

TEXAS BOARD OF NURSING
3.1.2.a. EDUCATION GUIDELINE
Initiating or Reactivating an Extension Site/Campus of a Nursing Education Program

Revised: 01/02/13

Definition of an Extension Site/Campus of a Nursing Education Program:

Rule 214.2(20) related to <u>Definitions</u> states that an "Extension site/campus is a location other than the program's main campus where a portion or all of the curriculum is provided."	Rule 215.2(20) related to <u>Definitions</u> states that an "Extension site/campus is a location other than the program's main campus where a portion or all of the curriculum is provided."
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Rule 214.3(b) and Rule 215.3(b) related to Program Development, Expansion, and Closure set forth the requirements for establishing, reactivating, or closing an extension site/campus.

Initiating an Extension Site/Campus of a Nursing Education Program:

Only nursing programs that have full Board approval are eligible to initiate or modify an extension site/campus.

Rule 214.3(b)(1) related to <u>Program Development, Expansion and Closure</u> requires that "Only vocational nursing education programs that have full approval with a current NCLEX-PN® examination pass rate of 80% or better are eligible to initiate or modify an extension site/campus."	Rule 215.3(b)(1) related to <u>Program Development, Expansion and Closure</u> requires that "Only professional nursing education programs that have full approval with a current NCLEX-RN® examination pass rate of 80% or better are eligible to initiate or modify an extension site/campus."
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Rule 214.3(b)(3) related to <u>Program Development, Expansion and Closure</u> requires that "An approved vocational nursing education program desiring to establish an extension site/campus that is consistent with the main campus program's current curriculum and teaching resources shall: (A) Complete and submit an application form for approval of the extension site to Board Staff at least four (4) months prior to implementation of the extension site/campus; and (B) Provide the required information according to Board-approved guidelines."	Rule 215.3(b)(3) related to <u>Program Development, Expansion and Closure</u> requires that "An approved professional nursing education program desiring to establish an extension site/campus that is consistent with the main campus program's current curriculum and teaching resources shall: (A) Complete and submit an application form for approval of the extension site to Board Staff at least four (4) months prior to implementation of the extension site/campus; and (B) Provide the required information according to Board-approved guidelines."
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Note: Schools regulated by the Texas Workforce Commission (TWC) or by The Texas Higher Education Coordinating Board (THECB) must check with the appropriate agency to determine if they need to obtain a certificate of approval for a new location where courses of instruction will be offered. Nursing programs in public colleges or universities may need approval from the Regional Council.

Reactivating an Extension Site/Campus of a Nursing Education Program:

<p>Rule 214.3(b)(5) related to <u>Program Development, Expansion and Closure</u> requires that “Extension programs of vocational nursing education programs that have been closed may be reactivated by submitting notification of reactivation to the Board at least four (4) months prior to reactivation, using the Board Education Guideline 3.1.2.a. Initiating or Reactivating an Extension Site/Campus of a Nursing Education Program.”</p>	<p>Rule 215.3(b)(5) related to <u>Program Development, Expansion and Closure</u> requires that “Extension programs of professional pre-licensure nursing education programs that have been closed may be reactivated by submitting notification of reactivation to the Board at least four (4) months prior to reactivation, using the Board Education Guideline 3.1.2.a. for initiating an extension program.”</p>
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Submitting a Board Application for Initiating or Reactivating an Extension Site/Campus:

The Board Application Form for Initiating or Reactivating an Extension Site/Campus of an Approved Nursing Program is provided for the purpose of providing information to the Board of the program’s desire to expand by initiating or reactivating an extension site/campus. Completion of this application form is intended to assure that the educational standards set forth in Rule 214.1-214.13 and in Rule 215.1-215.13 are met and that all students have access to comparable resources. A completed Application Form may be submitted to the Board office electronically (email), by fax, or by regular mail. Board staff reserve the right to require additional information or clarification. Please include a cover letter or email message with the completed form.

Obtaining Approval for a Proposed New Extension Site/Campus or Reactivation of a Closed Extension Site/Campus:

<p>Rule 214.3(b)(4) related to <u>Program Development, Expansion and Closure</u> states that “When the curriculum of the extension site/campus deviates from the original program in any way, the proposed extension is viewed as a new program and Board Education Guideline 3.1.1.a. applies.”</p>	<p>Rule 215.3(b)(4) related to <u>Program Development, Expansion and Closure</u> states that “When the curriculum of the extension site/campus deviates from the original program in any way, the proposed extension is viewed as a new program and Board Education Guidelines 3.1.1.b. and 3.1.1.c. apply.”</p>
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Applicable Guidelines:

- 3.1.1.a. Education Guideline: Proposal to Establish a New Vocational Nursing Education Program
- 3.1.1.b. Education Guideline: Proposal to Establish a New Diploma Nursing Education Program
- 3.1.1.c. Education Guideline: Proposal to Establish a New Pre-Licensure Associate, Baccalaureate, or Entry-Level Master’s Degree Nursing Educational Program

Important: Please be aware that references to Rule 214 and Rule 215 are not all inclusive.

TEXAS BOARD OF NURSING APPLICATION FORM
for Initiating or Reactivating an Extension Site/Campus of an Approved Nursing Program
 Initiating or Reactivating
(please indicate above)

Name of Nursing Education Program	Program Code: 27- _____		
Type of Program	<input type="radio"/> Vocational <input type="radio"/> Professional		
Name of Dean/Director/Coordinator	Phone No: Email:		
Name of Director/Coordinator of Extension Site/Campus			
Location and Mailing Address of New Extension Site/Campus			
Rationale for Extension Site/Campus			
Information from Needs Survey in Community			
Proposed Implementation Date and Initial Enrollment Date	Implementation Date	Enrollment Date: Initial Enrollment Numbers Per Admission: Number of Admissions During First Year: Number of Admissions During Second Year:	
Clinical Resources in Extension Site Area - List Contracted Facilities Provide signed commitments from clinical affiliating agencies that will provide clinical practice settings	Acute Care	Long Term Care	Supplemental

<p>Notification of other nursing programs in the area of the extension site/campus.</p> <p>Evidence of efforts toward collaboration with other nursing programs in the area of the extension site/campus.</p>	<p>Vocational Nursing Programs:</p>	<p>Professional Nursing Programs:</p>	<p>Please provide documents indicating that there is active communication and collaboration with other programs in the area.</p>	
<p>Indicate if resources and/or access to resources for extension site/campus are sufficient to meet learning needs of students</p>	<p>Classrooms <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p>	<p>Nursing Lab <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p>	<p>Library Access <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p>	<p>Computer Access <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p>
	<p>Conference Rooms <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p>	<p>Faculty Resources <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p>	<p>Faculty/Student Access to Support Services <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p>	<p>Access to and Storage of Records <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p>
<p>Describe how the educational resources (classrooms, labs, and equipment) are consistent with resources at the main campus</p>				
<p>Describe plans for ensuring quality instruction at the extension site/campus</p> <p>Provide a planned schedule for class and clinical learning activities for one (1) year</p>				
<p>Plans for Use of Distance Learning (video broadcasting, online, etc.) if distance learning is to be used</p>				
<p>Initial and long range budgetary support</p>	<p>BRIEFLY DESCRIBE:</p>			
<p>Method for the evaluation of educational effectiveness of extension site/campus</p>	<p>BRIEFLY DESCRIBE:</p>			

Approvals Obtained Please attach letters of approval	Regional Council <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	THECB <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	TWC <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
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Approval Letter from Nursing Accreditation Agency for Accredited Programs must be provided.

COMMENTS:

By my signature, I am attesting to the accuracy of the information provided in this notification form.

SIGNATURE of Director of Main Campus:

DATE:

By my signature, I am attesting to the accuracy of the information provided in this notification form.

SIGNATURE of Main Campus Administrator:

DATE:

***Please attach additional pages if needed.**

Reviewed by:	Date:
Areas of Concern/Questions from BON	