



New Jersey Office of the Attorney General

Division of Consumer Affairs
New Jersey Board of Nursing
124 Halsey Street, 6th Floor, P.O. Box 45010
Newark, New Jersey 07101
(973) 504-6430

Application to Establish a New Program of Nursing - Phase II

Phase II application to establish a new program in nursing shall be submitted to the Board no later than 12 months prior to the anticipated start date of the program.

Complete Phase II application and submit a hard copy in a binder, along with a flash drive and mail to:

**New Jersey Board of Nursing
Division of Consumer Affairs
124 Halsey Street, 6th Floor
Newark NJ, 07101**

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Submit to the Board the following items no later than 12 months prior to the anticipated start date of the program:

- 1.) The number of students to be admitted to each of the first four graduating classes after establishment of the program, which shall be limited to no more than 40 students per calendar year.
- 2.) The projected maximum student enrollment.
- 3.) Admission, progression, retention and dismissal policies.
- 4.) Appeals policy for any disciplinary matter.
- 5.) A description of student services.
- 6.) A plan for increases in faculty commensurate with increased student enrollment.
- 7.) The curriculum plan, including course objectives for all nursing courses.
- 8.) A written statement describing the support staff.
- 9.) A written statement recognizing that a program administrator shall have at least three years of nursing education experience or 12 college credits in education.
- 10.) A preliminary agreement with clinical facilities at which students will obtain clinical education.
- 11.) A written agreement between the educational institution and a fully accredited nursing education program documenting that, if the educational institution fails to obtain accreditation and loses its provisional accreditation, the accredited nursing program will accept any nursing students that are enrolled in the educational institution at the time it loses provisional accreditation.
- 12.) A written plan for evaluating the governance, faculty, resources, curriculum, and program outcomes of the nursing program. The plan shall identify the communities of interest, which include any person or group who is interested in the quality of graduates from a nursing program, and shall include:
 - i. The responsible party for evaluating the components;
 - ii. Methods for evaluating components; and
 - iii. Actions resulting from the collection and analysis of data.

***After phase II application is reviewed, the Board shall either grant provisional accreditation/approval, require revision, or deny permission to pursue the development of the proposed program.**

A notification letter will be sent with the status of Phase II application.