board approves final matrix, scoring criteria, and forms

December 2021

TBD Staff creates Cohort 1 Application packets
 TBD Staff creates Pilot Program Advisory Committee application
 TBD Virtual Town Hall(s) on Cohort 1 Application Process and Advisory Committee roles and responsibilities

January 2022

3 Staff emails packet and instructions for Cohort 1 applications
 28 Deadline for applications for Advisory Committee
 TBD Education and Practice Committee (EPC) Meeting

February 2022

23-25 Board Meeting

- Board appoints Advisory Committee

March 2022

1 Deadline to file application for Cohort 1
 TBD Application Evaluation Panel meets to score Cohort 1 applications
 TBD Orientation meeting for Advisory Committee

April 2022

TBD Education and Practice Committee (EPC) Meeting

- Committee reviews and approves Cohort 1 ranking

May 2022

- 18-20 Board Meeting
- Board approves Cohort 1 ranked list
 - Board approves Cohort 2 final matrix, scoring criteria, and forms

June 2022

- TBD NECs assigned Cohort 1 program proposals
TBD Virtual Town Hall(s) on Cohort 2 Application Process

July 2022

- July 1 Application Period for Cohort 2 Opens
TBD Education and Practice Committee (EPC) Meeting
TBD Advisory Committee Meeting

August 2022

- 24-26 Board Meeting
- Board reviews and updates processes for Cohort 2

September 2022

- 2 Deadline to file applications for Cohort 2

October 2022

- TBD Application Evaluation Panel meets to rank Cohort 2 applications
TBD Education and Practice Committee (EPC) Meeting
- Committee reviews and approves Cohort 2 ranking

November 2022

- 16-18 Board Meeting
- Board approves Cohort 2 ranked list

December 2022

- TBD NECs assigned Cohort 2 program proposals
TBD Advisory Committee Meeting
31 First Year Report Due

January 2023

- 3 Staff emails packet and instructions for Cohort 3 applications
TBD Education and Practice Committee (EPC) Meeting

****This document is a working draft, and subject to change.***

Attachment 3

Board of Vocational Nursing and Psychiatric Technicians

New Program Approval Process



Request for Applications

Application Due Date:

March 1, 2022

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Overview

The mission of the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) is serving and protecting the public by licensing qualified and competent vocational nurses and psychiatric technicians through ongoing educational oversight, regulation, and enforcement.

The BVNPT protects the consumer from unprofessional and unsafe licensed vocational nurses (LVNs) and psychiatric technicians (PTs). Public protection is the highest priority of the Board in exercising its licensing, regulatory and disciplinary functions.

To protect the public, the BVNPT:

- ❖ Establishes the minimum requirements for examination and licensure.
- ❖ Establishes educational standards for the accreditation of Vocational Nursing (VN) and Psychiatric Technicians (PT) schools in California.
- ❖ Adopts regulations to clarify the performance, practice, and disciplinary standards for its licensees.
- ❖ Enforces the regulations governing the continued accreditation of VN & PT schools in California.
- ❖ Enforces the regulations governing LVNs and PTs by taking appropriate disciplinary action against incompetent or unsafe licensees efficiently and effectively.

The BVNPT has an appointed Board composed of eleven members with a public member majority (i.e., six public members and five professional members). Nine members are appointed by the Governor, one by the Speaker of the Assembly and one by the Senate Pro Tempore. The appointed Board meets at least quarterly.

Purpose

The BVNPT worked with the appointed board members, legislative staff, program owners/directors and other stakeholders to develop a competitive, fair, and equitable process for accepting and evaluating new program applications.

Assumptions

This new program approval process is built on the following assumptions:

- (A) The current waiting period for new program approval may last up to three years.
- (B) The BVNPT employs six Nursing Education Consultants (NECs) who guide programs through the initial and continued approval processes.
- (C) Each NEC carries an existing caseload of approximately 20 to 30 active programs.

- (D) When Programs on the wait list are contacted to start a new program are not prepared to move ahead, the NEC workload increases, and the timeframe for the approval process lengthens.
- (E) The new program wait list is abolished as of XXXXX

Program Description

The new program approval process is based on a rubric that considers program affordability, geographical location, program saturation, community partners, clinical site availability, program readiness and sustainability. These criteria are necessary to ensure that new programs are prepared to meet the requirements of California Code of Regulations, title 16, section 2526 and won't require a significant amount of Board resources to approve. The programs must submit all required draft documentation and secure resources via letters of intent prior to assignment to an NEC. This saves valuable staff time and results in a faster approval process for new programs.

Competitive Priorities

The application scoring process considers seven competitive priorities, not listed in any specific order of importance:

1. Applications providing quality vocational nursing programs that demonstrate readiness to begin a new program with the required faculty and resources.
2. Applicants providing quality vocational nursing programs that establish clinical site partnerships.
3. Applicants providing quality vocational nursing programs that engage community partners.
4. Applicants providing quality vocational nursing programs that are not located within a 5-mile radius of existing vocational nursing programs.
5. Applicants providing quality vocational nursing programs in geographic areas that lack existing programs.
6. Applicants providing affordable, quality vocational nursing programs.
7. Applications providing quality vocational nursing programs that demonstrate financial solvency.

These competitive priorities are subject to an application meeting all requirements and competitively responding to all questions in the *Application Narrative* and completing all required forms. See *Scoring Rubric*, to identify how competitive priorities are defined and weighted.

New Program Application Dates and Deadlines

November 2021 – BVNPT Board Meeting	Board members approve scoring criteria/rubric and forms.
December 2021	Staff finalize application packets and schedule virtual town hall meetings detailing application process.
January 3, 2022	Staff upload application package to BVNPT website and email all program directors/interested parties.
February 1, 2022	Letter of Intent to start a new program emailed to the BVNPT.
March 1, 2022	New program applications due.
March 2022	Evaluation panel scores applications for Cohort 1.
April 2022	Education and Practice Committee reviews/approves Cohort 1 ranking and makes a motion to send Cohort 1 rank to full Board for final approval.
May 18-20, 2022	Board approves Cohort 1 ranked list.
June 3, 2022	Letter of Appeal due to the BVNPT.
June 2022	NECs assigned Cohort 1 program proposals.
July 1, 2022	Application period of Cohort 2 opens.

Eligibility Requirements

Letter of Intent to Apply

Applicants intending to apply for a new program must email a *Letter of Intent* to the BVNPT by **Tuesday, February 1, 2022**, by 11:59 p.m. PST, to BVNPTBoard@DCA.ca.gov

Accountability

To ensure successful implementation of the new program, program directors must submit a *Program Record Survey* (PRS), an annual progress report that demonstrates that resources are intact and program deliverables are met. The NEC emails the PRS to the program director who is responsible for timely submitting all required data in a format determined by the BVNPT.

Failure to submit required reports or evidence that resources are not available, and deliverables not met, may result in the program placed on provisional approval.

Application Due Date

The application, required forms, and all supporting documents must be received by the BVNPT on or before **Tuesday, March 1, 2022 by 11:59 p.m. PST.**

Application Submission Procedures

File Upload Procedures

After completing the application, follow the three separate operations to submit the application:

1. Create a single folder including the (1) the Application Packet, (2) Letters of Intent from (a) Community Partners; (b) Clinical Facilities; (c) Landlord (if applicable); (d) Program Director; and (e) Faculty.
2. Once the folder is created, save the folder, and its contents, as a single .zip file.
3. Once the .zip file is created, upload the .zip file to the link provided by the BVNPT.

Creating a .zip File

For convenience, instructions on how to create a .zip file for both Windows and MacOS users are below:

[.zip Files for Windows](#)

[.zip Files for MacOS](#)

When creating the .zip file, please name the .zip file with the name of the new program.

Uploading the .zip File

Follow the instructions below to complete the upload process:

1. After creating the .zip file and labelling the .zip file as instructed above, enter the URL (provided below) to access the Box Drive System.

XXXXXXXXXXXXXXXXXXXX

2. Once arriving at the Box Drive System, a prompt appears (check this)

- ❖ Select a file to upload. Click the “choose file” button.
- ❖ Navigate to the .zip file to be uploaded.

3. After selecting the correct .zip file, the file upload screen will reappear. In the description text box, enter the exact name of the .zip file selected for upload.

Note: The name of the .zip file selected and the description must be the same.

4. Once the .zip file has been selected, and the .zip file name has been entered into the description text box, click the “upload file” button.

Note: Do not encrypt the file. Do not select a file encryption type or enter anything into the File Encryption Password text box. Just click “upload file.”

5. After clicking “upload file”, the name of the .zip file and the description of the .zip file (these should be the same), will be displayed in the File Listings table.

6. Within the File Listings table, a date and time stamp will be displayed next to the .zip file name and description of the application.

Note: The information displayed in the File Listings table will serve as a confirmation receipt. It is highly recommended to save/print this page for future reference.

If all required documents were not included, email BVNPTBoard@DCA.ca.gov and request that the previous submission be deleted. Once the previous submission is deleted, upload a new .zip file prior to the submission deadline on **Tuesday, March 1, 2022**, by 11:59 p.m. PST.

If an applicant submits multiple .zip files with only partial information, regardless of whether they comprise all the requirements in the application, they will be considered two separate incomplete applications, and both applications will automatically be disqualified from consideration.

Each applicant must submit one .zip file in its entirety with all the required documents by the previously stated deadline to be considered for a new program.

Incomplete and Late Applications

Incomplete or late applications will not be considered.

Technical Assistance

The BVNPT staff will conduct at least one webinar and provide an overview of the new program process and offer potential applicants an opportunity to ask clarifying questions. The date, time, and delivery format of the application webinars, will be posted on the BVNPT website at: [\(include link\)](#)

Application Review

Each application will be read and scored by a minimum of three reviewers. The application review process will occur during the months of March and April 2022.

Evaluation Criteria

Each application will be evaluated using the *New Program Scoring Rubric* .

Appeals Process

Applicants who wish to appeal a new program decision must submit a letter of appeal to:

Marie Cordeiro, Supervising Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833

or via email to BVNPTBoard@DCA.ca.gov

The BVNPT must **receive** the letter of appeal, with an original signature by the authorized applicant, no later than **two weeks after the day of the new program announcement**. A link to the results will be posted on the BVNPT's web page at <https://www.bvnpt.ca.gov> and communication, via email, will be sent to all applicants.

Appeals shall be limited to the grounds that the BVNPT failed to correctly apply the standards for reviewing the application as specified in this document. The appellant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought. The BVNPT will not consider incomplete or late appeals. The appellant may not supply any new information that was not originally contained in the original application.

The Board's Executive Committee will make the final decision in writing within three weeks from the date that appeals are due to the BVNPT. That decision is the final administrative action afforded the appeal. All appeal decisions will be made prior to the new program assignments to the NECs.

New Program Notification

New programs selected will receive an email, indicating the NEC assigned to the program. Each program director must sign and return the notification to the BVNPT within one week of receipt before work begins.

Terms and Conditions

The signed program application submitted to the BVNPT is a commitment to comply with the [laws and regulations](#) governing programs. Additionally, program directors must:

- Participate in all monitoring and evaluation activities provided by the BVNPT staff.
- Participate in technical assistance provided by the BVNPT as a component of the new program approval process.
- Submit all required deliverables and reports by the designated due date.

Application Instructions

Application Format Requirements:

Applications must adhere to the following formatting requirements:

- Application and included forms may not be altered.
- 8 ½" x 11"
- 12-point Arial (normal) font
- Double (2.0) line spacing
- One-inch margins on sides, top, and bottom (except pre-formatted forms)
- Handwritten entries will not be accepted.
- The application is restricted to 35 single-sided pages. All pages, including forms, application narrative, and appendix count toward the 35-page limit. Pages exceeding the limit will not be considered for scoring and will be omitted from scoring based upon the communicated submission requirements (not the order documents are submitted). Do not submit any unused material (guidance and instructions) included in the RFA with the application, as all submitted pages count toward the page limit.

- Any originally developed tables inserted into the narrative sections of the application must conform to the narrative formatting requirements (font size, character, and spacing).
- Do not include hyperlinks or web page references in the application as embedded links cannot be followed or considered for scoring as the applications will be printed and read.

A complete application consists of the following components:

1. Letter of Intent to Apply (the one emailed February 1, 2022)
2. Application Narrative
3. Partner Roles and Responsibilities Chart
4. Letters of intent from Other Parties i.e., community partners, clinical sites, program director, faculty, and landlord (if applicable) must be attached as an appendix.
5. Program Affordability Worksheet
6. Completed Program Approval Document Checklist

Application Narrative

Section I: Readiness to Start Program (5 points)

Describe the program's readiness to start a program and include the best estimate of when the program is ready to start. If a facility is not secured, the program director and/or faculty are not identified, you must provide letters of intent from each. The letters of intent must be originals, not form letters, and must specifically state the service(s) and other resources/support to be provided. Letters must contain signatures and be on official letterhead except the program director/faculty.

Section II: Clinical Site Availability (5 points)

Describe the program's relationship with healthcare institutions that provide clinical sites for students. Students must have personal interaction with patients to successfully complete their education. Clinical site availability is based on the number of students enrolled in the cohort. Additionally, you must submit letters of intent. The letters of intent must be originals, not form letters, and must specifically state the services and other support to be provided. Letters must contain signatures and be on official letterhead.

Section III: Program Expansion (3 points)

If the applicant has established program(s), describe the expansion plan including the physical location, curriculum and other required resources available. If any of the applicant's existing programs are on provisional approval, no points will be awarded.

Section IV: Community Partners (3 points)

Describe the program's community partners and what the partnership entails. Suggested community partners include and are not limited to: Tribal Councils, workforce organizations, high school Regional Occupation Programs (ROP), faith-based organizations, non-profit organizations, earn and learn programs, local businesses, national corporations (i.e. healthcare organizations, retailers), local hospitals (separate from clinical sites), hospice, government agencies (state, county, city) and other related community partners. Letters of intent from the community partners include specifics as to how the partnership benefits the students and community.

Section V: Saturation (3 points)

According to the [Merriam-Webster](#) dictionary, *saturation is the supplying of a market with as much of a product as it will absorb*. In the case of new programs, saturation is described as having too many programs within close proximity.

Describe the location of the new program and list any existing VN programs within a five-mile radius or less.

Section VI: Geography (3 points)

Describe the geographic location of the proposed new program. Provide the population of the city in which the program will be located.

Section VII: Program Affordability (3 points)

Provide a list of **all** student costs associated with the program. The list must include each item and cost. Current tuition cost must be included, or the application is disqualified. The attached worksheet must be used for this section or the application is disqualified

Section VIII: Sustainability (1 points)

Programs have closed their doors without notifying faculty and students. This created chaos as faculty and students scrambled to find other programs that could provide a "teach out" and ensure the students successfully completed a program. Sustainability looks at a program's solvency and makes a broad determination that the program can financially meet the needs of the faculty and students.

Describe the program's financial solvency and include related documentation.

ATTACHMENTS:

The attachments listed below must be included in the application package. Failure to include any items listed below subjects the package to disqualification.

Letter of Intent to Apply

Submit a copy of the Letter of Intent that was emailed to the BVNPT.

Application Narrative

A written narrative describing/detailing the applicant's responses to Sections I-VIII.

Partner Roles and Responsibilities Chart (page 13)

Letters of Intent

Letters of intent from community partners, clinical sites, program director/faculty and landlord (if applicable) must be attached as an appendix. The letters of intent must be originals, not form letters, and must specifically state the services and other support to be provided. Letters must contain signatures and be on official letterhead (exceptions: program director and faculty do not need official letterhead).

Program Affordability Worksheet

Partner Roles and Responsibilities Chart

Below is a sample chart that lists each partner and describe the partner’s roles and responsibilities. Roles and responsibilities should be clearly defined in terms of specific tasks, services, and/or support that they will provide. A blank chart is provided in this application package and must be submitted with the application.

Name	Title	Organization and Organization Type	Roles, Responsibilities, and Support
[Add text here]	[Add text here]	[Add text here]	[Add text here]
[Add text here]	[Add text here]	[Add text here]	[Add text here]

Appendix A: Letters of Intent, Program Affordability Worksheet, Program Approval Document Checklist

1. Letters of intent from community partners, clinical sites, program director/faculty and landlord (if applicable) must be attached and labeled Appendix A. The letters of intent must be originals, not form letters, and must specifically state the services and other support to be provided. Letters must contain signatures and be on official letterhead (exception: program director/faculty).
2. Program Affordability Worksheet must be completed and labeled Appendix A.
3. Program Approval Document Checklist must be completed and labeled Appendix A.

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Scoring Rubric

Readiness to Start Program: Traditionally, programs on the Board of Vocational Nursing and Psychiatric Technician (BVNPT) wait list know that it takes approximately 2.5 years before a program is assigned to a Nursing Education Consultant (NEC). With this in mind, many programs have not secured a building or recruited an administrator or faculty. With this new program approval process, potential programs are rated based on many factors including readiness to start a program.

OUTSTANDING (5 points)	STRONG (4 points)	GOOD (3 points)	MINIMAL (0 points)
<p style="text-align: center;">Secured facility or submitted letter of intent from landlord. Submitted letters of intent from program administrator and faculty. Submitted draft of policies, methodologies, curriculum, and student handbook.</p> <p>Program is ready to start within the next two months. They secured a building (or provided letter of intent from landlord with occupancy pending), have letters of intent from an administrator and faculty and provided a draft of the required documents. Reader has a clear picture.</p>	<p style="text-align: center;">Submitted most of the requested documents/letters of intent.</p> <p>Program is approximately three to four months from starting. They provided most the requested letters of intent and draft of the policies/procedures.</p> <p>Reader has a clear picture.</p>	<p style="text-align: center;">Submitted a few of the requested documents/letters of intent.</p> <p>Program is approximately six to ten months from starting. They provide a few of the letters of intent and requested documents.</p> <p>Reader has a vague picture.</p>	<p style="text-align: center;">Did not submit any of the documents/letters of intent.</p> <p>The program does not show readiness to start.</p>

Clinical Site Availability: Programs must develop a relationship with healthcare institutions that provide clinical sites. Students must have personal interaction with patients to successfully complete their education. Clinical site availability is based on the number of students enrolled in the cohort. This scoring criteria will be based on the program enrollment pattern.

OUTSTANDING (5 points)	MINIMAL (0 points)
<p>Submitted letter(s) of intent for Maternity, Pediatrics and Medical/Surgical to accomplish the clinical objectives for all students in the initial class.</p> <p>Indicates the program is actively engaged in securing clinical sites so the student's education is not delayed by lack of sites.</p>	<p>Did not submit letters of intent.</p> <p>May indicate the program is not ready to start a new program due to lack of clinical sites.</p>

Program Expansion: If the applicant has established program(s), the Board recognizes they may have enhanced readiness to begin a new program. However, if the applicant has existing programs on provisional approval, they will not be awarded points as provisional approvals indicate deficits within an existing program.

STRONG (3 points)	MINIMAL (0 points)
<p style="text-align: center;">Expansion of Existing Program</p> <p>Contains a strong description of the available resources and readiness to expand their program to another location. Must contain physical address of new location and letter of Intent from landlord.</p>	<p style="text-align: center;">Existing Program(s) on provisional approval</p>

Community Partners: Programs have the opportunity to be a community partner to better the community in which they establish a program. Partners include and not limited to: Tribal Councils, workforce organizations, high school Regional Occupation Programs (ROP), faith-based organizations, non-profit organizations, earn and learn programs, local businesses, national corporations (i.e. healthcare organizations, retailers), local hospitals (separate from clinical sites), hospices, and

government agencies (state, county, and city). Letters of intent from the community partners should communicate details of how the partnership benefits the students and community.

OUTSTANDING (3 points)	STRONG (2 points)	GOOD (1 points)	MINIMAL (0 points)
<p>Submitted 3+ letters of intent from community partner.</p> <p>Program is actively engaged with the community partners to benefit the community and improving the student’s overall educational experience. Thoroughly, convincingly, and clearly describes the role of the program and community partners. Securing 3+ partners shows excellent engagement with the community and offers the community the opportunity to see the benefit of having the program in their community. Reader has a clear picture.</p>	<p>Submitted 2 letters of intent from community partner</p> <p>Program is engaged with the community and improving the student’s overall educational experience. Reader has a clear picture.</p>	<p>Submitted 1 letter of intent from community partner.</p> <p>Program is somewhat engaged with the community and improving the student’s overall educational experience. Reader has a vague picture of the community partners and program engagement.</p>	<p>Did not submit any letters of intent from community partners.</p> <p>Describes the proximity of many programs within close proximity. Reader does not have a clear picture of the community partners and program engagement.</p>

Saturation: Describes the number of programs located within close proximity.

STRONG (3 points)	GOOD (2 points)	MINIMAL (1 points)
<p>1 Program within 5-mile radius</p> <p>Contains a strong description of the proximity of a program. Reader has a clear picture.</p>	<p>2 Programs within 5-mile radius</p> <p>Describes the proximity of two or more programs within close proximity. Reader has a clear picture.</p>	<p>3 + programs within 5-mile radius</p> <p>Describes the proximity of more than three programs within close proximity. Reader has a clear picture.</p>

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Geography: Programs receive recognition for establishing locations in rural counties. Typically, rural communities lack access to vocational or higher education opportunities and students have to travel outside their community for educational opportunities.

OUTSTANDING (3 points)	STRONG (2 points)	GOOD (1 points)
<p style="text-align: center;">Rural County Designation</p> <p>Program located within rural county. There are less services and educational opportunities located within urban counties. Thoroughly, convincingly, and clearly describes the rural area and demographics. Reader has a clear picture.</p>	<p style="text-align: center;">Suburban County Designation</p> <p>Program located within suburban county. There are more services and educational opportunities located within suburban counties. Contains a strong description of the suburban area and demographics. Reader has a clear picture.</p>	<p style="text-align: center;">Urban County Designation</p> <p>Program located within urban county. There are ample services and educational opportunities located within urban counties. Describes the overall urban area and demographics. Reader has a clear picture.</p>

Program Affordability: Program affordability is a student’s ability to pay the cost of program tuition. This cost, as used in this rubric, does not take into consideration the cost of living while the student is enrolled in a program or any type of financial incentives, student loan programs or other forms of financial assistance.

OUTSTANDING (3 points)	GOOD (2 points)	MINIMAL (1 points)	NO INFORMATION (0 points)
<p style="text-align: center;">\$0 - \$10,000</p> <p>The cost of tuition is affordable and may not put the student into long-term student debt. A \$10,000 loan payable in 10 years at five percent interest yields \$106.07 monthly payments. Loan interest is \$2,727.86. Contains a strong description of the overall student costs. Reader has a clear picture of program affordability.</p>	<p style="text-align: center;">\$10,001 - \$20,000</p> <p>The cost of tuition is somewhat affordable and may not put the student into long-term debt. A \$20,000 loan payable in 10 years at five percent interest yields \$212.13 monthly payments. Loan interest is \$5,455.72</p>	<p style="text-align: center;">\$21,000 and above</p> <p>The cost of tuition may put the student in long term debt. A \$35,000 loan payable in 10 years at five percent interest yields \$371.23 monthly payments. Loan interest is \$9,547.52 Minimally describes the overall student costs. Reader does not have a clear picture of program affordability.</p>	<p style="text-align: center;">The program did not submit requested information.</p>

Program Affordability Worksheet

Provide a list of **all** student costs associated with the program. The list must include each item and cost. Current tuition cost must be included, or the application is disqualified. A blank worksheet is provided in this application and must be completed and submitted with the application package.

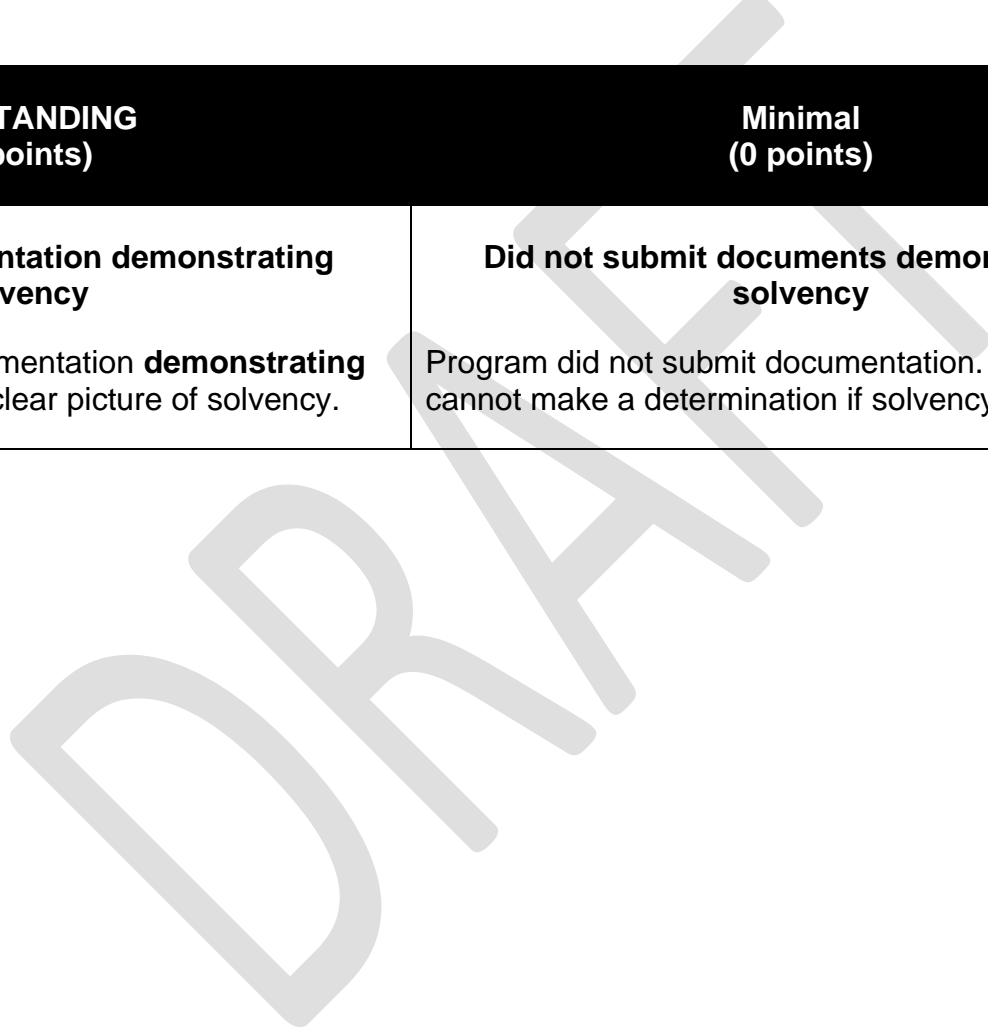
Program Name:

Total Program Costs:

Tuition	\$
Sample	

Sustainability: When programs close their doors without notifying faculty and students, there is chaos as NECs, faculty, and students scramble to find a program that provides a “teach out” and ensures the students successfully complete a program. Sustainability looks at a program’s solvency and makes a determination that the program can financially meet the needs of the faculty and students.

<p style="text-align: center;">OUTSTANDING (1 points)</p>	<p style="text-align: center;">Minimal (0 points)</p>
<p style="text-align: center;">Submitted documentation demonstrating solvency</p> <p>Program submitted documentation demonstrating solvency. Reader has a clear picture of solvency.</p>	<p style="text-align: center;">Did not submit documents demonstrating solvency</p> <p>Program did not submit documentation. Reader cannot make a determination if solvency exists.</p>



Glossary

Applicant: any person or entity seeking approval for a program of vocational nursing program for the preparation of psychiatric technicians by the Board of Vocational Nursing and Psychiatric Technicians of the State of California.

(New Program) Scoring Rubric: a scoring guide used to evaluate the quality of program applicants' constructed responses. Competitive priorities are declared and weighted according to a point system.

Approved Program: an approved program has demonstrated that it meets all requirements as set forth in this Chapter and in Chapter 6.5, Division 2 of the Business and Professions Code. an approved program of vocational nursing has been approved by the Board of Vocational Nursing and Psychiatric Technicians of the State of California and appears on the list of approved schools of vocational nursing maintained by the Board.

Program: an educational program of vocational nursing which complies with the components of [Article 5](#) of Title 16 of the California Code of Regulations.

Board: “board,” or “the board,” refers to the Board of Vocational Nursing and Psychiatric Technicians of the State of California as described in Cal. Bus. & Prof. Code section 2841.

Nursing Education Consultant (NEC): actively licensed registered nurses employed by the Board who provide a leadership role in the development, implementation, coordination, and evaluation of policies, programs, standards, and procedures of the Board; they perform in-depth analysis of complex data related to nursing education, nursing practice, and the health and safety of consumers; prepare and present clear, concise, and objective reports in written and oral formats; use interpersonal and communication skills to function effectively with a wide range of individuals and groups including consumers, Board members, licensees, staff of other State and Federal agencies, and advocacy groups.

Education and Practice Committee (EPC): The committee is composed of four Board members and the Supervising NEC. The committee Evaluates educational programs and policies that serve Board stakeholders: review proposals and recommend action to full Board regarding schools, programs, policies and regulations; evaluate operations of Education Division; address Scope of Practice issues and inform stakeholders and public about nursing education programs, consumer safety, and Board priorities.

California Code of Regulations (CCR): The California Code of Regulations is the official compilation and publication of the regulations adopted, amended, or repealed by state agencies. The CCR is compiled into Titles and organized into Divisions containing the regulations of various state agencies.

Application Proposal:

New Program Notification: Approval will be granted by the Board when a vocational nursing program demonstrates that it meets all requirements as set forth in this Chapter and in Chapter 6.5, Division 2 of the Business and Professions Code.

BPC: The California Business and Professions Code, enacted in 1937.

PRS (Program Record Survey): an annual progress report that demonstrates that program resources are intact and program deliverables are met.

(Program) Director: A faculty member who actively administers the vocational nursing program and who is responsible for compliance with all regulations in Chapter 1, Article 5 (commencing with Section 2525 et seq.).

Faculty: Persons specifically appointed as *Director, Assistant Director, Instructor, Teacher Assistant, or other persons* who have the qualifications to teach in a community college or a state university in California, or hold a baccalaureate degree in the field related to the curriculum content taught, or meet the requirements for vocational education credential may teach curriculum content as specified in 16 CCR § 2533(e).

Letter of Intent to Apply

Partner Roles and Responsibilities Chart

Application Narrative: A written narrative addressing seven (7) core concepts of Program Affordability, Geographical Location, Education Market Saturation, Community Partnerships, Clinical Site Availability, Readiness to Start Program, and Program Sustainability.

Scoring Criteria

Cohort

Evaluation panel

Letter of Appeal

Program Affordability Worksheet

Provide a list of **all** student costs associated with the program. The list must include each item and cost. Current tuition cost must be included, or the application is disqualified. This worksheet must be included in the program application or the application is disqualified. Please use additional sheets as necessary.

Program Name:

Total Program Costs:

Tuition	\$

PARTNER ROLES AND RESPONSIBILITY CHART

Program Name: _____

Use additional sheets as necessary.

Name	Title	Organization Name and Organization Type	Roles, Responsibilities and Support



Program Approval Document Checklist

- _____ Letter of Intent to Apply
- _____ Application Narrative
- _____ Partner Roles and Responsibilities Chart
- _____ Letters of Intent from Other Parties
 - _____ Community partners
 - _____ Clinical sites
 - _____ Program director
 - _____ Faculty
 - _____ Landlord
- _____ Program Affordability Worksheet
- _____ Completed Program Approval Document Checklist

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. False statements included in this application can result in application disqualification.

Name: _____

Date: _____

Signature: _____

Title: _____



Initial Program Approval (IPA) for Vocational Nursing (VN) Program

Use this guide to prepare for new program initial approval. Please note that this guide does not include all California Code of Regulations (CCR) related to program approval.

The complete [CCR Section 2526](#) Procedure for Approval is referenced throughout this guide.

Once your program is assigned to a Nursing Education Consultant (NEC), the NEC requests documents in specific order and timeframes. Please do not send documents to the NEC until requested.

Approval Criteria – CCR Section 2526 (a)

(a) The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:

(1) Philosophy of the program

Documentation to prepare/submit: Program philosophy.

A document that expresses the program's beliefs. The philosophy of the nursing program must be consistent with the parent institution when applicable and reflected in the curriculum. Concepts generally found in a philosophy include man, society, health, wellness, illness, education, teaching and learning.

(2) Conceptual framework

Documentation to prepare/submit: Conceptual framework.

A document that guides the overall structure of the curriculum and reflects the philosophy of the program.

(3) Terminal objectives to indicate expected student outcomes upon successful completion of the program

Documentation to prepare/submit: Terminal objectives.

A document including measurable statements regarding the student's mastery of the program. Concepts generally found within terminal objectives include successful completion of program hours and/or objectives, passing of the NCLEX-PN® exam, and being able to perform as a competent entry level nurse.

(4) Curriculum objectives

Documentation to prepare/submit: Curriculum objectives.

A document that identifies the broad competencies expected of the students based on major groupings of courses or levels within the program. The curriculum objectives reflect the program's philosophy and conceptual framework.

(5) and (6) Course outlines and Course objectives.

Documentation to prepare/submit: each course outline/syllabus and course objectives. See attached sample for suggested format.

A document that reflect the outline and objectives for specific competencies related to essential elements within separate courses or terms; based on the NCLEX-PN® Test Plan. Course outlines and objectives reflect entry-level competencies within the VN scope of practice, progressive mastery of subject matter. They are written to clearly distinguish theory and clinical content.

(7) Instructional plan.

Documentation to prepare/submit: Instructional plan.

A document that correlates theory and clinical content and hours on a weekly basis; provides an overview of the teaching schedule; and identifies that theory precedes clinical.

(8) Evaluation methodology for curriculum.

Documentation to prepare/submit: The program's evaluation methodology for curriculum review and documentation to reflect the curriculum reviews as per the methodology (i.e. meeting minutes, review forms, committee notes) for your program.

A document that explains the process or identifies the tool by which the curriculum is evaluated regularly by the director and faculty.

If a meeting is listed as one of the items, the meeting minutes/agenda should include an agenda item for the curriculum evaluation to indicate faculty participation and the action taken as a result of the review.

(9) Faculty who meet the qualifications set forth in [CCR Section 2529](#).

At this point, the NEC requires a faculty application for the program director. Please do not submit other faculty applications until requested.

Documentation to prepare/submit: Faculty Application – Completed Application for Director (check box 5 on application). Download application at

https://www.bvnpt.ca.gov/pdf/faculty_approval_application.pdf , complete, sign and scan it back to the NEC. This process will be repeated for each faculty member when the NEC requests the faculty forms. For the faculty forms, sign/scan each application and supporting documentation as one PDF packet and submit via email to your assigned NEC. Approved forms are maintained in the Program file.

Program Directors – please include the following information on the attached checklist for your position:

% administrative duties

% teaching duties

(10) Clinical facilities.

Documentation to prepare/submit: When asked to do so, download *the Clinical Facility Application* at

https://www.bvnpt.ca.gov/pdf/clinical_facility_approval_application.pdf and complete an application for each clinical site you wish to use. Print the completed application and physically sign it. Repeat this process for each clinical site you wish to use.

Clinical facility applications must be complete and accurate and current information reflects compliance with the appropriate regulations in [CCR Section 2534](#). The

approved forms are maintained in electronic files and the program director should maintain a copy of the approval.

Approved facilities should correlate with the data on the faculty and facility clinical schedules.

When the NEC asks, scan each application and supporting documentation as one PDF packet and submit via email to your assigned NEC.

(11) Evaluation methodology for clinical facilities.

Documentation to prepare/submit: A policy that describes the elements used for evaluation of clinical facilities.

A document that explains the process or identifies the tools(s) by which the director, faculty and students evaluate the clinical facilities.

(12) Admission criteria.

Documentation to prepare/submit: A policy that contains the admission criteria required for your program.

A document that defines requirements for admission to the VN program.

(13) Screening and selection criteria.

Documentation to prepare/submit: A policy that contains the screening and selection criteria used to determine if a prospective student is eligible for admission to your program.

A document listing criterion for evaluation of program candidates.

(14) Number of students.

Documentation to prepare/submit: The proposed number of students. If you plan to accept alternate students, a document that describes a policy for admission of alternate students:

- criteria for accepting alternate students, and**
- process used if all alternates are not needed to fill class at the beginning of clinical experience.**

(A) A school may admit alternate students in each new class to replace students who may drop out.

(B) The number of alternate students admitted may not exceed 10% of the school's Board-approved number of students per class.

(C) Prior to admission, alternate students must be informed in writing of their alternate status and that they may be dropped from the program.

(D) Alternate students may participate in classes until the commencement of scheduled clinical experience at approved clinical facilities.

(E) Upon commencement of clinical experience at approved clinical facilities, the actual number of students in the class may not exceed the number of students approved by the Board for that particular class.

The number of students your program will be allowed to admit to its initial class is determined after all program documentation is submitted to the NEC and based on program director request and demonstrated available resources.

(15) Evaluation methodology for student progress.

Documentation to prepare/submit: A policy that describes the elements used for evaluation of student progress. (Frequently referred to as grading policy.)

Explain the process or identify the tool used by the instructor and preceptor (if applicable) to evaluate student progress in mastering director course and program objectives. Document identifies objectives or criteria for measuring student progress and the methods for evaluation, action, follow-up, and documentation of outcomes.

(16) List of resources for provision of counseling and tutoring services for students.

Documentation to prepare/submit: A notice that informs students about the availability of counseling and tutoring services.

The program must provide a list to students that indicates where the students can obtain counseling and tutoring as needed.

(17) Student policies:

(A) Credit granting.

Documentation to prepare/submit: A policy that describes the elements used to grant credit to a prospective student.

In compliance with [CCR Section 2535](#); the clearly written documentation includes provisions for the student to acknowledge receipt and understanding of the policy by signing and dating. Additionally, the program provides a form identifying the option for students who are eligible for credit-granting to waive such credit and attend any and all portions of the course for which credit was earned.

(B) Attendance.

Documentation to prepare/submit: A policy that describes:

- **acceptable attendance, and**
- **how missed theory hours and clinical hours can be made up.**

In compliance with [CCR Section 2530\(h\)](#); the clearly written policy defines:

(A) attendance criteria

(B) types of absences which are allowable,

(C) make-up criteria which specify appropriate methods for make-up of theory and clinical objectives.

(C) Grievance.

Documentation to prepare/submit: A policy that describes the elements of your complaint processing.

In compliance with [CCR Section 2530 \(j\)\(3\)](#); the clearly written policy provides specific steps and time lines by which a grievance is handled. The policy clearly identifies the individual or group that has ultimate responsibility for rendering a decision relative to the grievance. The policy provides the accurate name, address, and phone number of the Board for access.

(18) Organizational Chart.

Documentation to prepare/submit: Program organizational chart.

Document which reflects the program's current status; identifies all positions within the program and clearly distinguishes lines of accountability and communication.

(19) Proposed starting date.

Documentation to prepare/submit: The NEC will work with the program to determine the proposed start date.

The date the initial class of a new program begins instruction. This date is determined by the NEC and program director.

(20) Evidence of program resources to include, but not be limited to:

Documentation to prepare/submit: The NEC will request a letter signed by the program director with appropriate enclosures/attachments that include the information required in subsections (A), (B) and (C).

(A) Description of the geographic area and community to be served by the proposed program.

Description should reflect special healthcare needs of the community (if any).

For example: Is there a large geriatric population? Is there a correctional facility in the area?

(B) Clinical affiliations available for student clinical experience.

Documentation to prepare/submit: For proposed programs, the program director must obtain letters from the clinical sites that are being considered for use. The letters must indicate the respective facility's intent to permit the program's students to use the site. These letters should also indicate any restrictions or conditions with which the program must comply.

Clinical affiliations that can offer experience in all curriculum content areas that have a clinical component must be secured. The amount and type of clinical experience must be correlated with the program's clinical objectives and schedule. For proposed programs, attainment or "intent to make available" sites for all clinical experience throughout the program must be documented before the request for approval to initiate a new program is presented to the Board.

(C) Existing nursing programs with which clinical affiliations are shared.

All other healthcare schools who use the same resources, clinical sites, specific units/services, etc. that are/will be used by the program's students must be identified. These schools include but are not limited to other vocational nursing schools, and schools preparing registered nurses, psychiatric technicians, certified nursing assistants, and medical assistants. The program director is responsible for discussing the program's needs with the facility's student placement coordinator so that conflicts and inadequate experiences are avoided.

CCR 2530. General Requirements

(a) The program shall have sufficient resources, faculty, clinical facilities, library, staff and support services, physical space, skills laboratory, and equipment to achieve the program's objectives.

Documentation to prepare/submit: A document containing:

- A floor plan (including square footage) for faculty and support personnel space, all classrooms, skills lab, and storage space for equipment and supplies.**
- The seating capacity for students in all classrooms.**

- ❑ A description of the number and placement of patient care units in the skills lab and the number of students usually accommodated per "patient unit".
- ❑ A description of the program's system for word processing, copying, and communications.
- ❑ A description of the library in terms of space, placement of study surfaces, hours of operation, oversight for student assistance and security.
- ❑ A list with the program's inventory of texts, periodicals, reference materials, audio and visual aids, computer software and other materials available to students. The list must include the publication dates of all items.
- ❑ The percentage of time that instructors spend performing clerical duties such as copying and collating teaching materials and answering phones.

Document verifies sufficiency of:

- Resources, including office materials and equipment, classroom materials and equipment, communications equipment, copying capabilities to support faculty roles.
- Faculty, based on the number of classes, class and clinical schedules, and clinical requirements based on defined instructor to student ratio.
- Clinical facilities, to accommodate students in accordance with the Board approved instructional plan and with the Board's clinical facility approval forms.
- Library, which contains texts generally newer than 10 years, reflective of all general content areas taught in the program, offering alternate references in addition to the primary texts used in the program. Additionally, space and equipment are available to provide an area conducive to study and means to secure library materials exist.
- Staff and support services, appropriate to permit faculty to focus on teaching and preparation of teaching materials.
- Physical space, to facilitate student concentration and learning, provide an environment adequate for faculty to teach, prepare materials and conduct counseling sessions with students.
- Skills laboratory and equipment to permit students to learn and develop clinical skills by using actual or realistic equipment and supplies in quantities adequate for all. Relative to teaching at a simulated "patient unit", the Board recommends a maximum of 5 students to 1 "patient unit".

- g) Each school shall have an attendance policy approved by the Board. The policy shall include but not be limited to, criteria for attendance and the specific course objectives for which make-up time is required.

Documentation to prepare/submit: A document that defines student attendance requirements and describes means by which missed time and objectives will be completed through make-up assignments.

Acceptable methods for make-up include:

- (1) Theory: case studies, independent study, written examination, attendance at seminars or workshops, auto tutorial laboratory, and research reports.

(2) Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients.

- h) The schools shall evaluate student performance to determine the need for remediation or removal from the program.

Documentation to prepare/submit: A policy that identifies the elements of your process for remediation of students and explains actions that will be taken if the student does not fulfill the requirements.

CCR 2532. Curriculum Hours

- a) The course in vocational nursing shall consist of not less than 1530 hours or 50 semester units and may be given on either a full-time or part-time basis. One hour of instruction for purposes of computing the total hours of instruction or for calculating semester units as specified in this section shall consist of not less than 50 minutes of actual class time.

Documentation to prepare/submit: The Instructional Plan previously listed must meet all curriculum hour requirements.

- b) The minimum hours required shall be as follows: Theory Hours- 576, which shall include a minimum of 54 hours in pharmacology; Clinical Hours-954.

Documentation to prepare/submit: See above.

- c) The school week shall not exceed 40 hours per week.

Documentation to prepare/submit: See above.

- d) School days that consist of class attendance only or a combination of class attendance and clinical experience shall not exceed eight hours in length.

Documentation to prepare/submit: See above.

- e) Students may be assigned to shifts of up to and including 12-hour length for clinical experience, only.

Documentation to prepare/submit: See above.

- f) Students may be granted holidays and vacation day's equivalent to those granted by community colleges.

Documentation to prepare/submit: The program's policy regarding holiday and vacation days and the documentation used by the program to inform the students about vacation and holiday time which they are granted during the program.

CCR 2533. Curriculum Content

- a) Vocational nursing programs shall include theory and correlated clinical experience.

Documentation to prepare/submit: The Instructional Plan previously listed must meet all curriculum content requirements.

Course outlines and course objectives indicate that theory and clinical content are presented. The program's instructional plan indicates that theory and clinical content are correlated.

- b) The curriculum shall develop the knowledge, skills, and abilities necessary to care for patients of all ages in current health care settings.

Documentation to prepare/submit: See above.

Course objectives reflect the knowledge, skills and abilities needed to enable vocational nursing students to care for patients along the age continuum.

- c) Curriculum content shall be taught in a sequence that results in students' progressive mastery of knowledge, skills and abilities.

Documentation to prepare/submit: See above.

The instructional plan indicates that instruction proceeds from simple to complex content and that theory precedes clinical.

- d) The curriculum content shall include:

- (1) Anatomy and physiology
- (2) Nutrition
- (3) Psychology
- (4) Normal growth and development
- (5) Nursing fundamentals
- (6) Nursing process
- (7) Communication, both verbal and written, including communication with patients who have psychological disorders.
- (8) Patient education
- (9) Pharmacology which shall include:
 - A. Knowledge of commonly used drugs and their action.
 - B. Computation of dosages.
 - C. Preparation of medications.
 - D. Principles of administration.
- (10) Medical-surgical nursing
- (11) Communicable diseases, which shall include but not be limited to Human Immunodeficiency Virus (HIV)
- (12) Gerontological nursing
- (13) Rehabilitation nursing
- (14) Maternity nursing
- (15) Pediatric nursing
- (16) Leadership
- (17) Supervision
- (18) Ethics and unethical conduct
- (19) Critical thinking
- (20) Culturally congruent care
- (21) End-of-life care

Documentation to prepare/submit: See above.

Course outlines, course objectives and the program's instructional plan reflect content in all areas, as listed. Generally, clinical content is specified for nursing fundamentals, medical-surgical nursing, maternity nursing, pediatric nursing, leadership and supervision. The program may choose to specify clinical experience for other content areas. Clinical content hours for particular areas, such as nursing process, communication, patient education, gerontology and rehabilitation may be integrated into the general areas of nursing fundamentals and medical-surgical

nursing. Integrated hours are noted by placing them in parenthesis when listing hours for all clinical content.

- e) The following related courses may be taught by additional faculty (with a maximum of 54 hours of instruction accepted by the Board). Additional faculty are persons who have qualifications to teach in a community college or a state university in California or hold a baccalaureate degree in the field related to the curriculum content taught or meet the requirement for a vocational credential.

- Anatomy and physiology
- Psychology
- Pharmacology
- Nutrition
- Normal growth and development

Documentation to prepare/submit: See above.

CCR 2534. Clinical Experience

- (a) Schools shall apply on a form provided by the Board for approval of each clinical facility prior to use.

Documentation to prepare/submit: Clinical facility forms (requested on page 2). The program must meet all criteria.

Approved clinical facility forms in Board files reflect those facilities currently being used by the program. A facility not used for a period of 24 months or longer will be considered not approved by the Board.

- b) Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified in [CCR Section 2533](#). There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught. Clinical objectives which students are expected to master shall be posted on patient care units utilized for clinical experience.

Documentation to prepare/submit: None

Evaluation methodology for clinical facilities reflects that each facility approved by the Board has been evaluated. Supporting information includes:

- Date of last evaluation.
- Maximum number of students assigned per rotation.
- Name(s) of unit(s) and type(s) of patients treated per unit.
- Curriculum clinical content areas for which the specified facility is used.
- Number of student clinical days for which the patient census was not adequate for the clinical objectives. Facility student placement coordinators validate that program clinical objectives are posted on the units used by the students.

- (c) Schools are responsible for continuous review of clinical facilities to determine if the student's clinical objectives for each facility are being met.

Documentation to prepare/submit: None

Evaluation methodology for clinical facility approved by the Board has been evaluated. Program outcomes and actions are clearly described.

- d) For supervision of clinical experience, there shall be a maximum of 15 students for each instructor.

Documentation to prepare/submit: None

Approved clinical facility forms reflect an instructor to student ratio of not more than 1 to 15.

CCR 2535. Credit for Previous Education and Experience

Each school shall have a policy, approved by the Board for giving credit toward the curriculum requirements.

- (a) Transfer credit shall be given for related previous education completed within the last five years. This includes the following courses:

- (1) Approved vocational or practical nursing courses.
- (2) Approved registered nursing courses.
- (3) Approved psychiatric technician courses.
- (4) Armed services nursing courses.
- (5) Certified nurse assistant courses.
- (6) Other courses the school determines are equivalent to courses in the program.

Documentation to prepare/submit: A document that lists the names of all currently enrolled students who, upon admission, indicated related previous education completed within the last five years. The document describes actions taken by the program, including:

- Determination of the curriculum area to which credit is applied.
- Evaluation process to advise student that a learning deficit may or may not exist in the specified content area.
- Discussion with student regarding agreement to waive credit, with documentation of such agreement.

PLEASE NOTE: the student cannot be tested to determine whether or not credit will be granted. Credit must be granted, or the student must sign a waiver form.

- b) Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

Documentation to prepare/submit: A document that lists the names of all currently enrolled students who, upon admission, indicated related previous work experience.

The document describes the testing (written or practical) conducted by the program, the amount of credit granted and the curriculum content area to which credit was applied.

Approval/Accreditation by Other Agencies

If the program is approved by another agency/organization, please indicate that approval status including the initial date of approval and the expiration date for the current approval.

Documentation to prepare/submit: A document containing the following:

- Agency/Organization
- Initial Approval Date
- Expiration Date for Current Approval

For Private Postsecondary Schools ONLY

[California Education Code Section 94899](#)

If an institution offers an educational program in a profession, occupation, trade, or career field that requires licensure in this state, the institution shall have an educational program approval from the appropriate state licensing agency to conduct that educational program in order that a student who completes the educational program, except as provided in Section 94905, is eligible to sit for any required licensure examination.

Documentation to prepare/submit: A copy of the official document indicating current approval of your school by the California Bureau for Private Postsecondary Education.

(Revised 5/2021)

Document Checklist for Initial Program Approval of Vocational Nursing (VN) Program

Program Name:

Program Director:

Use this checklist and ensure you submit the requested/required documentation.

Approval Criteria – [CCR Section 2526 \(a\)](#)

(a) The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:

(1) Philosophy of the program.

Documentation to prepare/submit: Program philosophy.

Date submitted:

(2) Conceptual framework

Documentation to prepare/submit: Conceptual framework.

Date submitted:

(3) Terminal objectives to indicate expected student outcomes upon successful completion of the program

Documentation to prepare/submit: Terminal objectives.

Date submitted:

(4) Curriculum objectives

Documentation to prepare/submit: Curriculum objectives.

Date submitted:

(5) and (6) Course outlines and Course objectives.

Documentation to prepare/submit: each course outline/syllabus and course objectives.

Date submitted:

(7) Instructional plan.

Documentation to prepare/submit: Instructional plan.

Date submitted:

(8) Evaluation methodology for curriculum.

Documentation to prepare/submit: The program's evaluation methodology for curriculum review and documentation to reflect the curriculum reviews as per the methodology (i.e. meeting minutes, review forms, committee notes) for your program.

Date submitted:

(9) Faculty who meet the qualifications set forth in [CCR Section 2529](#).

At this point, the NEC requires the faculty application for the program director. **Please do not submit other faculty applications until requested.**

Documentation to prepare/submit: Faculty Application – Completed Application for Director (check box 5 on application for director).

Date submitted:

Program Directors – you must complete the following information for your position:

% administrative duties: _____

% teaching duties: _____

(10) Clinical facilities.

Documentation to prepare/submit: Clinical Facility Application

Date submitted:

(11) Evaluation methodology for clinical facilities.

Documentation to prepare/submit: A policy that describes the elements used for evaluation of clinical facilities.

Date submitted:

(12) Admission criteria.

Documentation to prepare/submit: A policy that contains the admission criteria required for your program.

Date submitted:

(13) Screening and selection criteria.

Documentation to prepare/submit: A policy that contains the screening and selection criteria used to determine if a prospective student is eligible for admission to your program.

Date submitted:

(14) Number of students.

Documentation to prepare/submit: The proposed number of students. If you plan to accept alternate students, a board-approved document that describes a policy for admission of alternate students:

- **criteria for accepting alternate students, and**
- **process used if all alternates are not needed to fill class at the beginning of clinical experience.**

Date submitted:

(15) Evaluation methodology for student progress.

Documentation to prepare/submit: A policy that describes the elements used for evaluation of student progress. (Frequently referred to as grading policy.)

Date submitted:

(16) List of resources for provision of counseling and tutoring services for students.

Documentation to prepare/submit: A notice that informs the students about availability of counseling and tutoring services.

Date submitted:

(17) Student policies:

(A) Credit granting.

Documentation to prepare/submit: A policy that describes the elements used to grant credit to a prospective student.

Date submitted:

(B) Attendance.

Documentation to prepare/submit: A policy that describes:

- **acceptable attendance, and**
- **how missed theory hours and clinical hours can be made up.**

Date submitted:

(C) Grievance.

Documentation to prepare/submit: A policy that describes the elements of your complaint processing.

Date submitted:

(18) Organizational Chart.

Documentation to prepare/submit: Program organizational chart.

Date submitted:

(19) Proposed starting date.

Documentation to prepare/submit: The NEC will work with the program to determine the proposed start date.

Date submitted:

(20) Evidence of program resources to include, but not be limited to:

Documentation to prepare/submit: The NEC will request a letter signed by the program director with appropriate enclosures/attachments that include the information required in subsections (A), (B) and (C).

Date submitted:

CCR 2530. General Requirements

(a) The program shall have sufficient resources, faculty, clinical facilities, library, staff and support services, physical space, skills laboratory, and equipment to achieve the program's objectives.

Documentation to prepare/submit: A document containing:

- **A floor plan (including square footage) for faculty and support personnel space, all classrooms, skills lab, and storage space for equipment and supplies.**
- **The seating capacity for students in all classrooms.**
- **A description of the number and placement of patient care units in the skills lab and the number of students usually accommodated per "patient unit".**
- **A description of the program's system for word processing, copying, and communications.**
- **A description of the library in terms of space, placement of study surfaces, hours of operation, oversight for student assistance and security.**
- **A list with the program's inventory of texts, periodicals, reference materials, audio and visual aids, computer software and other materials available to students. The list must include the publication dates of all items.**
- **The percentage of time that instructors spend performing clerical duties such as copying and collating teaching materials and answering phones.**

Date submitted:

g) Each school shall have an attendance policy approved by the Board. The policy shall include but not be limited to, criteria for attendance and the specific course objectives for which make-up time is required.

Documentation to prepare/submit: A document that defines student attendance requirements and describes means by which missed time and objectives will be completed through make-up assignments.

Date submitted:

- h) The schools shall evaluate student performance to determine the need for remediation or removal from the program.

Documentation to prepare/submit: A list of names of currently enrolled students, with an annotation of those who are currently in remediation and includes a copy of the most recent theory and clinical evaluation for each student.

Date submitted:

CCR 2532. Curriculum Hours

- a) The course in vocational nursing shall consist of not less than 1530 hours or 50 semester units and may be given on either a full-time or part-time basis. One hour of instruction for purposes of computing the total hours of instruction or for calculating semester units as specified in this section shall consist of not less than 50 minutes of actual class time.

Documentation to prepare/submit: The Instructional Plan previously listed must meet all curriculum hour requirements.

Date submitted:

- b) Students may be granted holidays and vacation day's equivalent to those granted by community colleges.

Documentation to prepare/submit: The program's policy regarding holiday and vacation days and the documentation used by the program to inform the students about vacation and holiday time which they are granted during the program.

Date submitted:

CCR 2533. Curriculum Content

- a) Vocational nursing programs shall include theory and correlated clinical experience.
Documentation to prepare/submit: The Instructional Plan previously listed must meet all curriculum content requirements.

CCR 2534. Clinical Experience

- (a) Schools shall apply on a form provided by the Board for approval of each clinical facility prior to use.

Documentation to prepare/submit: Clinical facility forms (requested on page 2). The program must meet all criteria.

CCR 2535. Credit for Previous Education and Experience

Each school shall have a policy, approved by the Board for giving credit toward the curriculum requirements.

- (a) Transfer credit shall be given for related previous education completed within the last five years. This includes the following courses:
- (1) Approved vocational or practical nursing courses.
 - (2) Approved registered nursing courses.
 - (3) Approved psychiatric technician courses.
 - (4) Armed services nursing courses.
 - (5) Certified nurse assistant courses.
 - (6) Other courses the school determines are equivalent to courses in the program.

Documentation to prepare/submit: A document that lists the names of all currently enrolled students who, upon admission, indicated related previous education completed within the last five years. The document describes actions taken by the program, including:

- Determination of the curriculum area to which credit is applied.
- Evaluation process to advise student that a learning deficit may or may not exist in the specified content area.
- Discussion with student regarding agreement to waive credit, with documentation of such agreement.

Date submitted:

PLEASE NOTE: the student cannot be tested to determine whether or not credit will be granted. Credit must be granted, or the student must sign a waiver form.

- b) Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

Documentation to prepare/submit: A document that lists the names of all currently enrolled students who, upon admission, indicated related previous work experience.

Date submitted:

Approval/Accreditation by Other Agencies

If the program is approved by another agency/organization, please indicate that approval status including the initial date of approval and the expiration date for the current approval.

Documentation to prepare/submit: A document containing the following:

Agency/Organization

Initial Approval Date

Expiration Date for Current Approval

Date submitted:

For Private Postsecondary Schools ONLY

[California Education Code Section 94899](#)

If an institution offers an educational program in a profession, occupation, trade, or career field that requires licensure in this state, the institution shall have an educational program approval from the appropriate state licensing agency to conduct that educational program in order that a student who completes the educational program, except as provided in Section 94905, is eligible to sit for any required licensure examination.

Documentation to prepare/submit: A copy of the official document indicating current approval of your school by the California Bureau for Private Postsecondary Education.

Date submitted:

(Revised 5/2021)