



Special Report/Requests Nursing Education Program Notification

Must be received by ASBN at least 60 days prior to a scheduled Board Business Meeting

Submit electronically to brandy.haley@arkansas.gov or by mail at the above address, attention: Dr. Brandy Haley

Title 17. Chapter XXII. Part 125. Standards for Nursing Education Programs Subpart 3. Reports. 17 CAR §125-301. Reports (b)Special reports/requests.

The ASBN shall be notified in writing of major changes affecting the program, including, but not limited to:

- (1) School name.
(2) Director of nursing program*; and
(3) Ownership or merger of parent institution.

*Complete the New Program Director form in lieu of this form.

Other changes that warrant ASBN notification include

- (1) Change in accreditation status or accreditation body of parent institution.
(2) Change in accreditation status or accreditation body of nursing program.
(3) Change in school address.
(4) Change in program address, phone, and or program location.
(5) Delay in nursing program admission.
(6) Program Closure**, or
(7) Other (as instructed by ASBN staff)

**Complete the Program Closure form in lieu of this form.

DIRECTIONS: This form is used to notify the ASBN of any of the above changes. Note that curriculum changes are not reported on this form but should be reported using the Major Curriculum Revision Request form.

CURRENT

Date National Nursing Accreditation Name (type "N/A" if applicable)

Name of Program

Program Director Name

Email Address

Phone Number

Program Address

Which of the above constitutes the request of this report?

- New School Name Change in school address
New Ownership or Merger of Parent Institution Delay in nursing program admission
Change in accreditation status or accreditation body of parent institution Other
Change in accreditation status or accreditation body of nursing program
Change in program address, phone, and or program location

Briefly describe the change being reported.