



Proposed Program Letter of Intent Process

Presentation by:
The Nursing Education Consultants

March 17, 2025

Overview of the Letter of Intent Process

1. Welcome and Introductions.
2. [Overview of the Proposed Program Letter of Intent Process.](#)
3. [Vocational Nursing Practice Act with Rules and Regulations.](#)
 - 3.1. Letter of Intent – Business and Professions Code [Section 2881.2\(a\).](#)
 - 3.2. Letter of Intent – Title 16 California Code of Regulations [Section 2526\(a\).](#)
4. [Psychiatric Technicians Law with Rules and Regulations.](#)
 - 4.1. Letter of Intent – Business and Professions Code [Section 4531.1\(a\).](#)
 - 4.2. Letter of Intent – Title 16 California Code of Regulations [Section 2581\(a\).](#)

Letter of Intent Sections

5. Letter of Intent to Submit Application for Initial Approval of New School or Program
 - Vocational Nursing Form 55M-1 or Psychiatric Technician Form 56M-1.
 - 5.1. Letter of Intent – Section 1: Philosophy.
 - 5.2. Letter of Intent – Section 2: Conceptual Framework.
 - 5.3. Letter of Intent – Section 3: Terminal Objectives.
 - 5.4. Letter of Intent – Section 4: Feasibility Narrative.
 - 5.5. Letter of Intent – Section 5: Title and General Description of each Course.
 - 5.6. Letter of Intent – Section 6: Clinical Facility Placement List – Intent for Clinical Facility Placement Form 55M-3
 - 5.7. Letter of Intent – Section 7: Student Services List.
 - 5.8. Letter of Intent – Section 8: Geographic Narrative.



5.1 Letter of Intent – Section 1: Philosophy of the Program

Presentation by:
Mary Brigid Barrett, MSN, RN

Philosophy of the Program

- ▶ An outline of the Program's values, ethics, and beliefs.
- ▶ Philosophy can sometimes reflect the larger institution

Philosophy of the Program

- ▶ Nursing Theorists:
 - ▶ Orr, Benner, Watson, Roy (and others!) are a great starting place for your Program's Philosophy Statement.

Philosophy of the Program

- ▶ Concepts generally found include:
 - ▶ Humanity, person, health, environment, wellness, illness, education, teaching and learning.

Philosophy of the Program

- ▶ Unifying thread which is carried through-out the curriculum, from the conceptual framework to policies and the Instructional Plan (IP).

Philosophy of the Program

- ▶ Questions to guide:
 - ▶ What are your core values? What is your vision?
 - ▶ Overarching beliefs that guide your policies.

Philosophy of the Program

- ▶ Good places to start when looking for Nursing Philosophy -
 - ▶ Metaparadigm of nursing answers the question:
 - ▶ What is nursing?
 - ▶ What is the person?
 - ▶ What is health?
 - ▶ What is environment?

Philosophy of the Program

- ▶ Nursing Process can be a problem-solving guide as well as a unifying theme.
- ▶ Caring, comportment, curiosity, civility, foster critical thinking, collaboration, relationship-centered care, diversity, competence, safety.

Philosophy of the Program

- ▶ Adult Learning Pedagogy:
 - ▶ Not only nursing philosophy, but teaching-learning philosophy as well
 - ▶ Adult learner beliefs and what we know to be true, what works in teaching adults
 - ▶ Simple to complex, theory before clinical



5.2 Letter of Intent – Section 2: Conceptual Framework

Presentation by:
Roberta Thomson Ed.D. RN

Conceptual Framework

- ▶ What is it?
- ▶ Why do we need one?
- ▶ How do I select an appropriate framework?
- ▶ Some suggestions for a VN Program Conceptual Framework.

Conceptual Framework

- ▶ BVNPT Definition for the Purpose of the LOI (VN and PT)
 - ▶ A document that guides the overall structure of the curriculum and reflects the philosophy of the program.
 - ▶ May be based on a single theory or two or more theories or concept (eclectic):
 - ▶ VN nursing theories, medical model, psychosocial theories
 - ▶ PT Psychosocial theories, developmental theories, psychiatric theories, grief and loss.

Conceptual Framework

- ▶ Why do we need a Conceptual Framework?
 - ▶ Along with the Philosophy the Conceptual Framework will be the bases for your curriculum
 - ▶ The framework will be introduced to beginning students
 - ▶ Expanded upon through the program
 - ▶ Will be the vehicle that moves the student into the role of safe entry level practitioner

Conceptual Framework

- ▶ How to select an appropriate framework
 - ▶ Consider the level you are teaching:
 - ▶ Vocational Nursing
 - ▶ Psychiatric Technicians
 - ▶ Framework includes content outside the scope of practice are **not appropriate**
 - ▶ Frameworks based on higher order thinking are **not appropriate**
 - ▶ Frameworks that require research are **not appropriate**

Conceptual Framework

- ▶ Framework Examples – Nursing.
 - ▶ Based on Nursing theories Concepts
 - ▶ Practice-level nursing (Theory of human caring – Jean Watson)
 - ▶ **QSEN** – Quality and Safety Education for Nurses (pre-licensure)
 - ▶ Aims to prepare nurses with **[KSA]** Knowledge, skills and attitudes to improve healthcare quality and safety
 - ▶ QSEN has six competencies that student will achieve
 - ▶ NLN – LPN Standards of Care
 - ▶ Patient Care; Professionalism, Respect

Conceptual Framework

- ▶ Psychosocial Theory Framework Examples.
 - ▶ Maslow's Hierarchy of Needs (Psychological)
 - ▶ Explains human motivation based on the pursuit of different levels of needs
 - ▶ Erikson's Eight Stages of Psychosocial Development
 - ▶ Stages and Central tasks
 - ▶ Behavior Indicating Positive Resolutions
 - ▶ Behaviors Indicating Negative Resolutions

Conceptual Framework

- ▶ Psychological Bases for a Conceptual Framework
 - ▶ Cognitive
 - ▶ Behavioral
 - ▶ Personality
 - ▶ Psychoanalytic
 - ▶ Social Learning
 - ▶ Moral Development

Conceptual Framework

- ▶ Other Conceptual Framework Theories:
 - ▶ Medical Model versus Nursing Model
 - ▶ Differences
 - ▶ Similarities



5.3 Letter of Intent – Section 3: Terminal Objectives

Presentation by:
Jessica Gomez MBA/HCM, MSN, RN, PHN

Terminal Objectives

- ▶ What Everyone Needs to Know When Writing Terminal Objectives

Terminal Objectives

- ▶ What are terminal objectives?
- ▶ Goals of the program:
 - ▶ Skills and abilities the graduate has upon completion of the program
 - ▶ Written in general terms

Terminal Objectives

- ▶ Consider cognitive objectives
- ▶ Use SMART Method
 - ▶ S – Specific
 - ▶ M - Measurable
 - ▶ A – Attainable
 - ▶ R – Relevant
 - ▶ T – Time-bound

Terminal Objectives

- ▶ Examples:
 - ▶ Pass the NCLEX/PN® or the California Psychiatric Technician Licensure Examination
 - ▶ Professional Knowledge
 - ▶ Critical Thinking
 - ▶ Ethical values
 - ▶ Communication



5.4 Letter of Intent – Section 4: Feasibility Narrative

Presentation by:
Clarissa Swanson, DNP, MSN-Ed, BSN, BA, RN

Feasibility Narrative

- ▶ What is required for Feasibility Narrative?
 - ▶ *Attach a description of the type of school or program being proposed, the total cost to the student to complete the program (including tuition, all fees, uniforms, materials, etc.) the intended start date, and the projected size of the first class.*

Feasibility Narrative - *Description of the type of school or program being proposed*

- Name of Program
- Address
- Phone Number
- Website if available

- Day or evening/weekend class
- Hours of operation
- Program Delivery
- How many weeks/hours is in the total program?

Feasibility Narrative

- ▶ Total cost to the student to complete the program (including tuition, all fees, uniforms, materials, etc.).

- ▶

Description	Program Cost
Registration Fee	\$
Laboratory Fee	\$
Books & Fees	\$
Tuition Charges	\$
Other Fees	\$
Total	\$

Feasibility Narrative

- ▶ Book fees can be separated out

Books and Equipment	Program Cost
Adult Health Nursing, Cooper & Gosnell, Elsevier, 9th Ed.	\$
Foundations of Nursing, Cooper & Gosnell, Elsevier, 9th Ed.	\$
Structure & Function of the Body, Patton & Thibodeau, 16th Ed.	\$
3 Sets of White Scrubs (Top/ Bottom)	\$
Student Identification Badge (ID)	\$
Total	\$

Feasibility Narrative

- ▶ **INTENDED START / END DATES**
 - ▶ The proposed vocational nursing program is intended to start on (Date). The first cohort of the VN program is expected to complete by (Date).

- ▶ **PROJECTED CLASS SIZE**
 - ▶ The proposed program is projected to have a class size of (Number) students as the first VN cohort of the institution.



5.5 Letter of Intent – Section 5:

Title and General Description of Each Course

Presentation by:
Roberta Thomson Ed.D. RN

Title and General Description of Each Course

- ▶ Letter of Intent Requirements:
 - ▶ *Attach a list of the name(s) of each course and provide a corresponding general course description.*
 - ▶ The course description shall describe the subject matter of the course and educational objectives for each course.

Title and General Description of Each Course

- ▶ Title:
- ▶ Course Name
 - ▶ Common, identifiable
 - ▶ Anatomy and Physiology Not - Science 101
 - ▶ Fundamentals of Nursing Not - Vocational Nursing One
 - ▶ Leadership and Supervision Not - transition into practice
 - ▶ Mental Disorders Not - Psychiatric Technology II

Title and General Description of Each Course

- ▶ Description:
 - ▶ Best Practices in Writing a Course Description
 - ▶ Clarity
 - ▶ Concise Wording
 - ▶ Targeted Wording
 - ▶ Perspective
 - ▶ Language
 - ▶ Prerequisites
 - ▶ Engagement

Title and General Description of Each Course

- ▶ Purpose:
 - ▶ A course description answers the questions of the content covered in the course.
 - ▶ Why?
 - ▶ What?
 - ▶ How?

Title and General Description of Each Course

▶ SAMPLE:

- ▶ This course introduces fundamental nursing concepts and skills necessary to provide safe, ethical, and patient-centered care across the lifespan, focusing on the nursing process, basic health assessment, communication techniques, vital signs measurement, infection control, and fundamental patient needs, while incorporating theoretical knowledge with practical application in a clinical setting.

Title and General Description of Each Course

- ▶ Educational Objectives:
 - ▶ What are these?
 - ▶ Three to five broad objectives that describe what the student should learn in a course.
 - ▶ Purpose
 - ▶ Guide the instructor in planning and organizing course content
 - ▶ How are they written?
 - ▶ In terms of a behavior, skill, or action that a student can demonstrate

Title and General Description of Each Course

▶ SAMPLE:

▶ At the end of the course the student will be able to:

▶ Describe the structure and functions of the human body.

▶ Discuss the development from the cell > tissue > organs > systems that make up the human body.

▶ Describe the regulation of the human body and explain how body systems are integrated.

▶ Discuss the importance of an understanding of Anatomy and Physiology to the delivery of patient care.



5.6 Letter of Intent – Section 6: Clinical Facility Placement List

Presentation by:
Cindy Fairchild EdD, MSN, RN

Clinical Facility Placement List

- ▶ *Attach a list of the clinical facilities that are intended to be utilized for learning experiences. The institution shall submit a completed “Intent for Clinical Facility Placement,” Form 55M-3 (New 04/2022), which is attached below, for each health care facility that agrees to provide clinical placement for students of the proposed school or program.*

Clinical Facility Placement List

Type of Facilities - LVN

- ▶ Medical/Surgical facilities
 - ▶ Long term care
 - ▶ Post acute care
 - ▶ Acute care
 - ▶ Clinics
- ▶ Maternity
 - ▶ Acute care
 - ▶ Clinics
- ▶ Pediatrics
 - ▶ Acute care
 - ▶ School district
 - ▶ Clinics
 - ▶ Pediatric long-term care
 - ▶ Day care center
- ▶ Mental Health
 - ▶ Acute care
 - ▶ Long term care

Clinical Facility Placement List

Type of Facilities - PT

- ▶ Medical/Surgical facilities
 - ▶ Acute care
 - ▶ Long term care
 - ▶ Psychiatric acute hospital
- ▶ Development Disabilities
 - ▶ Developmental centers
 - ▶ School district
- ▶ Mental Disorders
 - ▶ Psychiatric hospital
 - ▶ Prison facilities

Clinical Facility Placement List

- ▶ INTENT FOR CLINICAL FACILITY PLACEMENT
 - ▶ BVNPT website
 - ▶ <https://www.bvnpt.ca.gov/>
 - ▶ Form 55M-3
 - ▶ <https://www.bvnpt.ca.gov/education/pdf/55m3.pdf>



5.7 Letter of Intent – Section 7: Student Services List

Presentation by:
Tara Devila, MSN-Ed, RN, PHN, SMQT, CHEP

Student Services List

Attach a list of resources for provision of counseling and tutoring services for students and corresponding contact information (e.g., primary contact name, telephone number, mailing and/or email address).



Student Services List

- ▶ **Counseling & Tutoring Services: Essential Requirements for Your Letter of Intent**
- ▶ Once a student is admitted into a vocational nursing or psychiatric technician program, the institution is committed to providing **essential support services** that promote academic success, well-being, and career readiness. The **Letter of Intent (LOI)** must clearly define the **counseling and tutoring services** available, including **what is offered, how students will access these resources, and key contact information.**

Student Services List

▶ Academic Counseling & Tutoring

▶ Students need **structured academic support** to succeed in rigorous coursework. Your LOI must describe:

- **Tutoring services** for subjects such as **pharmacology, anatomy, and dosage calculations**
- **Who provides tutoring** (faculty, academic success center)
- **How students access academic support** (appointments, study groups, online resources)
- **Contact information for tutoring services**

▶ For example, if a student struggles with medication calculations, will they have access to **one-on-one tutoring or faculty-led review sessions**? Clearly defining these services ensures students receive the academic support they need.

Student Services List

▶ **Mental Health & Behavioral Counseling**

▶ Vocational nursing and psychiatric technician programs are demanding, and **mental health support** is essential for student well-being. Your LOI must specify:

- **Whether on-site counseling is available** or if students will be referred to external providers
- **How students access mental health resources** (walk-in services, referrals, virtual counseling)
- **Contact information for mental health support**

▶ For example, if a student experiences high stress or test anxiety, will they have access to **confidential counseling, crisis intervention, or wellness workshops**? A well-defined plan ensures students receive necessary support.

Student Services List

- ▶ **Financial Counseling**
- ▶ Financial stress can impact student retention. Your LOI should outline:
 - **What financial counseling services are offered** (one-on-one advising, workshops, scholarship guidance)
 - **Who provides financial support** (financial aid advisors, external resources)
 - **Contact information for financial counseling**

- ▶ For instance, if a student is unsure about tuition costs or loan repayment options, will they receive guidance through **financial aid workshops or individual advising**? Defining these services helps students stay financially prepared throughout the program.

Student Services List

- ▶ **Career Counseling**
- ▶ Preparing students for employment is a critical responsibility. Your LOI must describe:
 - **Career services offered** (resume building, job placement assistance, interview coaching)
 - **Employer partnerships** that support student job placement
 - **Contact information for career services**

- ▶ For example, will students have access to **mock interviews, job fairs, or networking events with potential employers**? Clearly outlining career counseling ensures students transition successfully into the workforce.

Student Services List

- ▶ **Conclusion: Summarizing Support Services in the LOI**
- ▶ Once students are admitted, the program is **committed** to providing these essential resources. The **Letter of Intent must clearly define:**
 - **What services are provided**
 - **Who delivers them**
 - **How students access them**
 - **Contact information for each support service**
- ▶ Many students face challenges beyond academics, including **financial stress, mental health concerns, and career uncertainty**. By ensuring they have access to the right **counseling and tutoring resources**, programs can improve **student retention, graduation rates, and overall well-being**.

Student Services List

- ▶ To effectively describe these services in the LOI, it is recommended to use the **Who, What, When, Where, Why, and How model**:
 - **Who** provides these services? (Faculty, staff, external partners)
 - **What** support is available? (Tutoring, mental health counseling, financial aid advising, career coaching)
 - **When** can students access them? (During coursework, before exams, at key transition points, evenings, weekends)
 - **Where** are services provided? (On-campus, online, or external referrals)
 - **Why** are these services essential? (Improve retention, reduce stress, ensure career readiness)
 - **How** will students access them? (Appointments, drop-in sessions, virtual platforms)
- ▶ Clearly outlining these services in the LOI demonstrates a **commitment** to student success and **regulatory compliance**.



5.8 Letter of Intent – Section 8: Geographic Narrative

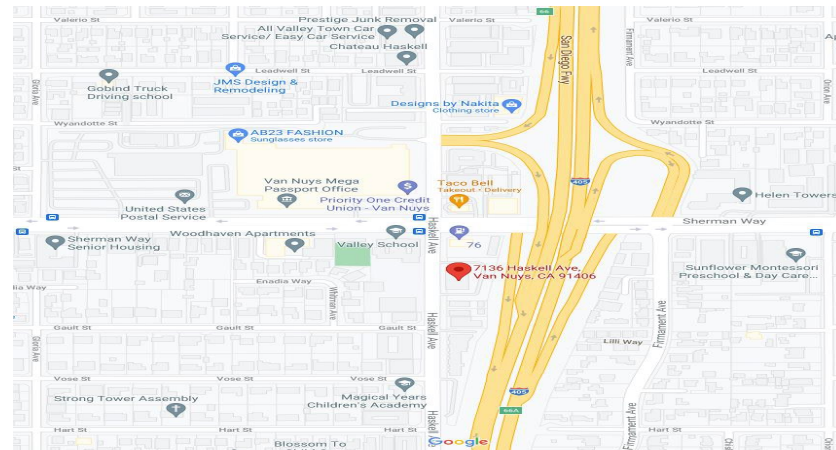
Presentation by:
Faye Silverman, MSN/Ed, WOCN, PHN

Geographic Narrative

- ▶ What is required for a Geographic Narrative?
 - ▶ *Attach a description of the geographic area and community to be served by the proposed school or program (e.g., demographics, numbers of health facilities in the area in need of nursing, or potential future growth of the community).*

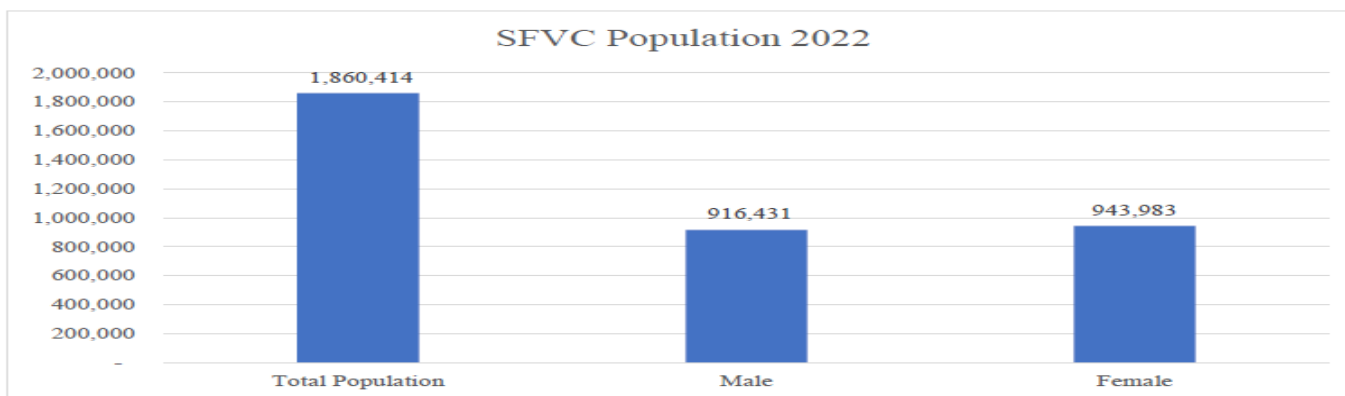
Geographic Narrative

- ▶ Where is the Program located?
 - ▶ Provide a picture and then below the picture, key-enter the actual program address.



Geographic Narrative

- ▶ Below is taken from U.S. census data of San Fernando Valley (SFVC), in Los Angeles County, California. Total Population in 2022 was 1,860,414:



Total Population	1,860,414
Male	916,431
Female	943,983

Source: US Census Bureau
https://data.census.gov/table?tid=ACSDP5Y2021.DP05&g=0400000US06_860XX00US91406

Geographic Narrative

▶ Population by Race:

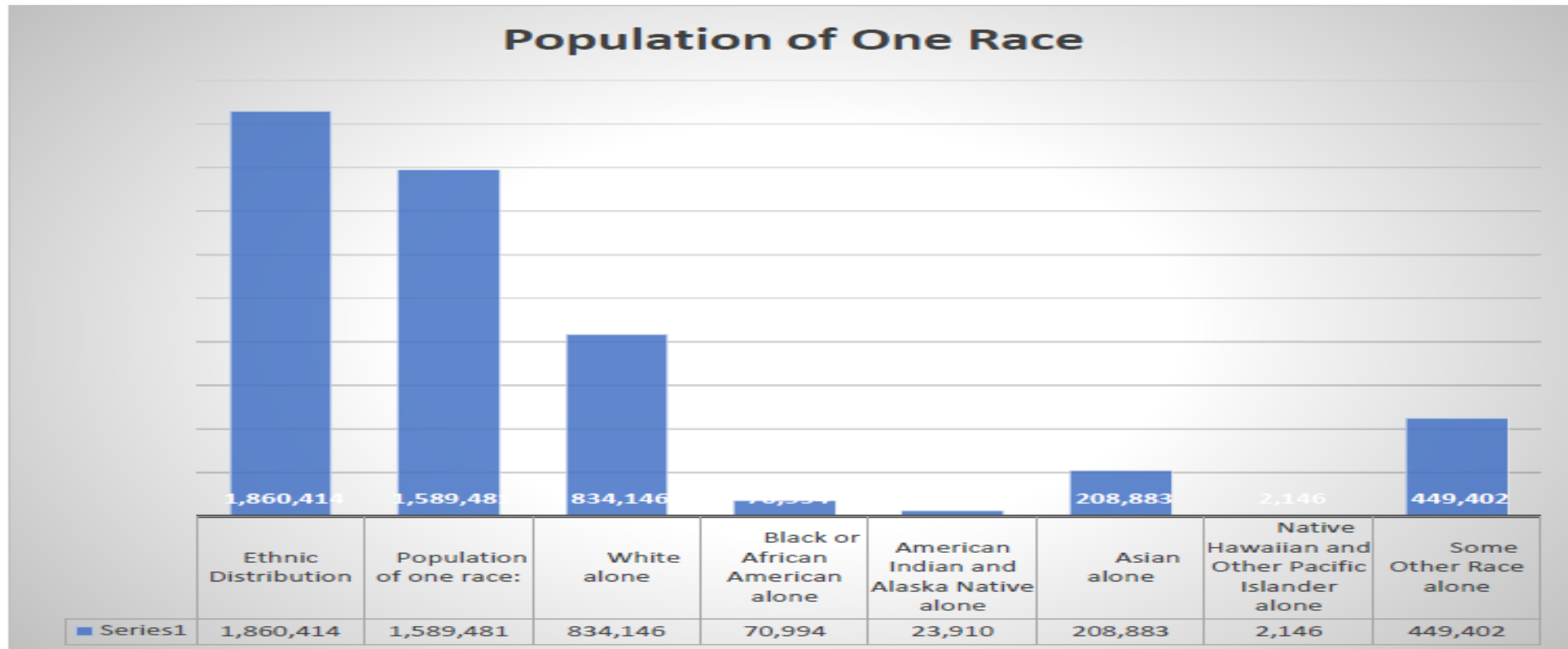
▶ Below is from the SFVC population distribution: Population of One Race

▶ Ethnic Distribution is 1,860,414 (includes population of two or more races: 270,933).

▶ Population of one race is 1,589,481:

▶ White alone	834,146
▶ Black or African American alone	70,994
▶ American Indian and Alaska Native alone	23,910
▶ Asian alone	208,883
▶ Native Hawaiian and Other Pacific Islander alone	2,146
▶ Some Other Race alone	449,402

Geographic Narrative



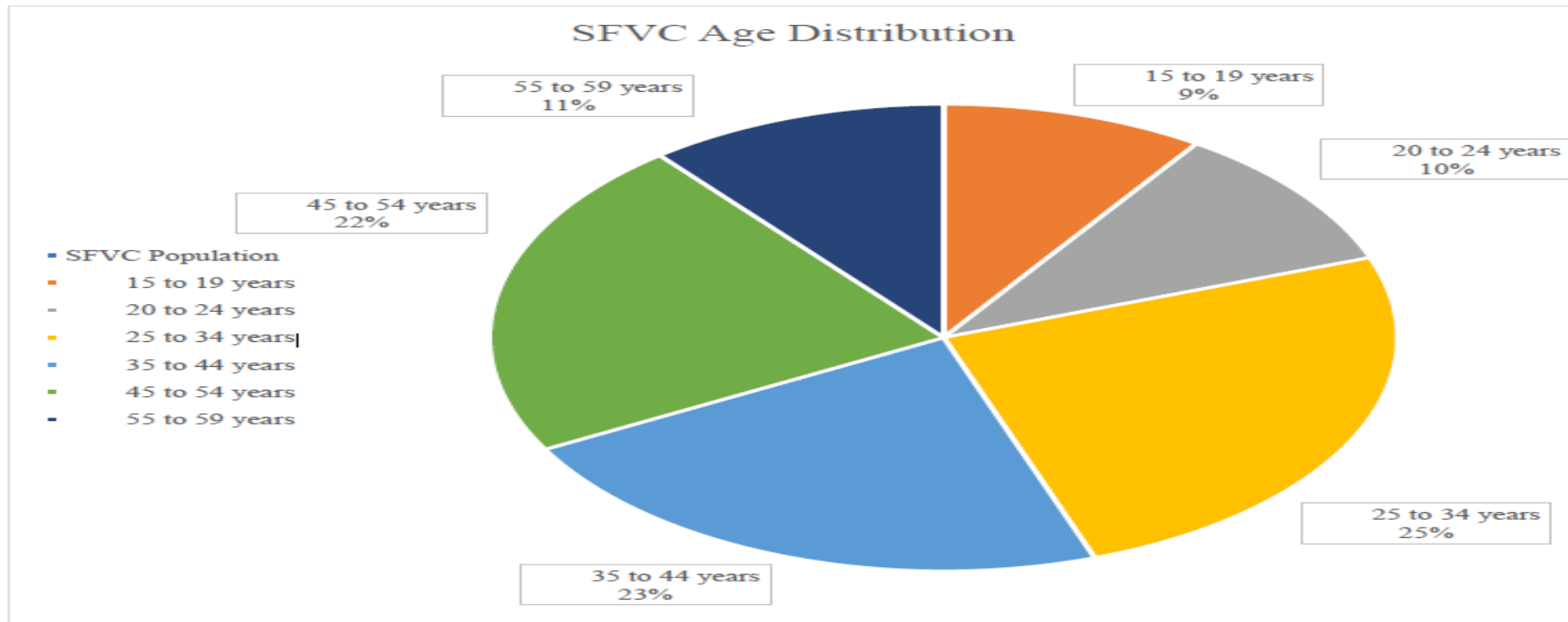
Source: United States Census Bureau

https://data.census.gov/table?tid=ACSDP5Y2021.DP05&g=0400000US06_860XX00US91406

Geographic Narrative

- ▶ Below is from the SFVC age distribution population.
 - ▶ Ages of typical prospective students in the nursing program:
 - ▶ 15 to 19 years 108,299
 - ▶ 20 to 24 years 115,523
 - ▶ 25 to 34 years 290,069
 - ▶ 35 to 44 years 258,509
 - ▶ 45 to 54 years 255,813
 - ▶ 55 to 59 years 123,785

Geographic Narrative



Source: United States Census Bureau

https://data.census.gov/table?t=Educational+Attainment&g=0400000US06_0600000US0603792785&tid=ACSSST5Y2018.S1501

Geographic Narrative

- ▶ Any other Statistical Information:
 - ▶ Age by Educational Attainment
 - ▶ Marital Status
 - ▶ Education
 - ▶ Gender
 - ▶ Any other Statistical information about the geographic area of choice

Geographic Narrative

- ▶ Narrative about nursing shortage specific to your target geographic area.
- ▶ Numbers of health facilities in the area in need of nursing:

Within the 25-mile radius of the school, the table provided below is a list of the categorized facilities with multiple nursing staff openings within their job boards.

Skilled Nursing Facilities	24 facilities
Hospitals, Medical Centers, ER, and Urgent Care	21 hospitals
Independent /Assisted Living Communities	45 communities

Source: The San Fernando Valley Senior Services Director, 2022 Edition. Retrieved online: <https://www.seniorservicesfv.org/skilled-nursing-facilities/>

Geographic Narrative

▶ Links to Resources:

- ▶ U.S. Census Bureau for demographic data <https://www.census.gov/data/tables/2023/dec/2020-census-demographic-profile.html>
- ▶ California Health Care Foundation, 2022 report on healthcare workforce
- ▶ <https://www.chcf.org/program/workforce/>
- ▶ <https://data.census.gov/>
- ▶ <https://worldpopulationreview.com/us-cities/california/san-fernando>
- ▶ <https://www.seniorservicesfv.org/skilled-nursing-facilities/>
- ▶ Indeed.com for healthcare job listings
- ▶ <https://www.indeed.com/q-Registered-Nurse-I-San-Fernando-Valley,-CA-jobs.html?vjk=0893da96d1f49633>
- ▶ <https://www.ppic.org/publication/californias-population/>



6. Electronic Submission of your Complete Letter of Intent Application

Presentation by:
Judith McLeod DNP, CPNP, RN

Submission of your Complete Letter of Intent

- ▶ As a reminder, failure to correct all Letter of Intent (LOI) packet deficiencies and submit the corrected documents within 30 days from the first date we notified you of deficiencies will result in being removed from the proposed program LOI list and you may only reapply after six months.
- ▶ For VN, see [Business and Professions Code section 2881.2\(a\)](#):
 - (a) The approval process for a school or program shall be consistent with the following timelines:*
 - (1) (A) Upon receipt of a complete letter of intent to submit an application for approval as a school or program of licensed vocational nursing, the board shall notify the proposed school or program of the steps in the approval process and provide an estimated wait time until active assignment to a nursing education consultant.*
 - (B) A vocational nursing school or program that fails to submit a complete letter of intent within 30 days from the date the board notifies the school or program of deficiencies shall be taken out of consideration for approval as a new school or program and may only reapply after six months.*

Submission of your Complete Letter of Intent

- ▶ As a reminder, failure to correct all Letter of Intent (LOI) packet deficiencies and submit the corrected documents within 30 days from the first date we notified you of deficiencies will result in being removed from the proposed program LOI list and you may only reapply after six months.
- ▶ For PT, see [Business and Professions Code section 4531.1\(a\)](#):
 - (a) The approval process for a school or program shall be consistent with the following timelines:*
 - (1) (A) Upon receipt of a complete letter of intent to submit an application for approval as a school or program for psychiatric technicians, the board shall notify the proposed school or program of the steps in the approval process and provide an estimated wait time until active assignment to a nursing education consultant.*
 - (B) A school or program for psychiatric technicians that fails to submit a complete letter of intent within 30 days from the date the board notifies the school or program of deficiencies shall be taken out of consideration for approval as a new school or program and may only reapply after six months.*

Submission of your Complete Letter of Intent

Example of a Board request for resubmission of LOI documents:

Hello, Program Director,

BVNPT acknowledges receipt of your email and your attached Word and PDF documents of your initial Letter of Intent (LOI) packet regarding VN proposed program Name in Anytown, California.

Please resubmit your complete LOI application and your eight supporting documents by email, submitting one Word or PDF document file per section and making certain that each file has a separate and unique name and is dated. See the example below.

- Letter of Intent xx.xx.2025
- 1. Philosophy of the program xx.xx.2025
- 2. Conceptual framework xx.xx.2025
- 3. Terminal objectives xx.xx.2025
- 4. Feasibility Narrative xx.xx.2025
- 5. Title and General Description of Each Course xx.xx.2025
- 6. Clinical Facility Placement List xx.xx.2025
- 7. Student Services List xx.xx.2025
- 8. Geographic Narrative xx.xx.2025

Also, please include on each of your submitted documents the name of your school or program at the top of the first page and the page numbering at the bottom of each page. ...



QUESTIONS?

BVNPT.Proposed.Programs@dca.ca.gov