



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Nursing

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www.llr.sc.gov/POL/Nursing/



Approval Process Steps – Letter

Date:

Directors Name

Program information and address

Dear,

We have received your inquiry regarding your interest in establishing a registered nursing program in South Carolina. The nursing program regulations may be accessed at www.llr.sc.state.us/pol/nursing.

When you arrive on the home page, please select Laws/ Policies, the Nursing Regulations, Chapter 91 then article 2.

Regulation 91-4. Mandatory approval of nursing programs requires “all nursing programs located in South Carolina preparing students for initial practical and registered nursing licensure shall be Board approved.”

First Steps

Feasibility Study

The process starts with **Regulation 91-5. Procedure for Survey and Initial Approval of Nursing Programs** which requires that a Current Feasibility Study signed by the responsible administrative officers of the parent institution be submitted for approval to the Board **at least eighteen months in advance of the proposed opening date**. Current letters of support from **all** major clinical facilities expected to be used for the full program implementation student experiences must be included along with **all** other required documentation listed in the regulation and policies.

Commission on Higher Education

Also, **Regulation 91-11. Criteria for Initial and Continuing Approval of Basic Programs Preparing Registered Nurses. A. 1.** Requires “the nursing education program is either affiliated with or a part of an institution of higher learning approved by the appropriate state authority.” We advise that you contact the South Carolina Commission on Higher Education regarding its requirements for approval of educational institutions and nursing education programs. Compliance with Regulation 91-11.A.1.

must be achieved before we can continue to proceed with the Board of Nursing approval process for a registered nursing program.

Next Steps

When the above described/ discussed first steps have been **completed**, **arrangements should be made with the Nurse Education Consultant** to submit the Current Feasibility Study for approval. When the Current Feasibility Study is submitted for approval, it will be forwarded as New Business on the agenda for the Advisory Committee on Nursing Education (ACONE). The ACONE shall review the study and make recommendations to the Board of Nursing. The Board of Nursing will consider the recommendations of the ACONE in its deliberations of the Current Feasibility study. Final action will be taken by the Board of Nursing. Appearance by the Nursing Dean/Administrator is required at both meetings.

If the Board determines that the program is approved for development, the parent institution shall employ a nurse administrator and nurse faculty member(s) who meet the qualifications as established by the Board. The administrator and faculty member(s) will develop and **submit a Self-Evaluation Report documenting evidence of compliance with the Nursing Education Standards** set forth in R.91-11 or R.91-12 and 91-5.3. **at least nine months in advance of the proposed opening date.**

When the Self-Evaluation Report is received, it will be forwarded to the ACONE. A survey team will be appointed from the ACONE to conduct a site visit and to prepare a written report. The ACONE shall review the report and make recommendations to the Board of Nursing. The Board of Nursing will consider the recommendations of the ACONE in its deliberations of the proposed program. Final action will be taken by the Board of Nursing. Appearance by the Nursing Dean/Administrator is required

Re: Current Feasibility Study and Self-Evaluation Report Requisite Format

Please refer to the enclosed Current Feasibility Study (R.91-5) and the Self-Evaluation Report Requirements (R.91-11 or R.91-12 and 91-5.3) regarding the requisite format. The Current Feasibility Study and the Self-Evaluation Report **must include a complete narrative listing completely addressing each of the sections/ criteria and sub-sections/ sub-criteria in the above referenced regulations and must also include appendices with documents** (please refer to the report requirements attached for the requisite documents to be included) supporting the narrative. **The report narrative must document evidence of the nursing program's compliance with the regulations** along with appropriate discussion of school policies/ procedures.

Please be advised that it is the responsibility of the institution to ensure that materials are ready for full presentation to ACONE. The documentation must meet full compliance with regulations when submitted. The Nurse Education Consultant will make no changes or recommendations as the consultant's role is to facilitate the process. Inadequate or incomplete documents may affect/ delay the proposed opening date. The ACONE has the authority to require an additional appearance(s) if the materials are incomplete.

I am providing a copy of Regulation 91-5, and 91-11 or 91-12 as well as a copy of the Survey Report utilized for the site visit. This set of materials forms the standard used in conducting a site survey for a proposed new registered nursing program. The Board of Nursing meets bimonthly (starting January of each year) as does the ACONE (starting February of each year).

Please be advised to take into consideration/ account the Board's processes (e.g. the Regulation 91-5, requirements for submitting materials, and the scheduled ACONE and Board's meeting dates) in planning your proposed opening date plans. The **deadline to submit an electronic copy and one hard copy of the materials** for these meetings is **4 weeks prior to the ACONE** meeting date. Additional materials may be required from the site visit prior to the ACONE meeting.

Sincerely,

Nursing Education Consultant

Enclosures: Procedures for Review and Survey of Proposed New Nursing Programs
Current Feasibility Study and Self-Evaluation Report Requirements
Chapter 91 Nursing Programs Registered Nursing Programs
Survey Report for Registered Nursing Education Programs