Arizona State Board of Nursing
Policy and Procedure

POLICY NAME   **Submission of Education Program Documents to Board/Education Committee**

EFFECTIVE DATE: **November 17, 2004**

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<div align="right">Signature</div>

REVISION DATE(s)   **Date/Approved by: Education Committee 10/22/04; 8/19/05; 08/03/12; 11/3/2017**
Board Approval: 11/17/04; 09/21/05; 03/25/09; 03/23/10; 7/21/10; 05/16/14; 1/29/16; 11/17/17

CANCELLATION DATE

☐	Administration	☐	Hearing	☐	Monitoring
☐	CANDO	☐	Information Technology	☐	Multi-state Licensure
☒	Education	☐	Investigations		
☐	Fiscal Services	☐	Licensing		

Reference:

Purpose: **To inform programs of the guidelines for submitting applications and other materials to ensure that Board Staff, Education Committee and the Board has adequate time to read and analyze the materials before the meeting.**

Policy:

1. **General Policy:** The Education Advisory Committee of the Board reviews and recommends a course of action on all educational applications for approval and program change including innovative applications. The only exceptions are when the application initiates an investigation. Applicants include RN, LPN, APRN and Refresher Programs. There are six types of applications: Proposal, Provisional, Full, Renewal, Innovative program and Program Change.

   Rationale: To provide the Board with the advice and expertise of committee members on educational matters.

2. **Application Requirements:**
   A. **Contents:** The application should consist of an introductory/background statement, full contact information including author of the application, a completed worksheet, and attachments.
      a. An executive summary of the application documents and overview not to exceed one page.
      b. A writable worksheet is available on the Board website or can be provided by Board staff, upon request.
      c. The applicant program shall complete the descriptive portion of the worksheet describing the program's compliance with the rule and indicate in the last column where the evidence supporting rule compliance is to be found in attachments or on-site if a site visit is planned.
      d. Attachments**:** Examples of compliance with rules may be submitted in lieu of multiple documents if the example is representative of the practices throughout the program. For example, objectives and outlines for each class session (R4-19-206 (B)) may be submitted for only one course, with documentation by the program administrator that this is the prototype used for all courses. Only those portions of documents supporting compliance should be included.

   B. **Format:** Submit one electronic copy in Microsoft Word or pdf format without hyperlinks and one paper copy of the complete application according to the following guidelines:

    a. Times New Roman or similar 12 point font;
    b. Consecutively numbered by page throughout including attachments;
    c. For the paper copy, stapled or spiral bound on single sided, letter-size white paper with black print with attachments separated by dividers.

  C. **Integrity:** All materials must be factually correct and address the Board rules in a straightforward, concise manner.

  D. **Revisions:** If revised materials are submitted, they must be accompanied by a separate summary page describing the changes. Revisions to any materials originally provided to Board staff must clearly indicate all changes by striking-through the old language and underlining, initialing and dating the new language. In no instance will the Board accept altered versions of previously submitted materials without a clear indication of where the alteration occurred including author and date.
Rationale: Provides a standardized format for application submission and clearly indicates to Board staff and Committee members where changes were made, thereby increasing efficiency of review and facilitating approval decisions.

3. **Courtesy Review**: May be requested and shall be provided by Board staff, as time permits, for all applications that do not entail a site visit[*]. Board staff recommends that all new programs request a courtesy review of their proposal. Entities requesting a courtesy review, must submit the following items a minimum of 5 weeks before the Education Committee meeting:
    a. A paper or electronic writable copy, with page numbers, of the complete application that is clearly marked "courtesy review only,"
    b. A written request for the review,
    c. Contact information to include: the person's name, e-mail, fax, phone numbers, and hours of availability.
    When submitting the final application, please provide a separate "red-line" copy to Board staff indicating changes between the courtesy copy and the final submission by striking-through the old language and underlining the new language (the red-line copy is for staff only and will not be provided to the committee).
    Rationale: Assists programs to meet the requirements of the Board rules and revise documents in a collaborative manner and enables Board staff to more efficiently review the final application. (*Program applications that involve a site visit are extensively reviewed by Board staff prior to the visit with subsequent opportunities to revise documents.)

4. **Time Frame for Submission:** For applications to be considered by the Education Committee, a complete application as described above, must be received by Board staff a minimum of 3 weeks before the Committee meeting date. Incomplete applications are subject to the provisions of R4-19-101, the Board's time-frame rules. Board staff or the Education Committee Chair may accept late materials if the program demonstrates that the delay in submission was due to factors outside the control of the applicant program and parent institution.
Rationale: To provide adequate time for staff preparation and committee review.
Note: Additional meetings of the Education Committee can be scheduled by the Committee Chair and Associate Director of Education and Evidence-Based Regulation in special circumstances to facilitate program approval for review at scheduled board meetings.

5. **Full Board Review:** Materials reviewed at the Committee meeting will be electronically submitted to the Board for consideration at their next meeting and include that Committee recommended motion. Generally the Committee meets on the even months and the Board meets on the odd months.
Rationale: Provides for timely decisions by the Board.

The Education Committee meeting schedule is posted on the Board website:
https://www.azbn.gov/resources/committees/education-committee/