



Instructions: How to Submit an *Application for Approval of a Board Program*

The Board of Vocational Nursing and Psychiatric Technicians (Board) appreciates your interest in the commencement of a Board - approved program. Please review section 2526 of the *Vocational Nursing Rules and Regulations* or section 2581 of the *Psychiatric Technicians Rules and Regulations* for the ***Procedure for Approval*** related to your proposed program. Copies of these documents are on the Board's website at www.bvnpt.ca.gov using the following links: *About Us/Laws and Regulations*

Be advised that a completed *Application for Approval of a Board Program* and a completed *Faculty Application Form* for the director of the proposed program must be submitted to the Board **via email** at bvnpt@dca.ca.gov to begin the approval process. [Send only these two documents to start the process.]

The qualifications for the Director position are listed in section 2529 of the Vocational Nursing Rules and Regulations for vocational nursing programs and section 2584 of the Psychiatric Technician Rules and Regulations for psychiatric technician programs as shown below:

Section 2529 of the Vocational Nursing Rules and Regulations:

- (a) A school shall submit qualifications of the proposed faculty members for approval by the Board prior to employment.
- (b) Each vocational nursing program shall have one faculty member, designated as director who meets the requirements of subsection (c)(1) herein, who shall actively administer the program. The director is responsible for compliance with all regulations in Chapter 1, Article 5 (commencing with Section 2525 et seq.).
- (c) Requirements for specific faculty positions are as follows:
 - (1) **Director:** A director of a vocational nursing program shall:
 - (A) Hold a current California active license as a Registered Nurse; and
 - (B) Hold a baccalaureate degree from an approved school; and
 - (C) Have a minimum of three years' experience as a registered nurse; one year shall be in teaching or clinical supervision, or a combination thereof, in a state approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or a minimum of three years' experience in nursing administration or nursing education within the last five years; and
 - (D) Have completed a course or courses offered by an approved school with instruction in administration, teaching, and curriculum development.

Section 2584 of the Psychiatric Technician Rules and Regulations:

- (a) A school shall submit qualifications of the proposed faculty members for approval by the Board prior to employment.
- (b) Each psychiatric technician program shall have one faculty member, designated as director who meets the requirements of subsection (c)(1) herein who shall actively administer the program. The director is

responsible for compliance with all regulations in Chapter 2, Article 5 (commencing with Section 2580 et seq.).

(c) Requirements for specific faculty positions are as follows:

(1) **Director.** A director of a psychiatric technician program shall have completed a course or courses offered by an approved school with instruction in administration, teaching, and curriculum development and shall meet the qualifications of subsection (A) or (B) below:

(A) Registered Nurse

1. Hold a current California active license as a Registered Nurse; and
2. Hold a baccalaureate degree from an approved school; and
3. Have a minimum of 3 years' experience as a registered nurse; one year shall be in teaching or clinical supervision, or a combination thereof, in a state approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or a minimum of three years' experience in nursing administration or nursing education within the last five years.

(B) Licensed Psychiatric Technician

1. Hold a current California active license as a psychiatric technician; and
2. Hold a baccalaureate degree from an approved school; and
3. Have a minimum of three (3) years' experience as a psychiatric technician; one (1) year shall be in teaching or clinical supervision, or a combination thereof, in a state approved psychiatric technician school within the last five (5) years; or have a minimum of three (3) years' experience in mental health administration or education within the last five (5) years.

The *Faculty Application Form* may be accessed on the Board's website at www.bvnpt.ca.gov using the following links: *About Us/Forms and Publications/Education/Faculty Approval Application*.

A copy of the *Application for Approval of a Board Program* is found on the last page of this document.

When the completed program and faculty application are received by the Board, the proposed program will be placed on the *Proposed Program Waiting List*. The program will be assigned to a Nursing Education Consultant for review when a consultant is available. Current wait time for NEC assignment may be up to two years.

Please contact the Education Division at 916-263-7543 if further information is needed.



Board of Vocational Nursing and Psychiatric Technicians
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APPLICATION FOR APPROVAL OF A BOARD PROGRAM

Vocational Nursing Psychiatric Technician

Full Time Part Time

Community College Adult School R.O.P. Private Hospital-Based Other

School Name: _____

Address: _____

Administrator: _____

Administrator's Office Address: _____

Phone #: _____ (Extension) _____

Proposed Program Director: _____

Director's Office Address: _____

E-mail Address: _____

Phone _____ (Extension) _____

Person responsible for developing program proposal if not the proposed director named above:

Name: _____

Title: _____

Phone #: _____

A Faculty Approval Application for a "director" candidate must accompany this application.

Signature of Administrator: _____

Date: _____