

**Arizona State Board of Nursing  
Policy and Procedure**

**POLICY NAME:** Program Completion/ Verification for Pre-licensure Programs

**EFFECTIVE DATE:** 1-21-2020

*Greg Hidenow RN MN JAA*

Signature

**REVISION DATE(s):**

**CANCELLATION DATE:**

<input type="checkbox"/> Administration	<input type="checkbox"/> Hearing	<input type="checkbox"/> Monitoring
<input type="checkbox"/> CANDO	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Multi-state Licensure
<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Investigations	
<input type="checkbox"/> Fiscal Services	<input checked="" type="checkbox"/> Licensing	

**Reference:**

R4-19-301(B)(1)

If an applicant is a graduate of a pre-licensure nursing program in the United States that has been assigned a program code by the National Council of State Boards of Nursing during the period of the applicant's attendance, the applicant shall submit one of the following: 1. If the program is an Arizona-approved program, the transcript required in subsection (B)(2) or a statement signed by a nursing program administrator or designee verifying that: a. The applicant graduated from or is eligible to graduate from a registered nursing program for a registered nurse applicant; or b. The applicant graduated from or is eligible to graduate from a practical nursing program or graduated from a registered nursing program and completed Board-prescribed role delineation education for a practical nurse applicant;

**Purpose:**

The Arizona State Board of Nursing ("AZBN") has instituted the following policy standard to establish an acceptable procedure for the secure confirmation of program completion of pre-licensure nursing programs.

**Policy:**

Program completion will be relayed to AZBN staff via the NCSBN Affidavit of Graduation (AOG) Portal. All affirmations will be completed by staff members assigned by the Nursing Program Administrator. AZBN Education Department staff will create a profile for nursing program staff as requested by the Nursing Program Administrator.

**Procedure:**

- Program Administrator will contact AZBN Education Department staff to request access to the AOG Portal for staff members they have deemed responsible to authorize completion of the Nursing Program requirements.
- AZBN Education Department staff will create a profile per the request from the Nursing Program Administrator.
  - ◆ Required criteria: Full name, email address and phone number, program code needed for access
  - ◆ An email with an activation link will be sent to the recipient
    - The link must be clicked on within 24 hours or the email has to be resent
- Authorized program staff can:
  - ◆ See all students that have listed the program as their education and basis for licensure on their application
  - ◆ Confirm the applicant has completed the program requirements
  - ◆ Update the graduation date
  - ◆ Update the graduation status to “Graduated”
  - ◆ Approve the record
    - If a student is not showing up:
      - the student did not add any education
      - the student did not add the program as their education
      - the student did not list the specific program as their basis for licensure.
    - Program staff should ask students can check their application to confirm the program code listed
- AZBN Licensing staff will review the applications in date order and deficiency notices will be sent to students accordingly.