



## BULLETIN #1

(10/19/2021)

### Processing Applications for Approval of New School Programs in 2022

Pursuant to Chapter 632 of the Statutes of 2021 (AB 1536, Assembly Committee on Business and Professions), the Board of Vocational Nursing and Psychiatric Technicians (Board or BVNPT) announces the procedure for processing applications for the approval of new Vocational Nursing and Psychiatric Technician prelicensure school programs during calendar year 2022, as provided in this bulletin.

During the 2022 calendar year, the Board will process only those applications for new school programs that are currently on the Board's waiting list and that have submitted a Letter of Intent as follows:

- (a) Beginning January 3, 2022, the board will accept Letters of Intent (LOI) for new school programs from those entities who were on the Board's waiting list on or before December 31, 2019. The waiting list is available at [https://www.bvnpt.ca.gov/education/wait\\_list\\_aug2021.pdf](https://www.bvnpt.ca.gov/education/wait_list_aug2021.pdf)
- (b) The deadline to file a Letter of Intent is February 2, 2022 by 5:00 p.m.
  - a. Entities must use the LOI form located at this link [https://www.bvnpt.ca.gov/education/program\\_application\\_process.shtml](https://www.bvnpt.ca.gov/education/program_application_process.shtml) and file it by email to [BVNPT.Education@dca.ca.gov](mailto:BVNPT.Education@dca.ca.gov)
- (c) No later than February 7, 2022, the Board will email confirmation to those eligible proposed programs that submitted a LOI.
  - a. This confirmation will include:
    - i. Instructions, an application, and a checklist for the Initial Program Application;
    - ii. Rank on the Board's Waiting List of entities who want to start a new vocational nursing or psychiatric technician program;
    - iii. Estimated timeframe until assignment to a Nursing Education Consultant (NEC); and
    - iv. Information on the new, legislatively mandated program timelines.
- (d) Beginning approximately March 1, 2022, NEC's will start being assigned to proposed programs. The assigned NEC will email the new programs with an introductory email that includes the NECs contact information.
  - a. Proposed programs will be assigned in date order that the proposal was initially received, and the program placed on the waiting list.
  - b. The assignment of the NEC to a proposed program starts the 60-day timeframe for programs to submit a completed application.
- (e) The deadline to submit completed applications is May 1, 2022, or 60 calendar days after the program was notified of their assignment to an

NEC, whichever is later. Applications must be submitted electronically pursuant to the instructions provided by the Board.

- a. Failure to include full payment of the Initial Application Fee of \$5,000 may result in disqualification. The Application Fee is payable by personal, corporate or cashier's check, and/or money order payable to the BVNPT.
  - b. Failure to meet the deadlines included in the application may result in disqualification.
  - c. The Board will notify via email all proposed programs that are disqualified for the above reasons.
- (f) After the Board receives the completed application and full payment of the fee from the proposed program, the assigned NEC will have 30 calendar days to evaluate the application for completeness.
- (g) On or before 5:00 p.m. on the thirtieth day, the NEC will email the programs the date that the NEC's 30-day initial review period concludes.
- a. If the application is complete, the NEC has six months to work with the program to review and refine the application documents and program plans.
  - b. If the application is NOT complete, the Board will email the applicant a list of the deficiencies, Additionally:
    - i. The applicant will be given 60 calendar days to correct all deficiencies and submit the corrected documents to the NEC;
    - ii. Failure to correct all deficiencies and submit the corrected documents to the NEC may result in being placed on the Inactive List.
    - iii. The Board may allow the applicant up to 30 days of additional time to correct any deficiencies; and
    - iv. Upon receipt of the corrected documents and certification that all deficiencies have been remediated, the NEC will email the program its status and begin the six-month period to work with the program to complete the process.
- (h) On or before the conclusion of the six-month period, the assigned NEC will prepare/present a report and their recommendation for approval or denial to the Executive Officer who has delegated authority to approve/deny new program applications.
- a. The NEC will email the approved programs their status, and that the final approval fee of \$15,000 must be received in full before the program can admit its first cohort of students.
  - b. Proposed programs denied approval will receive an email and certified letter detailing the boards denial and indicating that the program may not reapply for a new program until 2024.
  - c. The Board may allow a program up to 30 additional days to remediate one or more required document.
- (i) A proposed new school program that is disqualified during any part of the process may not reapply until 2024.