

## Guide for Temporary OR Permanent Waivers for Nursing Program Faculty:

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 waiver including:
    - i. The number of part time & full-time faculty at the Program.
    - ii. The number of and type of (temporary or permanent) waivers for faculty at the Program.
    - iii. If the request is for a temporary or permanent waiver.
    - iv. If a temporary waiver request, the time that the waiver is requested for.
    - v. The course(s) and/or clinical experience(s) that the applicant will teach and/or facilitate.
    - vi. The level and number of students the applicant will be teaching.
    - vii. The clinical site name & address, hours of the clinical experience, orientation to that clinical site and a mentor at the clinical site.
    - viii. Description of the orientation to the role by the Program and the mentor at the Program.
  - b. Current resume including a description of all clinical experiences and their Connecticut nursing license number. Redact all documents appropriately.
  - c. Official transcript(s) for undergraduate Nursing degree(s). Redact all documents appropriately.
  - d. Official transcript from the graduate Nursing program with a letter of matriculation into the graduate nursing program including an expected date of graduation. Redact all documents appropriately.
  - e. The Institution and Program organizational charts.
  - f. A summary of the request.
3. In addition, for a Permanent waiver request please also include:
  - a. An explanation as to how the applicant's advanced degree and/or experiences are appropriate for the course(s) and/or clinical experience(s) that the applicant will teach and/or facilitate.
  - b. Official transcripts from undergraduate and graduate programs.
4. 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.