

Guide to Approval of Program Administrator/Director:

1. Refer to the Nursing Education Programs and Licensure Requirements General, Sections 20-90-45 to 20-90-59 (the Regulations).
2. Provide the following to the **Board of Examiners for Nursing (BOEN)**:
 - a. A letter to the BOEN Chairperson requesting the approval including:
 - i. Notice of the appointment.
 - ii. Summary of qualifications of the appointee.
 - b. Current resume including a description of all clinical experiences, teaching experience in a Program in Nursing, administrative experience, and their Connecticut nursing license number. Redact all documents appropriately.
 - c. Official transcripts from undergraduate and graduate nursing programs. Redact all documents appropriately.
 - d. The Institution and Program organizational charts.
 - e. A summary of the request.
3. Attend & participate in the **BOEN** meeting including answering any questions from the BOEN members regarding the request.
 - a. Provide any additional information as requested by the **BOEN** and take note of the BOEN' s response to the request.
4. Provide **the Department** with the contact information, including a direct phone number, e-mail & mailing address for the Program Administrator/Director.