



## LETTER OF INTENT TO SUBMIT APPLICATION for INITIAL APPROVAL of NEW SCHOOL OR PROGRAM – Vocational Nursing

This completed form along with all written statements and documentation required by section 2526 of Title 16 of the California Code of Regulations (CCR) must be submitted to the Board of Vocational Nursing and Psychiatric Technicians (Board) to begin the approval process for a new school or program of vocational nursing. The information requested on this form is mandatory pursuant to Business and Professions Code section 2881.2 and Title 16 CCR section 2526. The information provided on this form and in written statements will be used to identify the proposed school or program and to calculate an estimated wait time until active assignment to a nursing education consultant. The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information unless the records are exempted from disclosure. Individuals may obtain information regarding the location of their records by contacting the Board's Executive Officer at the above address or telephone number.

**Program Type:**                     Full Time                     Part Time  
 Community College         Adult School                 Regional Occupational Program  
 Private                             Hospital-Based             Other:

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**Proposed School or Program Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Name of Owner of Proposed School or Program (Attach additional sheets as necessary):** \_\_\_\_\_

**Program Director's Name:** \_\_\_\_\_

**Program Director's Office Address:** \_\_\_\_\_

**Direct Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature of Program Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

Programs should email the Board immediately at [BVNPT.Education@dca.ca.gov](mailto:BVNPT.Education@dca.ca.gov) if there are any changes in contact information. Failure to provide updated contact information may delay processing if the Board cannot reach the school or program.