

TEXAS BOARD OF NURSING
3.12.3.a. EDUCATION GUIDELINE
Revised: 02/04/2013

**Required Time Frames for Submission of Proposals, Reports, and Notifications and
Estimated Time Frames for Texas Board of Nursing (BON) Staff Review of Proposals,
Reports, and Notifications from Vocational and Professional Nursing Education Programs**

TYPE OF DOCUMENT	REQUIRED SUBMISSION TIME FRAME	UPON RECEIPT OF DOCUMENT, ESTIMATED PROCESS TIME FOR BON STAFF FIRST REVIEW	UPON RECEIPT OF DOCUMENT, ESTIMATED PROCESS TIME FOR EACH SUBSEQUENT REVIEW BY BON STAFF
Assisting Programs with Issues That May Affect Compliance	Agency business day	Within 24 hours	Within 48 hours if consultation with others necessary
Proposal for an Innovative Professional Nursing Education Pilot Program	At least 6 months prior to desired implementation date	12 weeks	4 weeks
Proposal to Establish a New Nursing Education Program	9 to 12 months prior to desired implementation date	12 weeks	8 weeks
Notification of Transfer of Administrative Control of a Vocational Nursing Educational Program or a Professional Nursing Education Program	As early as possible; at least 4 months	2 weeks	If proposal required, 12 weeks
Board Application Forms - Initiating or Reactivating an Extension Program	4 months prior to implementation date	4 weeks	2 weeks
Board Notification Form - Closing a Nursing Education Program or an Extension Program	4 months prior to desired implementation date	4 weeks	2 weeks
Proposal for Major Curriculum Change	4 months prior to desired implementation date	8 weeks	4 weeks
Self-Study Report	Set by BON Staff	8 weeks	4 weeks
Progress Report	Set by Board	4 weeks	2 weeks
Survey Visits	Conducted every 6 years for programs not accredited by national nursing agency	Survey visits may be unscheduled or scheduled	For scheduled visits, programs will be advised at least 1 month in advance
Faculty Notifications	prior to hiring faculty	24 hours	48 hours
New Director Approval	1 week prior to appointment	48 hours to determine if other documents are needed	24 hours to review new documents to complete application

Complaints about Program	24 hours	24 hours for acknowledgement of complaint and notification of director	1 week - allowed program for response to complaint
Application from out-of-state to conduct clinicals in Texas	4 months	1 week to request additional information	2 weeks when additional information is submitted
Board Reports	2 months	First draft of Board report - 2 weeks	Revised draft of Board report - 2 weeks
Collaboration and Communication	Ongoing		
Providers and courses to meet stipulations	4 months	2 weeks	2 weeks