

ARKANSAS STATE BOARD OF NURSING



PREREQUISITE APPROVAL SURVEY GUIDELINES FOR NURSING EDUCATION PROGRAMS

Updated 2025

ARKANSAS STATE BOARD OF NURSING
Title 17. Professions, Occupations, and Businesses
Chapter XXII. Arkansas State Board of Nursing, Department of Health
Part 125. Standards for Nursing Education Programs
Conducting an Approval Survey and Site Visit

GUIDELINES

ASBN RULES

17 CAR § 125-102. New Program Leading to Licensure.

- (a) Institution Requirement
1. A nursing education program whose parent institution is located in an Arkansas jurisdiction seeking to establish a new baccalaureate, diploma, associate degree or practical nursing program shall meet the following requirements.
 - (A) Educational institutions or consortiums shall be:
 - i. Approved by the Arkansas Department of Higher Education; and
 - ii. Be accredited by an accrediting body recognized by the United States Secretary of Education.
 - (B) Hospitals or hospital consortiums shall be:
 - i. Approved by the Arkansas Department of Health; and
 - ii. Accredited by the Joint Commission on Accreditation of Health Care Organizations or equivalent accrediting organization.
 - (C) Each skilled nursing facility in a consortium to provide a practical nursing program shall be approved by:
 - i. The Arkansas Department of Human Services; or
 - ii. An equivalent accrediting organization;
 - (D) Institutions offering a Licensed Practical Nurse Pathway Pilot Program shall be approved by the Arkansas Division of Elementary and Secondary Education in consultation with the Arkansas Division of Higher Education; and
 - (E) The parent institution shall meet the transfer or articulation requirement for courses in Arkansas education institutions.
 2. A nursing education program whose parent institution is located outside of Arkansas's jurisdiction seeking to establish a new master's, baccalaureate, diploma, associate degree, or practical nursing program shall meet the following requirements:
 - (A) Education institutions shall be:
 - i. Approved by the Arkansas Division of Higher Education; and
 - ii. Accredited by an accrediting body recognized by the United States Secretary of Education;
 - (B) Be approved/accredited by the board of nursing or equivalent agency in the state where the parent institution originates;
 - (C) The parent institution shall meet the transfer or articulation requirements for

courses in Arkansas education institutions; and
 (D) Maintain the education standards required of Arkansas-based nursing education programs

b) Prerequisite Approval

1. An institution, seeking to establish a new nursing program leading to licensure, shall submit a letter of intent to the Board at least one (1) year prior to submission of a feasibility study.
2. The institution must submit a current feasibility study, that is signed by the appropriate administrative officers, and includes the following:
 - (A) Purpose for establishing the program;
 - (B) Type of educational program to be established;
 - (C) Relationship to the parent institution, including an organizational chart;
 - (D) Mission, philosophy, purposes, and accreditation status of the parent institution;
 - (E) Financial statement of the parent institution for the past two (2) fiscal years;
 - (F) A proposed budget for each year of the program's implementation;
 - (G) Documented need and readiness of the community to support the program, including:
 - i. surveys of potential students;
 - ii. employment availability; and
 - iii. potential employers;
 - (H) Source and numbers of potential students and faculty;
 - (I) Proposed employee positions, including support staff;
 - (J) Proposed clinical facilities for student experiences, including:
 - i. Letters of support from all major facilities expected to be used for full program implementation; and
 - ii. Evidence of clinical space for additional students;
 - (K) Letters of support from approved nursing and health-related programs using the proposed clinical facilities;
 - (L) Proposed physical facilities including:
 - i. Offices;
 - ii. Classrooms;
 - iii. Technology;
 - iv. Library; and
 - v. Laboratories;
 - (M) Availability of the general education component of the curriculum or letter of agreement, if planned, from another institution;
 - (N) A timetable for initiating the program, including required resources and plans for attaining initial approval;
 - (O) Other information as requested by the Board.
3. The Board shall review all prerequisite documents and may determine the need for an on-site survey during a regularly scheduled ASBN meeting.

4. The ASBN may grant, defer, or deny prerequisite approval.
5. If the ASBN denies prerequisite approval the program must wait two (2) years before submitting another proposal.
6. After receiving Prerequisite Approval status, the institution may:
 - (A) Advertise for students; and
 - (B) Proceed toward compliance by following the Education Standards for Initial Approval.

Approval Survey Process:

After submission of a *Letter of Intent* to develop a NEW pre-licensure program, the nursing program director/designee should submit documentation addressing all above *ASBN Standards for Nursing Education* Rules to the ASBN Program Coordinator-Education, who will then review all evidence and present an overall survey report to the ASBN Education Board who will make a recommendation to the ASBN Board for a decision.

- I. Nursing Program Director/Designee Responsibilities: Submit the *Letter of Intent* to the ASBN Program Coordinator-Education and met the deadline for submission of the Prerequisite Approval Report to the ASBN Program Coordinator-Education. The Approval Survey Report should address the above noted standards and follow the guidelines presented below.
 - A. The Prerequisite Approval Survey Report should be prepared using narrative, appendices, web links, and charts. Information that is repetitive may be addressed by referring to specific pages of other portions of the report or documents. Hyperlinks within the report are allowed in lieu of appendices.
 - B. The report should be electronically formatted, single spaced, include headings and/or subheadings that match the above standards, and include page numbers in the upper right corner, including any appendices linked electronically. Aptos font size 11 or 12 should be used for all written text. Follow the report template provided.
 - C. A title page followed by a Table of Contents is required. Page numbers should be correct.
 - D. Information in the report referring to other documents should specify the correct page and/or be linked electronically. Include an appendices title page for each included appendix or electronically linked appendix.
 - F. Copies of documents that are referenced in the report should accompany the report and be placed in the appendices. Submit electronic/online links, instead of submitting catalogs and other large documents.
 - G. If the program chooses, the report narrative and documents may be placed on an electronic learning management system/platform (Blackboard, etc.) for access by the ASBN Program Coordinator-Education. In such cases, the program should provide guest log in and password to access the site and materials by the deadline given.

- II. ASBN Board responsibilities: The ASBN Program Coordinator -Education will:
 - A. Review all documents submitted by the program seeking approval.
 - B. Discuss with the program director/designee asking for any clarification regarding standards that were met and/or not met. This discussion may be verbal or

electronic. The program director/designee must respond to all questions within the timeframe given by the ASBN Program Coordinator-Education.

- C. Prepare a written report of the documents and any clarifications received and include deviations or recommendations to present to the ASBN Education Committee and ASBN Board at the next regular business meeting, for decision-making regarding approval.
- D. Prepare a letter with the decision of the Board to be mailed to the program director/designee within 30 days following the regular business meeting.

ARKANSAS STATE BOARD OF NURSING POLICY FOR SURVEYING OF NURSING EDUCATION PROGRAMS

POLICY:

According to ASBN Policy Number: VIII-2 - All Nursing education programs leading to licensure will be surveyed by a member of the Arkansas State Board of Nursing staff according to the following schedule:

- New Program: prior to admitting the first class, again prior to graduation of the first class, and three (3) years after full approval status granted.
- Registered Nurse Program: every five (5) years after continued full approval is granted.
- Practical Nurse Program: every five (5) years after continued full approval is granted.
- Advanced Practice Nurse Program: every five (5) years or until requirements for exemption are met. Exemption: Master's program in advanced practice nursing, which submit evidence of having current accreditation by a Board recognized national educational accrediting agency for the discipline of nursing, shall be accepted by the Board as having met the regulations for Board approval. The standards for accreditation shall be maintained during the accrediting period.
- Other visits may be made to any program if deemed necessary by the Board.