

ALABAMA BOARD OF NURSING
New Nursing Program Application Phase I

Name Governing Institution	
President Governing Institution	
Address Main Campus	
Type of Program Requested	
Type of Degree/Certificate to Be Awarded	
Address of Proposed Program	
Nursing Program Administrator Name, Title, and Contact Information	
Governing Institution Administrator with Direct Responsibility for the Proposed Program Name, Title, and Contact Information	
Date of submission of Phase I	
Proposed Opening Date	

ABN Administrative Code 610-X-3.06	Examples of Evidence for the Feasibility Study
(1) Phase 1: A governing institution that plans to establish a new nursing education program shall submit to the Board a minimum of six (6) months in advance of the expected opening date:	
(a) A letter of intent identifying the governing institution, the type of nursing education program, and the status of approval from accrediting bodies and state agencies.	<ul style="list-style-type: none"> • Governing institution information • Type of nursing program to be established • Status of approval from accrediting bodies and state agencies
(b) A feasibility study that includes:	
1. Purpose of establishing the new nursing education program.	<ul style="list-style-type: none"> • Unique health care needs of constituents residing in the area • The number of vacant nursing positions in the area health care agencies • The number of projected nursing positions in the area, state, and nation • Number of graduates produced in the area annually and job placement rates of the graduates
2. Availability of health care agencies with sufficient practice experiences to support the program. Letters of commitment and signed clinical contracts are accepted documents for inclusion to demonstrate meeting the standard.	<ul style="list-style-type: none"> • Healthcare agencies in the area <ul style="list-style-type: none"> ○ -Type ○ -Number ○ -Number of beds ○ -Services provided • Copy of letters of support and signed affiliation agreements/clinical contracts
3. Enrollment projections and identification of potential students.	<ul style="list-style-type: none"> • Recruitment Plan <ul style="list-style-type: none"> ○ Strategy ○ Target groups ○ Timeline for strategy implementation ○ Number of individuals contacted with strategy • Projected enrollment for first three years of program • Include a 5 year projection and Gantt Chart

<p>4. Availability of adequate educational facilities and practice sites for clinical learning experiences throughout the life span including evidence of clinical space availability for additional new students in the area.</p>	<ul style="list-style-type: none"> • Educational facilities <ul style="list-style-type: none"> ○ Classroom space ○ Skills lab/simulation lab ○ Student areas such as lounge, study areas, etc. ○ Computer lab ○ Faculty/clerical office/workspace ○ Learning Resource Center/Library ○ Other • Practice sites for clinical learning experience <ul style="list-style-type: none"> ○ Name of site ○ Location of clinical site ○ Description of clinical site ○ Populations served ○ Course(s) utilizing clinical site ○ Type of clinicals assigned per course • Clinical agreements/contracts/letters of support • Proposed clinical schedules
<p>5. Assurance of adequate financial resources to support the initial and continuing program including submission of the proposed initial budget and continuing budget. Financial statements of the governing institution for the past two fiscal years are accepted documents for inclusion to demonstrate evidence of financial stability of the governing institution.</p>	<ul style="list-style-type: none"> • Proposed Budget for the first three years of the program indicating revenues and expenditures • Governing Institution’s Fiscal Statements for the past two years

<p>6. Plan and resources for recruiting and employing projected number of qualified faculty for theoretical and clinical instruction.</p>	<ul style="list-style-type: none"> • Proposed number of nursing faculty to be employed • Proposed faculty to student ratio for classroom, lab, simulation, and clinical • Plan with timeline for recruitment of nursing faculty • Qualifications for nursing faculty/Job descriptions <ul style="list-style-type: none"> ○ Active unencumbered Alabama registered nurse license or multistate registered nurse license issued by a party state ○ Graduate degree in nursing or health related field ○ Academically and experientially qualified to teach in assigned area
<p>7. Timeline for planning and implementation of the proposed program.</p>	<ul style="list-style-type: none"> • Timeline for planning and implementation of the proposed nursing program
<p>8. Organizational structure of the governing institution and placement of proposed nursing education program within the overall organization.</p>	<ul style="list-style-type: none"> • Organizational chart that depicts the authority, responsibility, and channels of communication of the nursing program to the governing institution and other comparable programs within the governing institution
<p>9. An articulation plan, including agreements, that addresses the transition of students and graduates to other educational institutions.</p>	<ul style="list-style-type: none"> • Articulation plan and agreements
<p>(c)The Board shall review the letter of intent, feasibility study and supporting documentation for completeness and compliance with the rules and regulations and may provide guidance regarding forward progress of the plan.</p>	<ul style="list-style-type: none"> • Compliance with rules and regulations <ul style="list-style-type: none"> ○ Letter of intent ○ Feasibility Study • Additional information requested

Please return completed application, with all necessary documentation and check for the \$1,500.00 application fee, to:

Alabama Board of Nursing
Attention: Nursing Education Programs PO
Box 303900
Montgomery, Alabama 36130