

5. Joint annual evaluation of the effectiveness of the clinical experience, with input from students; and

6. A faculty to student ratio of at least one faculty member for every 10 students.

(c) Clinical agencies located outside the State of New Jersey shall meet the requirements established by the state board of nursing in that other state.

Repeal and New Rule, R.2003 d.167, effective April 21, 2003.

See: 34 N.J.R. 1317(a), 35 N.J.R. 1678(a).

Section was "Faculty qualifications".

**13:37-1.11 Maintaining accreditation: criteria for student admission, promotion and completion of the program**

(a) Every nursing program shall:

1. Have written policies for admission, readmission, promotion, graduation and transfer of students;

2. Have written criteria for granting course credit for programs admitting students with advanced standing;

3. Have written policies governing payment and refund of tuition and other fees;

4. Set dates for the beginning and ending of each term;

5. Establish and make available to students an appeals process;

6. Require individual liability insurance for each student;

7. Establish and distribute to students written policies regarding health and guidance services;

8. Distribute information about the school to students and applicants for admission which shall include:

i. A general description of the program;

ii. The accreditation status of the program with the Board;

iii. The name and address of any organization the program is accredited by;

iv. Admission, promotion and graduation requirements;

v. Curriculum plan and course descriptions;

vi. Statement of tuition fees and refund policies;

vii. An appeals process; and

viii. The address and telephone number of the Board; and

9. Inform the students and applicants for admission that complaints regarding the program may be sent to the Board.

Repeal and New Rule, R.2003 d.167, effective April 21, 2003.

See: 34 N.J.R. 1317(a), 35 N.J.R. 1678(a).

Section was "Required number of faculty".

**13:37-1.12 Maintaining accreditation: surveys of nursing programs**

(a) The Board may conduct a survey of any program at any time in order to ensure compliance with the requirements of this subchapter. A survey shall consist of an on-site visit and an evaluation of all program documents required by N.J.A.C. 13:37-1.4 through 1.11. If the survey indicates that a program is not in compliance with this subchapter, the Board shall place the program on conditional accreditation pursuant to N.J.A.C. 13:37-1.17.

(b) The Board shall conduct a survey and an on-site visit for every accredited nursing program every eight years pursuant to N.J.A.C. 13:37-1.13 unless the on-site visit is waived pursuant to N.J.A.C. 13:37-1.14.

Repeal and New Rule, R.2003 d.167, effective April 21, 2003.

See: 34 N.J.R. 1317(a), 35 N.J.R. 1678(a).

Section was "Development and implementation of nursing program".

**13:37-1.13 Renewing accreditation**

(a) Certificates of accreditation issued by the Board prior to April 21, 2003 shall expire five years from the date of issue or last renewal. Programs holding such certificates shall renew accreditation pursuant to (b) through (e) below.

(b) A program shall be accredited for eight years. Prior to the expiration of the accreditation period, the Board shall send to the nursing program an accreditation renewal form and notification of date for an on-site visit. The form shall be sent to the program 90 days prior to the scheduled date of the on-site visit.

(c) A program that meets the requirements of N.J.A.C. 13:37-1.14 may request a waiver of the on-site visit. If the Board grants the waiver, the program shall submit to the Board:

1. The completed accreditation renewal form; and

2. The accreditation renewal fee required by N.J.A.C. 13:37-5.5(d)3.

(d) If a program does not apply or qualify for a waiver of the on-site visit, the program administrator shall submit to the Board, 30 days prior to the scheduled date of the on-site visit, the following:

1. The completed accreditation renewal form;

2. The most recent institutional regional accreditation report;

3. The nursing student handbook;

4. Course outlines for all nursing courses;

5. Description and location of clinical facilities;

6. The Systematic Plan for Program Evaluation;
7. The program's bylaws;
8. The program's organizational chart;
9. The program's insurance policy;
10. A list of the nursing journals subscribed to by the program's library; and
11. The renewal fee required by N.J.A.C. 13:37-5.5(d)2.

(e) After the Board has reviewed the renewal form and the results of the on-site visit, the Board shall decide whether the program conforms to the rules of this subchapter and whether to renew the program's accreditation. The Board shall either send the program written notice that its accreditation has been renewed or a notice that accreditation has not been renewed and that the program is being placed on conditional accreditation pursuant to N.J.A.C. 13:37-1.17.

Repeal and New Rule, R.2003 d.167, effective April 21, 2003.  
See: 34 N.J.R. 1317(a), 35 N.J.R. 1678(a).  
Section was "Curriculum organization and content".

#### 13:37-1.14 Waiver of on-site visits for accreditation renewal

(a) The on-site visit required pursuant to N.J.A.C. 13:37-1.12(b) and 1.13 may be waived if the program requests a waiver of the site visit in writing. The waiver request shall include:

1. Documentation that the nursing program is accredited by either the National League for Nursing Accrediting Commission (NLNAC) or the Commission on Collegiate Nursing Education (CCNE);
2. A self-study by the nursing program which evaluates its compliance with the accreditation standards of the Board and either the NLNAC or CCNE;
3. The site survey report from either the NLNAC or CCNE that has reviewed and evaluated the program; and
4. The final report from either the NLNAC or CCNE.

(b) A program that has been granted a waiver of the on-site visit pursuant to (a) above shall notify the Board within 30 days of the change if the NLNAC or CCNE accreditation status changes.

(c) If the Board is notified that a program's NLNAC or CCNE accreditation status has changed, the Board shall send a representative to conduct an on-site visit of the program to verify that the program conforms to the rules of this subchapter. A program that does not conform to the rules of this subchapter shall be placed on conditional accreditation pursuant to N.J.A.C. 13:37-1.17.

Repeal and New Rule, R.2003 d.167, effective April 21, 2003.  
See: 34 N.J.R. 1317(a), 35 N.J.R. 1678(a).

Section was "Changes in nursing programs".

#### 13:37-1.15 Maintaining accreditation: program recordkeeping and reporting requirements

(a) Any record that a nursing program maintains pursuant to the requirements of this subchapter shall be made available to the Board upon request.

(b) Every nursing program shall maintain a record of nursing department committee minutes for a minimum of three years.

(c) Every nursing program shall ensure that records are maintained so that such records provide accurate recording of student academic data. Records shall be stored in a manner to prevent loss by destruction and unauthorized use.

(d) A copy of the current contracts with clinical agencies shall be maintained by the administrator.

(e) An annual report of the school of nursing shall be submitted each year to the Board on forms supplied by the Board.

Repeal and New Rule, R.2003 d.167, effective April 21, 2003.  
See: 34 N.J.R. 1317(a), 35 N.J.R. 1678(a).

Section was "Required educational and administrative resources".

#### 13:37-1.16 Changes to a nursing program

(a) A nursing program shall notify the Board 30 days prior to any changes in ownership or the program's dean, director, chair or program administrator.

(b) A nursing program shall not institute a major curriculum change, as outlined in (d) below, without prior Board approval.

(c) A nursing program that wishes to make any major curriculum changes shall submit the requested change to the Board in writing and provide the information required in (e) below. The Board shall review the request to determine whether the requested change is in compliance with this subchapter.

(d) Major curriculum changes are:

1. Changes in the philosophy or organizing framework;
2. Reorganization of the credit allocation within the program;
3. An increase or decrease in the number of required credits; or
4. An increase or decrease in the length of the nursing program.

(e) A request for a change in the curriculum shall include: