



## **ALABAMA BOARD OF NURSING ADMINISTRATIVE SUMMARY FOR DISTANCE AND OUT OF STATE PROGRAMS**

A nursing education program based outside the state of Alabama that plans to provide students with clinical learning experiences in Alabama must meet the requirements of [ABN Administrative Code §610-X-3-.09](#).

The documents listed below are required annually. If a change occurs from previously submitted documents, updated documents must be provided to the ABN.

- **Nursing Program:** Current accreditation letter from a national nursing accrediting agency recognized by the US Department of Education to include accreditation status and date accreditation to be reaffirmed.
- **Governing Institution:** Current accreditation letter from a postsecondary organization recognized by the US Department of Education to include accreditation status and date accreditation to be reaffirmed.
- **Full Approval Documentation:** Local, state, federal, and regulatory board in the state where located. A nursing education program based outside the state of Alabama that plans to provide students with clinical learning experiences in Alabama must submit to the Board, within a minimum of fifteen (15) days in advance of the expected clinical learning experience, the following:

- **Letter of Intent and Excel Clinical Spreadsheet:**

- Governing institution
- Type of nursing education program
- Status of approval
- Student's name and license number (must be either an Alabama or multistate registered nurse license)
- Clinical supervisor's name and license number (must hold either an Alabama or a multistate registered nurse license)
- Name and physical location of the clinical facility
- Statement from Director of Nursing/Chief Nursing Officer of clinical facility regarding availability for student participation at the site
- Learning outcomes or plan of study
- Name and license number of faculty responsible for the evaluation and oversight of student's clinical learning experience (must hold either an Alabama or a multistate registered nurse license).

**ABN Administrative Code §610-X-3-.09(6)** - Effective January 1, 2023, those out of state nursing programs conducting clinical experiences in Alabama for a prelicensure program or advanced practice program shall submit an annual out of state Program fee of \$500.00 in January of each calendar year, or upon submission of the program's letter of intent for that calendar year.

**NOTE:** All required approval and accreditation documents should be submitted with payment by January 31, annually.

**If your institution or nursing program accreditation changes, a notification must be provided to the ABN within 15 days – followed by current documentation upon receipt from the accreditation agency.**

Information should be provided via the **ABN Clinical Submission** spreadsheet, which is located on the ABN website at [ABN Clinical Submission](#).

Additional requirements may be found in [ABN Administrative Code](#) Chapter 610-X-3.