



## INITIAL PROGRAM APPLICATION INSTRUCTIONS

### Psychiatric Technician Program

(Business and Professions Code (BPC) Sections 4530 - 4532 and  
 California Code of Regulations (CCR) Sections 2581 - 2588.1, and California Education  
 Code Section 94899)  
 Effective 01/01/2022

#### Document Preparation

1. Prepare each document separately and use a simple naming convention. For example, the first required document listed is Philosophy of the program. Create the document and save it with a naming convention that easily identifies the document and the date written, i.e. Program.Philosophy.9.19.21. This easily identifies different versions of the documents if the documents are returned for deficiencies. **Please do not combine documents.**
2. Use the following format for each document:
  - a. Single spaced.
  - b. 12-point Arial font.
  - c. 1-inch margins.
3. The Initial Program Application in ATTACHMENT A must be completed, signed, and saved with the appropriate naming convention listed above and uploaded with the REQUIRED DOCUMENTS.
4. The Document Checklist for Initial Program Approval in ATTACHMENT B must be saved with the appropriate naming convention listed above and uploaded with the REQUIRED DOCUMENTS.
5. Upload completed REQUIRED DOCUMENTS, ATTACHMENT A and ATTACHMENT B to the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). All uploaded documents must have the naming convention listed above. The assigned Nursing Education Consultant (NEC) will provide the link to upload the documents.

#### Timely Response Requirement:

You must respond timely to each inquiry/request from the Board per Section 28881.3 of the Business and Professions Code (BCP):

- 2881.3(b) A vocational nursing school or program seeking board approval shall respond to the board within two weeks of each inquiry or request during all phases. A school or program that does not respond within two weeks, or fails to pay the required fees, shall be designated as inactive.
- 2881.3(c) A vocational nursing school or program seeking board approval that remains on the inactive list for 90 days shall be taken out of consideration for a new program and may only reapply after six months.

**REQUIRED COMPLETED DOCUMENTS:**

**ATTACHMENT A:** Application for Initial Approval of New School Program.

**ATTACHMENT B:** Initial Approval of New School Program Required Document Checklist.

**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.

**Conceptual framework.**

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

**Terminal objectives.**

Terminal objectives to indicate expected student outcomes upon successful completion of the program. 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.

**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.

**Each Course outline/syllabus and course objectives.** See attached SAMPLE 1 for suggested format.

A document that reflects 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, and progressive mastery of subject matter. They are written to clearly distinguish theory and clinical content.

**Instructional plan.** See attached SAMPLE 2 for suggested format.

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

**Daily lesson plans.**

A document that correlates the theory and practice for each instruction day for the instructor to follow.

**Faculty meeting methodology.**

A document stating that often faculty meetings shall be held and that minutes from the meetings shall be available to the Board's representative.

**Evaluation methodology for curriculum review.**

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

**Applications:**

❖ **Program Director Approval Application (check application box)**

❖ **Faculty Approval Application**

Download applications at [https://www.bvnpt.ca.gov/pdf/faculty\\_approval\\_application.pdf](https://www.bvnpt.ca.gov/pdf/faculty_approval_application.pdf)

Faculty who meet the qualifications set forth in [16 CCR section 2529](#).

- Complete a separate application for the program director.
- Complete a separate application for each faculty member.
- Print the completed applications and have director/faculty physically sign.
- Repeat the process for each faculty member.
- Scan/save the applications as one document and name accordingly. Each application should be a separate PDF document.

**A policy that describes the elements used for evaluation of clinical facilities.**

A document that explains the process or identifies the tools(s) used to and evaluate the clinical facilities.

**A policy that contains the program admission criteria.**

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

**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 the criteria for selection of program candidates if there are more qualified applicants than available seats within an upcoming cohort.

**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 school may admit alternate students in each new class to replace students who may drop out.
- ❖ The number of alternate students admitted may not exceed 10% of the school's Board-approved number of students per class.
- ❖ Prior to admission, alternate students must be informed in writing of their alternate status and that they may be dropped from the program.
- ❖ Alternate students may participate in classes until the commencement of scheduled clinical experience at approved clinical facilities.
- ❖ 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 a program will be allowed to admit to its initial class is based on program director request and demonstrated available resources and determined after all program documentation is submitted to the NEC.

**A policy that describes the elements used for evaluation of student progress. (May include 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. This methodology may include quizzes, testing, mid-term evaluations etc. for early identification of at-risk students.

**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.

Credit granting:

**A policy that describes the elements for giving education or experience credit toward the curriculum requirements, in compliance with [16 CCR section 2535](#).**

Attendance:

- In compliance with [16 CCR section 2530\(h\)](#); the policy defines:**
- attendance criteria
  - make-up criteria and forms if applicable which specify appropriate methods for make-up of theory and clinical objectives.

Grievance:

- A copy of the grievance policy to be provided to students. [16 CCR section 2530 \(j\)\(3\)](#);**

**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.

**Evidence of program resources to include but not limited to 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 may 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) Declaration of clinical affiliations available for student clinical experience.

**For proposed programs, the program director must obtain letters from clinical sites that are being considered for use. The letters must indicate the 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 ([16 CCR section 2530\(a\)](#)).** 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 correlate with the program's clinical objectives, curriculum, and schedule. This documentation is required before a new program is presented to the Board.

(C) Declaration of clinical affiliations shared in common with existing nursing programs.

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.

- A document that describes and verifies sufficiency of the following resources: faculty, clinical facilities, library, staff and support services, physical space, skills laboratory, and equipment to achieve the program's objectives.**
  
- A policy that identifies the elements of the process for remediation of students and explains actions taken if the student does not fulfill the requirements. Include the remediation form used.**
  
- A document that specifies the information provided to students, in writing, about the right to contact the BVNPT, credit granting, grievance process and approved clinical facilities used by the program.**
  
- 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.**

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

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

- ❖ Approved vocational or practical nursing courses.
- ❖ Approved registered nursing courses.
- ❖ Approved psychiatric technician courses.
- ❖ Armed services nursing courses.
- ❖ Certified nurse assistant courses.
- ❖ Other courses the school determines are equivalent to courses in the program.

- A document that describes:**

- A determination of the curriculum area to which credit is applied.
- A justification for the credit applied.

**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.**

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

**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.

- A document containing the following:**
  - Agency/Organization
  - Initial Approval Date
  - Expiration Date for Current Approval

**For Private Postsecondary Schools ONLY**

- A copy of the official document indicating current approval of your school by the California Bureau for Private Postsecondary Education.**

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