

TEXAS BOARD OF NURSING
3.1.3.a. EDUCATION GUIDELINE
Notification of Transfer of Administrative Control of a
Vocational Nursing Education Program or a
Professional Nursing Education Program by the Governing Entity

Revised: 01/02/2013

Rule 214.3(c) related to Program Development, Expansion and Closure sets forth the requirements for transfer of administrative control in a vocational nursing education program by the governing entity. Rule 215.3(c) sets forth the requirements for transfer of administrative control in professional nursing education programs (diploma, associate degree, baccalaureate degree, or entry-level master's degree).

Rule 214.3(c) related to <u>Program Development, Expansion and Closure</u> requires that "The authorities of the governing entity shall notify the Board office in writing of an intent to transfer the administrative authority of the program. This notification shall follow Board Education Guideline 3.1.3.a."	Rule 215.3(c) related to <u>Program Development, Expansion and Closure</u> requires that "The authorities of the governing entity shall notify the Board office in writing of an intent to transfer the administrative authority of the program. This notification shall follow Board Education Guideline 3.1.3.a."
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The authorities of the governing entity shall notify the Board in writing as early as possible when a nursing education program approved by the Board will experience a change in administrative control. The written documentation shall describe the effect of the administrative change on the organizational structure and channels of communication for the nursing education program. If the change will have minimal effect on the functioning and direct administration of the nursing education program, no further action will be necessary. However, if the change results in a different organizational structure, new reporting channels, or alterations in the program or its curriculum, the transfer will be viewed as a new program and will require that a proposal for a new nursing education program be submitted to the Board for approval. The proposal shall follow Board Education Guideline 3.1.1.a, 3.1.1.b, or 3.1.1.c, as appropriate.

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

**TEXAS BOARD OF NURSING
NOTIFICATION FORM FOR TRANSFER OF ADMINISTRATIVE CONTROL
OF A VOCATIONAL OR PROFESSIONAL NURSING EDUCATION PROGRAM**

Current Governing Entity	
Proposed Governing Entity	
Date of proposed transfer of control	
Name of nursing education program	Program Code: 27- _____
Type of program	Vocational _____ Professional _____
Name of Dean/Director	Phone No: _____ Email: _____
Location of nursing education program and extension sites/campuses	
Are there any anticipated changes in the nursing education's philosophy, mission, or program hours? Please refer to Rule 214 and Rule 215 to determine the effects of the changes in administrative control.	BRIEFLY DESCRIBE:
Describe the effect of the administrative change on the organizational structure and channels of communication for the nursing education program. Attach an organizational chart.	BRIEFLY DESCRIBE:
COMMENTS:	
SIGNATURE:	
DATE:	

*Please attach additional pages if needed.

BON USE ONLY	
Approved by:	
Date:	