

# **ARKANSAS STATE BOARD OF NURSING**



## **FULL OR CONTINUED 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 § 125-103. Established program that prepares graduates for practical and registered nursing licensure.**

- (a) Continued Full Approval
- (1(A) A survey shall be periodically conducted to review the program for continued compliance with the Standards. An on-site or paper survey for a program includes:
- (1) A newly established program shall have an on-site survey three (3) years after receiving initial Full Approval.
  - (2) An established professional or practical nurse program that has continued accreditation status with a national nursing accreditation organization and has maintained a NCLEX-RN® or NCLEX-PN® pass rate of at least 75% shall have a paper survey every five (5) years thereafter.
  - (3) An established professional or practical nurse program that does not meet the criteria for accreditation with a national nursing education accreditation organization or has failed to maintain at least a 75% pass rate on the NCLEX-RN® or NCLEX-PN® shall have an onsite survey visit every five (5) years thereafter.
- b. The survey report and documentation shall be submitted to the Board and reviewed during a regularly scheduled Board meeting.
- c. A program that is granted full approval shall maintain a NCLEX-RN® or NCLEX-PN® pass rate above 75% for two consecutive years prior to being considered for Continued Full Approval.
- d. The Board may grant, defer, or deny Continued Full Approval.

**Approval Survey Process:**

The Board conducts two types of Approval Surveys to assess compliance with the Standards for Nursing Education Programs: onsite surveys and paper surveys. Each of the surveys requires an Approval Survey Report to be submitted from the program.

- I. The Approval Survey Report is submitted to the Board at least six weeks prior to an onsite survey and two months prior to an education committee meeting for a paper survey. The Approval Survey Report should follow the guidelines presented in this document.
  - A. The 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 *ASBN Educational Standards Rules*, 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. You must use 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 electronically linked document.
  - F. Copies of documents that are referenced in the report should accompany the report. Submit electronic/online links, instead of submitting catalogs and other large documents.
  - G. Survey narrative and documents may be placed on a platform (Blackboard, etc.) for access by the site visitor. Make sure the site visitor has a log-in and password to access the site and materials by the deadline given by the Board.
  - H. The narrative should include use of the Faculty Summary Table and the Curriculum Map Table. Do not change the formatting of either table. Both tables should be included as appendices.
- II. The On-Site Survey is one in which a qualified Board staff and/or a representative of the Board travels to the campus to survey the environment, interview nursing faculty and administration, and visit with students. The survey provides an opportunity for the visitor to verify that all materials submitted electronically are valid.
- A. Board responsibilities for an on-site survey:
    1. Make travel and lodging arrangements.
    2. Review Approval Survey Narrative, prior to on-site survey visit.
    3. Prepare a draft report for discussion at the conclusion of the survey including the standards that were met and not met.
    3. Prepare a written report of the program survey with deviations or recommendations to present to the Board at the next regular business meeting, for decision-making regarding approval of the program.
    4. Prepare a letter with the decision of the Board to be mailed within 30 days following the regular business meeting.
  - B. Program responsibilities for on-site survey:
    1. The Program Dean/Director/Chair is the primary contact person for communication.
    2. Confirm a date for the survey at least three months in advance.
    3. Submit the Approval Survey Report electronically, using the appropriate guidelines.
    4. Prepare an agenda for the on-site survey. (Example attached)
    5. Provide a secure room for review of materials onsite, to include:
      - a. Clinical Affiliation Agreements

- b. Clinical schedules for current semester
  - c. Syllabi for each nursing course
  - d. Course and clinical evaluations
- III. The Paper survey is one in which the Dean/Director/Chair of a nationally accredited nursing program prepares and submits to the Board, providing they meet the criteria in the ASBN Rules.
- A. The Program Dean/Director/Chair submits the report to ASBN electronically, using the guidelines in this document.
  - B. Board staff will review the report and attached documents/evidence to determine compliance with the Standards for Nursing Education Programs.
  - C. The program is sent a draft analysis of the report for review and response before a final report is submitted to the Board for approval.
  - D. The Program Dean/Director/Chair and an administrator are requested to attend the Board Business meeting on the scheduled date.

**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.

**PROCEDURE:**

1. The Board staff will contact the nursing program and set a date for the survey materials to be electronically submitted.
2. The nursing program Dean/Director/Chair will prepare an approval survey report based on the Standards for Nursing Education Programs in the Title 17, Chapter XXII, Part 125 ASBN Rules.
3. The nursing program Dean/Director/Chair will complete the Pre-Survey Data form and submit with all approval materials.
4. All approval materials should be organized according to the Guidelines (attached). Each area should have a substantial narrative, descriptive data, electronic links, and/or examples that show evidence of compliance with each standard.

5. The nursing program will submit the approval survey report as well as the following documents and/or electronic links to show evidence of compliance with the ASBN Standards of Nursing Education.
  - a. A copy of the most current nursing program self-study and accreditation report from ACEN, CNEA or CCNE, if nationally accredited.
  - b. Current College Catalog link
  - c. Student Handbook and Nursing Student Handbook link
  - d. Faculty Handbook and Nursing Faculty Handbook link
  - e. Any other documents the program chooses to submit, in providing evidence of meeting Standards.
6. The program is sent a draft analysis of the report for review and response before a final report is submitted to the Board for approval.
7. The Board will act on the approval survey report at the next scheduled Business meeting (January, May, or September).
8. The Dean/Director/Chair and an administrative representative from the school are requested to attend the Business meeting to answer questions regarding the report.
9. A formal notification of approval status will be mailed to the nursing program administrator within 30 days of the Business meeting.