

Petition for Waiver of Educational Requirements–Susan Jones

Summary of Request: Susan Jones requests that the Board waive the educational requirements for authorization to practice as a clinical nurse specialist in psychiatric/mental health nursing [Rule 221.3(d)(1)]. Ms. Jones does not hold a master's degree in nursing.

Historical Perspective: Ms. Jones earned a master of science in counseling from Corpus Christi State University in 1981 and is licensed as a licensed professional counselor (LPC) in the state of Texas. She completed the US Army psychiatric/mental health nurse course in 1990, and is nationally certified as a clinical specialist in psychiatric/mental health nursing by the American Nurses Credentialing Center (ANCC).

- **Section 301.152 of the Nursing Practice Act (Attachment A):** This part of the Nursing Practice Act states that the Board recognizes advanced practice nurses based on completing an advanced practice nursing education program that prepares them in a specific advanced practice role. It does not appear that Ms. Jones has completed a program that prepares her in the clinical nurse specialist role.
- **Rule 221.3 (Attachment B):** The educational requirements for authorization to practice as an advanced practice nurse are addressed in Rule 221.3. Subsection (d)(1) requires clinical nurse specialists to provide evidence that they hold a master's degree in the discipline of nursing, a requirement that has been in the rule since the first advanced practice rule was adopted by the Board in 1980. Ms. Jones has not provided evidence that she holds a master's degree in nursing. She holds a master of science in counseling (transcript and description of clinical experiences included as Attachment C). This does not meet the educational requirements for authorization to practice as a clinical nurse specialist.
- **Formal Education:** Ms. Jones completed the US Army Psychiatric/Mental Health Nurse Course in 1990. Information regarding this course and the Affidavit of Completion of a Program in an Advanced Practice Nurse Role is included as Attachment D. The applicant contends that this was graduate level course work as a baccalaureate degree in nursing and one year of medical-surgical nursing experience were prerequisites for enrollment in the course. However, the outline of the curricular content states that the course was designed to prepare nurses to function as entry level psychiatric nurses. It is not clear that this program prepared Ms. Jones to function in a clinical nurse specialist role.
- **National Certification:** Ms. Jones is nationally certified (Attachment E) as a clinical specialist in psychiatric/mental health nursing by the American Nurses Credentialing Center (ANCC). In the past, the ANCC allowed individuals prepared in related fields (such as counseling and psychology) to challenge the clinical specialist in psychiatric/mental health nursing certification examination. According to her curriculum vitae (CV) included as attachment F, she obtained her original certification in 1993. Staff is aware of other individuals who were permitted to challenge the ANCC's examination in the early to mid-1990's. Although Ms. Jones is nationally certified, this certification does not demonstrate that she has completed a graduate-level program that prepared her as a clinical nurse specialist in psychiatric/mental health nursing.
- **Licensed Professional Counselor (LPC) Licensure:** Ms. Jones contends that she holds LPC licensure to practice in Texas. (Copy of license is included as Attachment G). LPC licensure provides a different scope of practice than that of the clinical nurse specialist in psychiatric/mental health nursing. According to information available from the Texas State Board of Examiners of Professional Counselors (Attachment H), the LPC's scope of practice does not include the provision of advice related to medical care. Likewise, the LPC is not authorized to provide advanced practice nursing care. Although she was permitted to sit for an advanced practice nursing certification examination in 1993, this does not indicate that the educational preparation for the LPC and the clinical nurse specialist in psychiatric/mental health nursing are equivalent. Additionally, it should be noted that it does not appear that Ms. Jones would be eligible to obtain the ANCC certification at present as she

does not meet the educational requirements to do so. (Current requirements for certification are included in Attachment I).

- **400 Hours of Current Practice:** Ms. Jones is required to demonstrate that she has completed a minimum of 400 hours of current practice in the advanced practice role and specialty within the last two years. Although a letter from her employer (Attachment J) indicates she spent significant time precepting graduate level nursing students, staff verified that none of these students were enrolled in clinical nurse specialist in psychiatric/mental health nursing programs. Ms. Jones precepted a total of four students—three were enrolled in nursing education graduate programs and the fourth was enrolled in a clinical nurse specialist in adult health program. Teaching undergraduate nursing students is not considered the practice of advanced practice nursing. Therefore, it does not appear that she meets the requirements for a minimum of 400 hours of practice in the advanced role and specialty within the last two years.

Based on the information provided, staff cannot approve the application for authorization to practice as an advanced practice nurse submitted by Ms. Jones. She has not demonstrated that she holds a master's degree in nursing; therefore, she is not in compliance with Rule 221.3(d)(1). She is also unable to demonstrate that she was prepared in a specific advanced practice role (i.e., clinical nurse specialist) in the psychiatric/mental health nursing specialty nor is it evident that she practiced a minimum of 400 hours in this role and specialty within the last two years. A denial letter was not sent to the petitioner as she was aware that staff could not approve her application when she applied. She submitted her request to petition the Board when she submitted her application (Attachment K).

Board Rules and Actions related to Previous Requests for Waivers of a Similar Nature

Over the last few years, the Board has received similar requests for waiver of the educational requirements.

- **1992**—A policy was established that permitted the APN Liaison Committee members to evaluate petitions for waiver of the educational requirement of a master's degree in nursing for graduates from non-nursing master's programs with majors in fields closely related to the Psychiatric/Mental Health Nursing specialty who requested recognition as a clinical nurse specialist in psychiatric/mental health nursing and to bring that recommendation to the Board for ratification of the decision. [Waiver of board policy requiring a master's in nursing for CNS authorization (adopted 5/1986)]. A small number of petitions were received and approved by the Board. The waiver was granted only if the person held a BSN and national certification as a Clinical Specialist in Psychiatric/Mental Health Nursing. At the time the policy was adopted, board rules allowed for applicants from non-accredited programs to obtain approval if the individuals were nationally certified.
- **July 2000**—The Board considered petitions from two applicants who applied for authorization to practice as Clinical Nurse Specialists in Psychiatric/ Mental Health Nursing based on completion of non-nursing master's programs. (One applicant completed a program in counseling/ psychology; the other completed a program in behavioral sciences/ psychology). The Board denied both requests. The rationale for denial of the petitions was based on the petitioners' failure to demonstrate that they held appropriate educational preparation in an advanced practice nursing role. The Board's decisions on these petitions essentially overturned the previous policy and affirmed the importance of formal educational preparation in a specific advanced practice role as a basis for authorization to practice. Educational preparation in another role was not accepted in lieu of education in the advanced practice role. The Board's decision was consistent with Section 301.152 of the Nursing Practice Act that requires completion of a program in an advanced practice nursing role as the basis for authorization to practice as an advanced practice nurse.
- **July 2001**—A clinical nurse specialist who completed a program in medical-surgical nursing requested that the Board grant her authorization to practice as a clinical nurse specialist in oncology nursing. She completed all her clinical assignments in the oncology specialty area. She had several years of experience as a clinical nurse specialist in oncology nursing in other states and held national certification as an advanced oncology certified nurse. The Board voted unanimously to deny her request. The Board's decision reaffirmed that national certification cannot form the basis for

authorization to practice.

- **April 2003**—The Board considered a request from an applicant for authorization to practice as an adult nurse practitioner. The individual completed a baccalaureate-level program in 1982 that had a family nurse practitioner curriculum embedded in an RN to BSN program. The applicant requested recognition of an RN to BSN program as meeting the requirement for completion of a post-basic advanced educational program. The Board denied the request, stating that the applicant's educational preparation did not reflect adequate post-basic preparation as a nurse practitioner.
- **January 2004**—An applicant who completed an adult nurse practitioner program in 1979 requested that the Board grant her authorization to practice as a gerontological nurse practitioner. The petition review committee unanimously recommended that the Board deny this request. The Board accepted the committee's recommendation and denied the request, again reaffirming that authorization to practice is not granted based on national certification.
- **April 2007**—A primary care educated pediatric nurse practitioner requested that the Board allow her to work in a critical care setting while she completed formal educational preparation as an acute care pediatric nurse practitioner. The applicant obtained national certification as an acute care pediatric nurse practitioner through a waiver from the Pediatric Nursing Certification Board, scoring the highest in the country on the examination. She also provided information regarding articles reviewed and on the job training used to further her knowledge in critical care. Information regarding her experience in critical care accompanied by letters of reference were also provided. The petition review committee recommended the Board deny the request. The Board accepted this recommendation and voted unanimously to deny her request.

Staff Summary and Analysis of the Petition

Staff does not believe that Ms Jones has demonstrated that she met the requirements for authorization to practice as a clinical nurse specialist in psychiatric/mental health nursing. Staff offers the following rationale in support of this determination:

- **Lacks Formal Education in Advanced Practice Role:** Ms. Jones offers two transcripts showing that she completed some graduate level nursing course work (Attachment L). However, neither is sufficient to demonstrate that she has met the requirements to be a clinical nurse specialist. According to the transcript, the courses completed at Texas Tech University Health Science Center demonstrate completion of independent studies targeted for psychiatric nursing education. No additional course information was provided. However, if these courses were developed for the purpose of learning how to teach psychiatric/mental health content to entry level nursing students, then this is not considered the practice of advanced practice nursing. Courses completed at the University of Texas at Tyler do not appear to be specific to the advanced practice role and specialty.
- **Army Program Targets Entry-Level Psychiatric Nurses:** The information provided regarding the US Army Psychiatric/Mental Health Nurse course (Attachment D) does not support that the course was offered at the graduate level; rather, it appears the courses completed were for entry level psychiatric nursing rather than advanced practice nursing. Although a BSN and medical-surgical nursing experience were prerequisites for enrollment in the program, these prerequisites do not serve as evidence that course work was offered at the graduate level.
- **Army Program Not Graduate Level or Accredited by Recognized Accreditor:** The Army program indicates that it was accredited by the Council on Occupational Education. According to information available on the US Department of Education's web site and the web site maintained by the accrediting body (Attachment M), the Council on Occupational Education is authorized to accredit non-degree granting post-secondary occupational/vocational institutions as well as institutions that are authorized to grant associate degrees in certain career and technical fields. The Academy of the Health Sciences, US Army is a non-degree granting institution that is accredited by this entity. Therefore, this cannot serve as evidence that course work was offered at the graduate level. Additionally, the Board does not recognize this accrediting body for advanced practice nursing education programs nor has the

Texas Higher Education Coordinating Board recognized it as an accrediting body for graduate level degrees.

- ***LPC Education not Equivalent to Advanced Practice Nursing Education:*** The most recent decisions from the Board regarding petitions from individuals not specifically prepared in an advanced practice role reaffirm the importance of role preparation in advanced practice nursing education. They are also consistent with Section 301.152 the Nursing Practice Act (Attachment A) that states the Board approves advanced practice nurses based on formal educational preparation. Ms. Jones has not provided evidence that she is educated in the clinical nurse specialist role.
- ***Certification Not Acceptable in Lieu of Formal Education in Advanced Practice Role:*** Staff acknowledges that Ms. Jones has held national certification as a clinical specialist in psychiatric/mental health nursing since 1993. However, evidence of national certification cannot serve as evidence that an individual completed formal educational preparation in a particular advanced practice role and specialty for licensure purposes. National certifying bodies review education to verify that an individual has met minimum requirements to sit for an examination at the time the individual applies. Certification alone is not sufficient to demonstrate competence to practice in the full scope of a particular advanced practice role and specialty. Thus, the certifying body's review is completed for a purpose that is different than and separate from that completed by the board and cannot be accepted in lieu of the board's own review. It is notable that Ms. Jones would not meet the requirements to sit for this examination if she applied today.
- ***Lacks Current Practice in the Advanced Role and Specialty:*** Although Ms. Jones appears to provide some services in the mental health field, it appears her primary position is as an educator in a LVN to RN program. This position is not unique to the clinical nurse specialist role. Based on the information provided, it appears the majority of her practice hours were earned precepting graduate students. Three of the four students precepted during that time period were enrolled in nursing education master's programs and the fourth was enrolled in a clinical nurse specialist in adult health program. It appears the remainder of her practice offers limited exposure to the psychiatric/mental health specialty. Therefore, it appears Ms. Jones has not met the requirement for completion of 400 hours of practice in the advanced role and specialty within the last two years.

Recommendation of Advanced Practice Petition Review Committee: The committee unanimously recommends denial of the petition.

Rationale for Committee Recommendation:

- Ms. Jones has not demonstrated that she holds a master's degree in nursing nor has she demonstrated that she completed master's degree level preparation as a clinical nurse specialist. There is no clear evidence that Ms. Jones completed formal education in an advanced practice nursing role. The materials describing the US Army program clearly state that this was an entry level program.
- The lack of a master's degree in nursing as a clinical nurse specialist clearly demonstrates that Ms. Jones is not a clinical nurse specialist, even though she obtained national certification in this role. The clinical nurse specialist role has always required educational preparation at the level of the master's degree in nursing. Exceptions granted by the certifying body are not sufficient to demonstrate that an individual is prepared as a clinical nurse specialist. Ms. Jones holds current licensure appropriate to her education: RN and licensed professional counselor.
- Although Ms. Jones completed education to prepare her as a licensed professional counselor, it does not appear that she was awarded credit for any of these courses by either the University of Texas at Tyler or Texas Tech University. Therefore, there is no evidence that these courses were evaluated or determined to be equivalent to courses completed within a clinical nurse specialist in psychiatric/mental health nursing program.
- The graduate level nursing courses completed by Ms. Jones appear to be courses targeted for

preparing registered nurses who hold a master's degree in another discipline to teach in a basic nursing education program. These courses are not equivalent to educational preparation as a clinical nurse specialist.

- Neither current board rule or Ms. Jones' educational preparation support recognition as a clinical nurse specialist.

Pros and Cons:

Pros: Granting the petition will provide for the special interests of the petitioner. It is unclear to staff whether authorization to practice as a clinical nurse specialist in psychiatric/mental health nursing without prescriptive authority will provide any practice advantages over her LPC licensure.

Cons: If the petition is granted, it will be a change from recent decisions made by the Board regarding the importance of advanced practice nursing role preparation in formal educational programs. Approval of the petition may imply that education in other disciplines is equivalent to that completed in an advanced practice nursing educational program. Such a decision could impact similar requests for nursing licensure at any level.

Additionally, it does not appear Ms. Jones completed 400 hours of current practice in the advanced role and specialty. If her opportunities for practice continue to be only those described in the letter from her employer (Attachment J), she may have difficulty meeting the practice requirement to maintain the advanced practice authorization.

Joint Recommendation of the Petition Review Committee and Board Staff: Deny the request from Susan Jones for authorization to practice as a clinical nurse specialist in psychiatric/mental health nursing based upon failure to complete a clinical nurse specialist in psychiatric/mental health nursing advanced practice nursing education program.

Attachments for Petition–Susan Jones

- A. *Texas Occupations Code* (Nursing Practice Act) Section 301.152
- B. *22 Texas Administrative Code*, Section 221.3
- C. Transcript from Master of Science in Counseling Program completed at Corpus Christi State University
- D. US Army Psychiatric/Mental Health Nurse Course Information and Affidavit of Completion of a Program in an Advanced Practice Nurse Role
- E. Certification as a clinical specialist in psychiatric/mental health nursing from ANCC
- F. Curriculum vitae for Susan Jones
- G. Photocopy of Licensed Professional Counselor licensure.
- H. Brochure from the Texas State Board of Examiners of Professional Counselors
- I. Current requirements for certification as a clinical specialist in psychiatric/mental health nursing from ANCC
- J. Letter regarding practice hours from Becky Hammack, Division Dean of Health Sciences, Midland College, dated 10 November 2006
- K. Letter of petition from Ms. Jones
- L. Transcripts from Texas Tech University and the University of Texas at Tyler
- M. US Department of Education information regarding the Council on Occupational Education

**NURSING PRACTICE ACT,
NURSING PEER REVIEW
&
NURSE LICENSURE COMPACT**

**TEXAS OCCUPATIONS CODE AND
STATUTES REGULATING THE
PRACTICE OF NURSING
As Amended September 2005**

all personnel transactions are made without regard to race, color, disability, sex, religion, age, or national origin. The policy statement must include:

- (1) personnel policies, including policies relating to recruitment, evaluation, selection, application, training, and promotion of personnel that are in compliance with the requirements of Chapter 21, Labor Code;
 - (2) a comprehensive analysis of the Board workforce that meets federal and state guidelines;
 - (3) procedures by which a determination can be made of significant under use in the board workforce of all persons for whom federal or state guidelines encourage a more equitable balance; and
 - (4) reasonable methods to appropriately address those areas of under use.
- (b) A policy statement prepared under Subsection (a) must:
- (1) cover an annual period;
 - (2) be updated annually;
 - (3) be reviewed by the Commission on Human Rights for compliance with Subsection (a)(1); and
 - (4) be filed with the Governor.
- (c) The Governor shall deliver a biennial report to the Legislature based on the information received under Subsection (b). The report may be made separately or as part of other biennial reports to the legislature.

Subchapter D. General Powers and Duties of Board

Sec. 301.151. General Rulemaking Authority.

The Board may adopt and enforce rules consistent with this chapter and necessary to:

- (1) perform its duties and conduct proceedings before the Board;
- (2) regulate the practice of professional nursing and vocational nursing;
- (3) establish standards of professional conduct for license holders under this chapter; and
- (4) determine whether an act constitutes the practice of professional nursing or vocational nursing.

Sec. 301.152. Rules Regarding Specialized Training.

- (a) In this section, "advanced practice nurse" means a registered nurse approved by the Board to practice as an advanced practice nurse on the basis of completion of an advanced educational program. The term includes a nurse practitioner, nurse midwife, nurse anesthetist, and clinical nurse specialist. The term is synonymous with "advanced nurse practitioner."
- (b) The Board shall adopt rules to:
- (1) establish:
 - (A) any specialized education or training, including pharmacology, that a registered nurse must have to carry out a prescription drug order under Section 157.052; and
 - (B) a system for assigning an identification number to a registered nurse who provides the Board with evidence of completing the specialized education and training requirement under Subdivision (1)(A);
 - (2) approve a registered nurse as an advanced practice nurse; and
 - (3) initially approve and biennially renew an advanced practice nurse's authority to carry out or sign a prescription drug order under Chapter 157.
- (c) At a minimum, the rules adopted under Subsection (b)(3) must:
- (1) require completion of pharmacology and related pathology education for initial approval;
 - (2) require continuing education in clinical pharmacology and related pathology in addition to any

- continuing education otherwise required under Section 301.303; and
- (3) provide for the issuance of a prescription authorization number to an advanced practice nurse approved under this section.
 - (d) The signature of an advanced practice nurse attesting to the provision of a legally authorized service by the advanced practice nurse satisfies any documentation requirement for that service established by a state agency.

Sec. 301.1525. Nurse First Assistants.

[Repealed by Acts 2005 (H.B. 1718), 79th Leg., eff. Sept. 1, 2005. Replaced by Sec. 301.353]

Sec. 301.1526. Certain Nurses Directly Assisting In Surgery.

[Repealed by Acts 2005 (H.B. 1718), 79th Leg., eff. Sept. 1, 2005. Replaced by Sec. 301.353]

Sec. 301.1527. Certain Nurses Directly Assisting In Surgery In Small Hospitals.

[Repealed by Acts 2005 (H.B. 1718), 79th Leg., eff. Sept. 1, 2005. Replaced by Sec. 301.353]

Sec. 301.153. Rules Regarding Advertising and Competitive Bidding.

- (a) The Board may not adopt rules restricting advertising or competitive bidding by a person except to prohibit false, misleading, or deceptive practices by the person.
- (b) The Board may not include in its rules to prohibit false, misleading, or deceptive practices by a person regulated by the board a rule that:
 - (1) restricts the person's use of any medium for advertising;
 - (2) restricts the person's personal appearance or use of the person's voice in an advertisement;
 - (3) relates to the size or duration of an advertisement by the person; or
 - (4) restricts the use of a trade name in advertising by the person.

Sec. 301.154. Rules Regarding Delegation of Certain Medical Acts.

- (a) The Board may recommend to the Texas State Board of Medical Examiners the adoption of rules relating to the delegation by physicians of medical acts to registered nurses and vocational nurses licensed by the Board. In making a recommendation, the Board may distinguish between nurses on the basis of special training and education.
- (b) A recommendation under Subsection (a) shall be treated in the same manner as a petition for the adoption of a rule by an interested party under Chapter 2001, Government Code.
- (c) The Board in recommending a rule and the Texas State Board of Medical Examiners in acting on a recommended rule shall, to the extent allowable under state and federal statutes, rules, and regulations, act to enable the state to obtain its fair share of the federal funds available for the delivery of health care in this state.

Sec. 301.155. Fees.

- (a) The Board by rule shall establish fees in amounts reasonable and necessary to cover the costs of administering this chapter. The Board may not set a fee that existed on September 1, 1993, in an amount less than the amount of that fee on that date.
- (b) The Board may adopt a fee in an amount necessary for a periodic newsletter to produce and disseminate to license holders the information required under Section 301.158.

<<Prev Rule

Texas Administrative Code

TITLE 22

EXAMINING BOARDS

PART 11

BOARD OF NURSE EXAMINERS

CHAPTER 221

ADVANCED PRACTICE NURSES

RULE §221.3

Education

(a) In order to be eligible to apply for authorization as an advanced practice nurse, the registered nurse must have completed a post-basic advanced educational program of study appropriate for practice in an advanced nursing specialty and role recognized by the Board. RN to BSN programs shall not be considered post-basic programs for the purpose of this rule.

(b) Individuals prepared in more than one advanced practice role and/or specialty (including blended role or dual specialty programs) shall be considered to have completed separate advanced educational programs of study for each role and/or specialty area.

(c) Applicants for authorization to practice in an advanced role and specialty recognized by the Board must submit verification of completion of all requirements of an advanced educational program that meets the following criteria:

(1) Advanced educational programs in the State of Texas shall be approved by the Board or accredited by a national accrediting body recognized by the Board.

(2) Programs in states other than Texas shall be accredited by a national accrediting body recognized by the board or by the appropriate licensing body in that state. A state licensing body's accreditation process must meet or exceed the requirements of accrediting bodies specified in board policy.

(3) Programs of study shall be at least one academic year in length and shall include a formal preceptorship.

(4) Beginning January 1, 2003, the program of study shall be at the graduate degree level.

(5) Applicants prepared in more than one advanced practice role and/or specialty shall demonstrate that all curricular requirements set forth in this subsection have been met for each role and/or specialty.

(d) Applicants for authorization as clinical nurse specialists must submit verification of the following requirements in addition to those specified in subsection (c) of this section:

(1) completion of a master's degree in the discipline of nursing, and

(2) completion of a minimum of nine semester credit hours or the equivalent in a specific clinical major. Clinical major courses must include didactic content and offer clinical experiences in a specific clinical specialty/practice area.

(e) Those applicants who completed nurse practitioner or clinical nurse specialist programs on or after January 1, 1998 must demonstrate evidence of completion of the following curricular requirements:

(1) separate, dedicated courses in pharmacotherapeutics, advanced assessment and pathophysiology

and/or psychopathology (psychopathology accepted for advanced practice nurses prepared in the psychiatric/mental health specialty only). These must be graduate level academic courses;

(2) evidence of theoretical and clinical role preparation;

(3) evidence of clinical major courses in the specialty area; and

(4) evidence of a practicum/preceptorship/internship to integrate clinical experiences as reflected in essential content and the clinical major courses.

(5) In this subsection, the following terms have the following definitions:

(A) Advanced Assessment Course means a course that offers content supported by related clinical experience such that students gain the knowledge and skills needed to perform comprehensive assessments to acquire data, make diagnoses of health status and formulate effective clinical management plans.

(B) Pharmacotherapeutics means a course that offers content in pharmacokinetics and pharmacodynamics, pharmacology of current/commonly used medications, and the application of drug therapy to the treatment of disease and/or the promotion of health.

(C) Pathophysiology means a course that offers content that provides a comprehensive, system-focused pathology course that provides students with the knowledge and skills to analyze the relationship between normal physiology and pathological phenomena produced by altered states across the life span.

(D) Role preparation means formal didactic and clinical experiences/content that prepare nurses to function in an advanced nursing role.

(E) Clinical major courses means courses that include didactic content and offer clinical experiences in a specific clinical specialty/practice area.

(F) Clinical specialty area means specialty area of clinical practice based upon formal didactic preparation and clinical experiences.

(G) Essential content means didactic and clinical content essential for the educational preparation of individuals to function within the scope of advanced nursing practice. The essential content includes but is not limited to: advanced assessment, pharmacotherapeutics, role preparation, nursing specialty practice theory, physiology/pathology, diagnosis and clinical management of health status, and research.

(H) Practicum/Preceptorship/Internship means a designated portion of a formal educational program that is offered in a health care setting and affords students the opportunity to integrate theory and role in both the clinical specialty/practice area and advanced nursing practice through direct patient care/client management. Practicums/Preceptorships/Internships are planned and monitored by either a designated faculty member or qualified preceptor.

(f) Those applicants who complete nurse practitioner or clinical nurse specialist programs on or after January 1, 2003 must demonstrate evidence of completion of a minimum of 500 separate, non-duplicated clinical hours for each advanced role and specialty within the advanced educational

program.

Source Note: The provisions of this §221.3 adopted to be effective February 25, 2001, 26 TexReg 1509; amended to be effective January 2, 2006, 30 TexReg 8881

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DANIEL SUSAN ELIZABETH

GRADUATED MASTER OF SCIENCE 5-13-81

GPA

ADMITTED
SPC SEC NO
DATE OF BIRTH
PLACE OF BIRTH
SEX

ADMISSION

MEMORANDA

TRANSCRIPT RECORD

CERTIFICATE RECORD

RANK
GRADING SYSTEM:
A EXCELLENT
B GOOD
C FAIR
D PASS
F FAILURE
P PASS
I INCOMPLETE
Q DROPPED PASSING
R REPEATED COURSE
CR CREDIT
NC NO CREDIT

COURSE AND DESCRIPTIVE TITLE	HOURS PER WEEK	GRADE	SEM HRS	GR. PTS
BACHELOR OF SCIENCE IN NURSING WEST TEXAS STATE UNIVERSITY SPR 1976				
---CORPUS CHRISTI STATE UNIVERSITY---				
DANIEL SUSAN ELIZABETH 177850 ED GC 6				
GRADUATE				
ED 503 INTRO TO RESEARCH	3 0	A	3 12	3
SSI 1978 (0)				
DANIEL SUSAN ELIZABETH 177850 ED GC 6				
GRADUATE				
ED 596 INDEPENDENT STUDY	0 6	A	3 12	
PERSON & BEHAV				
EP 504 INTRO TO COUNSELING	3 0	B	3 9	6
FALL 1978 (0)				
DANIEL SUSAN ELIZABETH 177850 ED GC 6				
GRADUATE				
EP 579 PSYCHOMETRICS	3 0	B	3 9	3
SPR 1979 (0)				
DANIEL SUSAN ELIZABETH 177850 ED GC 4				
GRADUATE				
EP 592 INDIV COUNL STRAT	3 0	A	3 12	3
SSI 1979 (0)				
DANIEL SUSAN ELIZABETH 177850 ED GC 4				
GRADUATE				
EP 580 LEARNING & MOTIV	3 0	A	3 12	3
FALL 1979 (0)				

COURSE AND DESCRIPTIVE TITLE	HOURS PER WEEK	GRADE	SEM HRS	GR. PTS
DANIEL SUSAN ELIZABETH 177850 ED GC 4				
GRADUATE				
PSY521 PHYSIOLOGICAL PSYCH	3 0	A	3 12	
EP 590 GP COUN & CONSL STR	3 0	A	3 12	6
SPR 1980 (0)				
DANIEL SUSAN ELIZABETH 177850 ED GC 4				
GRADUATE				
PSY560 SEMINAR IN PSY	3 0	B	3 9	
PROJECTIVE TESTING				
SSI 1980 (0)				3
DANIEL SUSAN ELIZABETH 177850 ED GC 4				
GRADUATE				
PSY523 SOCIAL PSYCHOLOGY	3 0	A	3 12	
EP 593 THE COUNSEL PROCESS	3 0	A	3 12	6
FALL 1980 (0)				
DANIEL SUSAN ELIZABETH 177850 ED GC 4				
GRADUATE				
EP 597 PRACT IN COUNSELING	2 0	CR	3 9	0
SPR 1981 (3)				
DANIEL SUSAN ELIZABETH				
MASTER OF SCIENCE COUNSELING MAY 13, 1981				
DANIEL SUSAN ELIZABETH 195240 ED GC 6				
GRADUATE				
ED 585 PROFESSIONAL SEMINAR	6 0	CR	3 9	3
STRESS MGT TECHPROG				
SS2 1982 (6)				

LONG SESSION 30 WEEKS, SUMMER TERM 6 WEEKS
CREDIT HOURS: A SEMESTER HOUR REPRESENTS ONE SIXTY MINUTE RECITATION PERIOD
FOR EIGHTEEN WEEKS OF TWO TO FOUR SIXTY MINUTE LABORATORY PERIODS.
ENTITLED TO HONORABLE DISMISSAL UNLESS OTHERWISE STATED.

NOT VALID AS TRANSCRIPT WITHOUT SEAL OF UNIVERSITY AND ORIGINAL SIGNATURE OF REGISTRAR

REGISTRAR

Margaret Alicia Schmitt
DIRECTOR OF ADMISSIONS & RECORDS



ISSUED TO STUDENT
IN A SEALED ENVELOPE

TEXAS A&M UNIVERSITY-CORPUS CHRISTI

Texas A&M University-Corpus Christi is a State supported, upper-level, institution of higher education. First established in 1947 as University of Corpus Christi, the name was changed to Texas A&I University at Corpus Christi in 1973. In 1977 the name was changed to Corpus Christi State University. On 1 September 89 the Institution became a campus of the Texas A&M University System. Finally, on 1 September 93, the name was amended to Texas A&M University - Corpus Christi.

ACADEMIC CALENDAR YEAR

The academic year is comprised of a fall semester, a spring semester and two or more summer terms.

COURSE NUMBERING SYSTEM

100-200 Freshman and sophomore courses
300-499 Junior and senior courses - some senior courses are acceptable for graduate credit
500-599 Graduate courses, Masters level
600 and above Graduate courses, doctoral level

NEW COURSE NUMBERING SYSTEM

Beginning with the Fall Semester, 1996, Texas A&M University-Corpus Christi has converted its course numbering format to the Texas Common Course Numbering System format. This change will make it easier for students transferring into Texas A&M-Corpus Christi to match the courses they have taken at all Texas public community colleges and at many senior institutions in Texas with the courses offered on our campus.

This change affects both the subject prefix of the course and its number. We are moving from a three character subject prefix and a three digit course number to a four character subject prefix and a four digit course number.

For example: ENG 101 (English Composition) in our old system becomes ENGL 1301 in the new format.

The first digit of the course number indicates the level of the course: 0 (zero) = Remedial or developmental courses do not count toward hours earned nor grade points; 1 = Freshman level; 2 = Sophomore level; 3 = Junior level; 4 = Senior level; 5 = Masters level; 6 = Doctoral level. The second digit of the course number indicates the credit hour value of the course. The third and fourth digits are sequence identification numbers.

All freshman and sophomore courses have been renumbered to match the Texas Common Course Numbering System equivalents. Courses above the sophomore level have retained their old numbers except that the credit hour value has been inserted as a second digit. In most cases, course titles have not been affected by these changes.

Students needing help interpreting a course number or what its equivalent was in the old numbering system, should call the Dean's office of the College offering the course.

GRADING SYSTEM

GRADE SYMBOL	GRADE POINTS	GRADE NOTATIONS
A	4	I- Incomplete
B	3	IM- Incomplete-Military
C	2	CR- Credit, not used in GPA
D	1	NC- No Credit
F	0	W- Withdrew before mid-term
WF	0	WP- Withdrew Passing after mid-term
		WF- Withdrew Failing after mid-term, used in GPA calculations
		IP- In Progress, graduate thesis only
		Q- Same as W, no longer used
		P- Same as CR
		X- Grade not submitted
		NP- No pass, not used in GPA

Only grades A,B,C,D,F, and WF are used in computing grade point averages.

"R", next to a grade indicates the course has been repeated. R* indicates that the course has been repeated, not counted in the cumulative GPA, but counted in the semester GPA. "G", next to a grade indicates an undergraduate course taken for graduate credit. Ampersand "&" indicates a course taken for doctoral credit.

Effective with those students first entering as of the Fall 1987, only grades earned at TAMU-CC will be used to calculate grade point average (GPA).

Computer Generated Transcripts: During the Spring Semester of 1988 CCSU converted to computer generated transcripts. Students enrolled as of Spring Semester 1988 or later will have computer generated transcripts. Students before that date will have transcripts copied from a permanent record card. In some cases, data will be split between both systems.

THIRD PARTY ACCESS TO THIS RECORD WITHOUT WRITTEN CONSENT OF THE STUDENT IS NOT PERMISSIBLE AS REQUIRED BY THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.

Description Of Clinical Experiences in Master's Program: Susan E. Jones

The clinical experience included 2,000 supervised hours doing counseling with clients who were experiencing grief. This grief was due to; body image change, terminal disease, or death of a family member. This clinical experience was in a major trauma center hospital. I would work with clients in ICU, ER, and all nursing units as well as out-patients. Sometimes the counseling went best if I provided the nursing care and at other times, I would just visit the patient or family for counseling sessions. I worked with clients from birth to very elderly. I included the client, the family, the healthcare workers, and at least four times I went to schools and work places to educate and counsel with fellow students or workers. I also did a lot of community education for healthcare workers and for the general public in regards to grief.

PSYCHIATRIC/MENTAL HEALTH NURSE COURSE
 DWIGHT DAVID EISENHOWER ARMY MEDICAL CENTER
 FORT GORDON, GEORGIA 30905-5650

2 July 1991

The Psychiatric/Mental Health Nurse Course (6F-66C) is a 22 week course taught under the auspices of the Nursing Science Division, Academy of Health Sciences, Ft. Sam Houston, Texas. This course prepares Army Nurse Corps officers, and currently, DAC employees to function as entry level psychiatric nurses. Graduates of the course will provide specialized psychiatric nursing to emotionally distressed individuals within the in-patient setting.

The curriculum provides a balance of academic and supervised clinical experiences. Students of the course receive 367 hours of didactic classroom instruction and 440 hours of directed clinical practicum for a total of 807 hours.

Classroom Didactic

Orientation	40 hours
State of the Art and Ethics in Nursing	15 hours
Nursing Therapeutic Process	70 hours
Developmental Theories	20 hours
Group Therapy	74 hours
Somatic Therapies	14 hours
Psychiatric Dysfunctions	40 hours
Therapeutic Milieu	20 hours
Nursing Unit Management	12 hours
Examination/Academic Counseling	<u>62 hours</u>
	367 hours

Directed Clinical Practicum

Orientation to Clinical Facility	10 hours
Nursing Therapeutic Process	100 hours
Group Therapy	96 hours
Milieu Therapy	109 hours
Nursing Unit Management	60 hours
Somatic Therapies	15 hours
Clinical Supervision/Student Counseling	<u>50 hours</u>
	440 hours

Patricia A. Rikli

PATRICIA A. RIKLI, R.N., Ph.D.
 LTC, ANC
 Course Director

DISK: ADMIN-PSY
 NFO-PAPR



DEPARTMENT OF THE ARMY
ACADEMY OF HEALTH SCIENCES, UNITED STATES ARMY
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100



August 1, 1997

REPLY TO
ATTENTION OF

Office of the Registrar

MAJ SUSAN JONES
P O BOX 60826
MIDLAND TX 79711-0826

SUBJECT: Course Verification

NAME: SUSAN JONES
SSN: ██████████

COURSE TITLE: AMEDD OFFICER CLINICAL HEAD NURSE, 6F-F3
COURSE DATES: 9 MARCH 1992 - 20 MARCH 1992

COURSE TITLE: PSYCHIATRIC/MENTAL HEALTH NURSING, 6F-66C
COURSE DATES: 9 JULY 1990 - 14 DECEMBER 1990

THE ABOVE NAMED INDIVIDUAL AS SUCCESSFULLY COMPLETED THESE COURSES.

**THE ACADEMY OF HEALTH SCIENCES, UNITED STATES ARMY IS A
NON-DEGREE GRANTING INSTITUTION. THIS INSTITUTION IS
ACCREDITED BY THE ACCREDITING COMMISSION OF THE COUNCIL
ON OCCUPATIONAL EDUCATION.**

Christina K. Litzler

CHRISTINA K. LITZLER
REGISTRAR/CHIEF
ACADEMIC RECORDS

Prepared by: ELN

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD SAFEGUARD IT

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) JONES, SUSAN ELIZABETH		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/USAR/AN		3. SOCIAL SECURITY NO. [REDACTED]	
1.a. GRADE, RATE OR RANK MAJ	4.b. PAY GRADE 04	5. DATE OF BIRTH (YYMMDD) 501124		6. RESERVE OBLIG. TERM. DATE Year 00 Month 00 Day 00	
7.a. PLACE OF ENTRY INTO ACTIVE DUTY CORPUS CHRISTI, TX			7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) CORPUS CHRISTI, TX		

8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND CO C (W2DH03) WRAMC WASH D.C. 20307-5001 MC		8.b. STATION WHERE SEPARATED WALTER REED ARMY, MEDICAL CENTER WASH DC	
9. COMMAND TO WHICH TRANSFERRED NA		10. SGLI COVERAGE None Amount: \$ 200,000.00	

11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 66C009B00 PSYCHIATRIC/MENTAL HEALTH NURSE/MEDICAL PROFICIENCY—5 YRS—2 MOS//66H000000—MEDICAL-SURGICAL NURSE—5 YRS—9 MOS//NOTHING FOLLOWS	12. RECORD OF SERVICE			
	a. Date Entered AD This Period	90	03	11
	b. Separation Date This Period	96	02	27
	c. Net Active Service This Period	05	11	17
	d. Total Prior Active Service	00	00	00
	e. Total Prior Inactive Service	00	00	18
	f. Foreign Service	00	00	00
	g. Sea Service	00	00	00
	h. Effective Date of Pay Grade	95	05	01

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)
ARMY COMMENDATION MEDAL//ARMY ACHIEVEMENT MEDAL//NATIONAL DEFENSE SERVICE MEDAL//ARMY SERVICE RIBBON//NOTHING FOLLOWS

14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)
ARMY MEDICAL DEPARTMENT OFFICER BASIC COURSE, MAR 90//PSYCHIATRIC/MENTAL HEALTH NURSE COURSE, MAY 90//ARMY MEDICAL DEPARTMENT OFFICER HEAD NURSE COURSE, JAN 92//ARMY MEDICAL DEPARTMENT OFFICER ADVANCED COURSE, MAR 92//COMBINED ARMS AND SERVICE STAFF SCHOOL, JAN 93//NOTHING FOLLOWS

15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM	Yes	No	15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT	Yes	No	16. DAYS ACCRUED LEAVE PAID
		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION Yes No

18. REMARKS
DISABILITY SEVERANCE PAY: // DATA HEREIN SUBJECT TO COMPUTER MATCHING WITHIN THE DOD OR WITH OTHER AGENCIES FOR VERIFICATION PURPOSES AND DETERMINING ELIGIBILITY OR COMPLIANCE FOR FEDERAL BENEFITS.// NOTHING FOLLOWS//

19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 4022 18TH STREET APT 12A LUBBOCK, TX 79416	19.b. NEAREST RELATIVE (Name and address - include Zip Code) WILLIAM H. JONES (SAME AS ITEM 19A)
--	--

20. MEMBER REQUESTS COPY 6 BE SENT TO DIR. OF VET AFFAIRS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	22. OFFICIAL AUTHORITY TO SIGN (Typed name, grade, title and signature) NATHANIEL M. IRE, DAC, CSS, CHIEF TRANS. PT
---	---

21. SIGNATURE OF MEMBER BEING SEPARATED

 23. SIGNATURE OF MEMBER BEING SEPARATED (if different from 21)

25. SEPARATION AUTHORITY AR 635-40, PARA 4-24B(3)	26. SEPARATION CODE JPL	27. REENTRY CODE NA
28. NARRATIVE REASON FOR SEPARATION PHYSICAL DISABILITY WITH SEVERANCE PAY		
29. DATES OF TIME LOST DURING THIS PERIOD NONE	30. MEMBER REQUESTS COPY 4 Initials	



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

August 31, 2006

REPLY TO
ATTENTION OF

Office of the Registrar

Board of Nurse Examiners
for the State of Texas
333 Guadalupe Suite 3-460
Austin TX 78701

Course Verification

Name: **Susan E. Jones**

SSN: **[REDACTED]**

COURSE TITLE: Psychiatric/Mental Health Nurse, 6F-66C
COURSE DATES: 9 July 1990 to 14 December 1990

The above named individual successfully completed this course.

The Academy of Health Sciences, United States Army, is a non-degree granting institution. This institution is accredited by the Commission of the Council on Occupational Education.

A handwritten signature in cursive script that reads "Christina K. Litzler".

Christina K. Litzler
Registrar, AMEDDC&S

Prepared by: ELN

BOARD OF NURSE EXAMINERS FOR THE STATE OF TEXAS
333 Guadalupe, Suite 3-460 Austin, Texas 78701

APPLICATION FOR AUTHORIZATION TO PRACTICE AS AN ADVANCED PRACTICE NURSE (PART II)

The director of the program or designated official (only if program is permanently closed) must complete this section after the completion date and indicate information regarding the applicant's advanced educational program of study. **Do not use white-out for corrections.** The signature must be witnessed and signed by a notary public. All blanks must be completed or marked NA/Not Applicable unless otherwise noted. Send the signed and notarized form directly to the Texas Board of Nurse Examiners, 333 Guadalupe, Suite 3-460, Austin, Texas 78701, Attn: APN Office. Note: The "completion date" is the date when the program/program director deems the student to have finished and met all the requirements of the program and exited the program. It may not necessarily be the same as the formal date of graduation.

VERIFICATION OF COMPLETION OF A PROGRAM IN AN ADVANCED PRACTICE NURSE ROLE

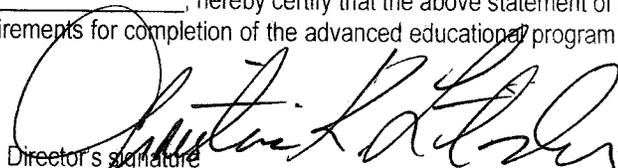
1. Full Name of Graduate (first/last): SUSAN Elizabeth Jones
2. Advanced Role & Specialty in which Applicant was Educated (e.g., Family Nurse Practitioner) Adult CNS Psych/mental Health
3. Name of University/Institution US Army Location of Program (city, state) Ft Gordon, GA
4. Type of Program (check one): Certificate Program Master's Degree Post-Master's Certificate
5. Program Completion Date 12-14-1990
6. Length of Didactic (credit or clock hours) 367 Number of Clinical Hours (in clock hours only) 440
7. **At the time the applicant completed the program,** the program was accredited by (check one):
 - American College of Nurse-Midwives-Division of Accreditation
 - Council on Accred. of Nurse Anesthesia Educational Programs
 - Commission on Collegiate Nursing Education
 - NLN/National League for Nursing Accrediting Commission
 - National Assoc. of Nurse Practitioners in Women's Health
 - TX Board of Nurse Examiners
 Other (please specify): Accrediting Commission of The Council on Occupational Education
8. For all Nurse Practitioner and Clinical Nurse Specialist programs, please indicate the course number(s) in which the above named individual completed the following content:

Advanced Assessment (didactic and clinical) _____	Pharmacotherapeutics _____
Pathophysiology and/or psychopathology _____	Role Preparation _____

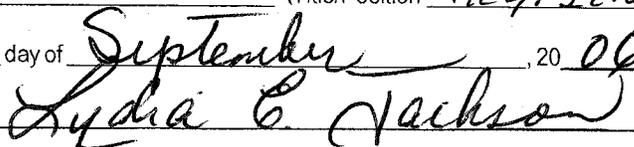
AFFIDAVIT

I, (print director's name) Christina K. Witzler, hereby certify that the above statement of information is true and correct and that the applicant named above has met all requirements for completion of the advanced educational program for which I am the program director or authorized designated official.

AFFIX NOTARY SEAL BELOW

Director's signature  Title/Position Registrar

Sworn before me this 5th day of September, 2006

Notary Public Signature 

In and for the State of Texas

My commission expires 12-08-06

This request is for

- Correction
- Duplicate certificate and card (\$10)
- Replacement certificate and card (\$10)

Make your checks payable to:
American Nurses Credentialing Center

0200304-01
Susan E. Jones
Po Box 60826
Midland, TX 79711-0826

Print or type corrections in this space.

Return this form to:
American Nurses Credentialing Center
600 Maryland Avenue, SW
Suite 100 West
Washington, DC 20024-2571

American Nurses Credentialing Center
Commission on Certification

The Commission on Certification
Grants
Board Certification to
Susan E. Jones, APRN, BC
as a
Clinical Specialist in Adult
Psychiatric and Mental Health
Nursing
valid

September 1, 2003 to August 31, 2008
Certification Number 0200304-01

The ANCC Commission on Certification is accredited
by the National Commission for Certifying Agencies

*Simply peel card at corner to detach
Self-laminate for better preservation*

Susan E. Jones

4506 Westminister
Midland, Texas 79707
432.352.0662
sjones@midland.edu

Education

Post graduate Nursing 6 hours	University of Texas- Tyler 2005
Post graduate Nursing 12 hours	Texas Tech Health Science Center 1998
Master of Science In Counseling	Corpus Christi State University 1981
Bachelor of Science In Nursing	West Texas State University 1976

Experience

Coordinator/Professor 2004- Present	Midland College LVN to RN Transition Program
Director/Professor 1996 - 2004	Midland College Vocational Nursing Program
Owner, Consultant, Presenter 1996 - present	Professional & Healthcare Consultants
Psychiatric Case Manager 1994 - 1996	Walter Reed Army Medical Center
Head Nurse/Staff Nurse 1993 - 1994	Walter Reed Army Medical Center Adult & Adolescent Psychiatry Units
Instructor 1989 - 1990 & 1980 - 1985	Del Mar College
Director of Allied Health/ Adjunct Faculty 1986 - 1989	Odessa College

Licensure/Certification

- American Nurses Association - Psychiatric/Mental Health Specialist 1993
- Texas Board of Professional Counselors 1983
- Texas Board of Nurse Examiners - Registered Nurse 1976

Professional Membership

- Vietnam Memorial Board
- American Red Cross
- Texas Association of VN Educators - Professional Education Chair 2003-2005

CURRICULUM VITAE

NAME: JONES, SUSAN E.
4506 Westminister
Midland, Texas 79707
(432) 352-0662

SSN: ██████████

EDUCATION

<u>SCHOOL</u>	<u>LOCATION</u>	<u>DEGREE</u>	<u>Y EAR</u>
University Of Texas-Tyler College of Nursing	Tyler, TX		2005
Texas Tech-School of Nursing	Lubbock, TX		1998
Corpus Christi State Univ.	Corpus Christi, TX	M.S. Counseling	1981
West Texas State Univ.	Canyon, TX	B.S. Nursing	1976
Texas Woman's Univ.	Denton, TX		1969 - 1972

MILITARY EDUCATION

U.S. Army Combined Arms and Services Staff School, Ft. Leavenworth, KS	1993
U.S. Army AMMEDD Officers Advanced Course, Ft. Sam Houston, TX	1992
U.S. Army AMMEDD Officer Clinical Head Nurse Course, Ft. Sam Houston, TX	1992
U.S. Army Psychiatric/Mental Health Nurse Course, Ft. Gordon, GA	1990
U.S. Army AMMEDD Officer Basic Course, Ft. Sam Houston, TX	1990

BOARD CERTIFICATION

<u>ORGANIZATION</u>	<u>LICENSE No.</u>	<u>YEAR</u>
Texas State Board of Professional Counselors	02228	1983
Texas State Board of Nursing	2-37014	1976
American Nurses Association	Psychiatric/Mental Health Specialist	1993

TEACHING APPOINTMENTS

<u>ACADEMIC RANK</u>	<u>COURSE TITLE</u>	<u>INSTITUTION</u>	<u>DATES</u>
Coordinator/Instructor	LVN to RN Transition Program	Midland College	2004- Present
Director/Instructor	LVN Program	Midland College	1996- 2004
Consultant/Instructor	Grief, Stress Mgmt	PHC	1996-Present
Director/Instructor	Grief, Stress Mgmt	SDJ Seminars	1980-1990
Director/Instructor	Nursing, Allied Health	Odessa College	1986-1988
Instructor	Nursing	Del Mar College	1980-1990

CONSULTANT

<u>TITLE</u>	<u>LOCATION</u>	<u>DATES</u>
Consultant/Owner	PHC-Midland, TX	1996-Present
AN-CHEP Board Member	Office of the Surgeon General	1993-1995
Director/Consultant	SDJ Consulting	1980-1990
Expert Witness/Testimony	SDJ Consulting	1980-1990
Consultant	Corpus Christi Family Life Center	1981-1984

AFFILIATION AND PROFESSIONAL SOCIETY MEMBERSHIP

<u>ORGANIZATION</u>	<u>POSITION</u>	<u>YEAR</u>
Texas Association Of VN Educators	Professional Education Chair	2003-2005
Vietnam Memorial Board	Member	1998- present
American Red Cross	Disaster Mental Health Chairperson	1997- Present
Texas Assn of VN Educators	Member	1996-Present
American Nurses Association	Member	1993-1996
American Cancer Society	DLDC, Pres., VP, Comm Chair.	1978-1990
American Assoc. of Counseling and Development	Member	1981-1990
Kentucky Assoc. of Counseling and Development	Member	1988
Kentucky Nursing Assoc.	Member	1988

Texas Assoc. of Counseling and Development	Member, Presenter	1987
Texas Administrators of Continuing Education for Community Colleges	Member, Presenter	1987-1989
Costal Bend Marriage and Family Therapist	Member	1988

DECORATIONS AND AWARDS (Military)

<u>NAME of AWARD</u>	<u>LOCATION</u>	<u>YEAR</u>
Who's Who of American Teachers		2004 & 2005
The Meritorious Service Medal	Walter Reed Army Medical Center	1996
The Army Commendation Medal	Ft. Gordon, GA	1992
Army Achievement Medal	Ft. Gordon, GA	1991
National Defense Service Medal	Ft. Gordon, GA	1991
U.S. Army Service Ribbon	Ft. Sam Houston, TX	1990

<u>AUTHOR</u>	<u>TITLE</u>	<u>PUBLICATIONS</u>		<u>YEAR</u>
		<u>LOCATION</u>	<u>AVAILABILITY</u>	
Daniel, Susan E.	"A Qualified Sympathetic Ear"	Coastal Bend Medicine, Vol. 20, No. 1, February		1979
Daniel, Susan E.	"A Letter of Comfort"	Compassionate Friends Newsletter, December		1986

PRESENTATIONS

<u>TITLE</u>	<u>ORGANIZATION</u>	<u>LOCATION</u>	<u>YEAR</u>
Culture in the Classroom	TAVNE	Austin, TX	2004
Common Instructor Mistakes	TAVNE	Austin, TX	2004
Ethics and Boundaries	Midland College	Midland, TX	2004
Creative Teaching Strategies	TAVNE	Austin, TX	2003
Who Moved My Cheese	TAVNE	Austin, TX	2002
Professional Boundaries	PHC	Austin, TX	2000

Management for Nurses	PHC	Odessa, TX	2000
CoDependency vs Healthy Caregiving	PHC	Odessa, TX	2000
Ethics & Boundaries	PHC	Midland, TX	1999
Grief, Stress Mgmt, Leadership & Management Skills, Communication Skills, Time management Skills	PHC		1996- Present
Psychiatric Certification Review Course	Health Leadership Assoc., D.C.		1995-1996
Group Facilitator Training	Walter Reed Army Medical Center, D.C.		1995
Alcohol and Substance Abuse	Walter Reed Army Medical Center, D.C.		1995
Death and Dying	Walter Reed Army Medical Center (Presented Quarterly)		1993
Post Trauma Stress	Marlboro State Hospital	Marlboro, NJ	1993
Multidisciplinary Team Approach		Ft. Gordon, GA	1992
Grief & Loss	91C Course	Ft. Gordon, GA	1990-1991
Death, Dying, Grief, Loss, Time Management, Stress Management, Management Techniques	SDJ Seminars TX,KY,TN,AK,NM,OK,IA,WI		1980-1990

CIVILIAN AND MILITARY WORK EXPERIENCE

<u>POSITION</u>	<u>LOCATION</u>	<u>DATES</u>
Coordinator LVN to RN Transition Program	Midland, TX	2004-present
Director, LVN Program	Midland, TX	1996-2004
Owner, Consultant, Presenter Professional & Healthcare Consultants	Midland, TX	1996-present
Psychiatric Case Manager-Adult/Adolescent	Walter Reed A	1994-1996
Head Nurse- Adult Psychiatry	Walter Reed AMC	1994
Head Nurse-Adolescent Psychiatry	Walter Reed AMC	1994
Staff Nurse-Adult Psychiatry	Walter Reed AMC	1993-1994
Asst. Head Nurse Psychiatry	Ft. Gordon, GA	1991-1992
Staff Nurse Psychiatry	Ft. Gordon, GA	1990-1992
Staff Nurse Oncology	Ft. Gordon, GA	1990
President, Presenter, Consultant, Counselor SDJ Seminars, Counseling and Consulting	Corpus Christi, TX	1980-1990

Asst. Program Dir. Neurological Rehabilitation, South Texas Rehabilitation Hospital	Corpus Christi, TX	1989-1990
Instructor, Del Mar College	Corpus Christi, TX	1980-1985&1989-1990
Director of Allied Health, Odessa College	Odessa, TX	1986-1989
Instructor, Odessa College	Odessa, TX	1986-1989
Organ Donor Coordinator, S.W. Organ Bank	Odessa, TX	1978-1989
Rehabilitation Nurse, Remedy Company	Odessa, TX	1980-1986
Nurse Auditor, Remedy Company	Odessa, TX	1980-1986
Assistant Director of Nursing, MMC Hosp.	Corpus Christi, TX	1985-1986
Consultant/Instructor, Family Life Center	Corpus Christi, TX	1981-1984
Thanatologist/Crisis Nurse, MMC Hosp.	Corpus Christi, TX	1977-1986
Director of Nurses, Mediacenter	Corpus Christi, TX	1976-1977
ER Head Nurse, U.S. Army	Ansbach, Germany	1972-1976
Physician Assistant/Instructor, U.S. Army	Ansbach, Germany	1972-1976



**TEXAS STATE BOARD OF EXAMINERS OF
PROFESSIONAL COUNSELORS**

certifies that the person identified below is a
LICENSED PROFESSIONAL COUNSELOR

Susan E. Jones, M.S.

LICENSE NUMBER: 2228

CONTROL NUMBER: 204652

ISSUED: 3/11/1983

EXPIRES: 11/30/2007

Bobby Alexander
Executive Director

Texas State Board of Examiners of Professional Counselors

What to Expect from your Licensed Professional Counselor

If you seek counseling with a personal friend, or someone with whom you already have a business or other type of relationship, the LPC must refer you to another mental health professional. Your LPC may not engage in any working or personal relationship with you without informing you that future counseling will no longer be a possibility.

Even after your counseling has been completed, your LPC may not engage in any working or personal relationship with you without informing you that future counseling will no longer be a possibility.

More Information

Visit the board's web site for more information about licensed professional counselors. From this site, you may view or print the state laws and board rules that govern the provision of counseling services in Texas.

A Final Word

Much of the success of your counseling experience depends on you. You are most likely to reap benefits from counseling if you are motivated, honest, and willing to work at self-improvement and self-awareness.

If you have a complaint or concern, speak first to your counselor. If you are not able to resolve the problem, you can file a consumer complaint with the board. You may call our toll-free complaint hotline at (800) 942-5540 or contact us in writing or by e-mail at the addresses shown on the front of this brochure.

This brochure is for general informational purposes and does not constitute a legal agreement between any person and The Texas State Board of Examiners of Professional Counselors (the board). All of the information provided is believed to be accurate and reliable; however, the board assumes no responsibility for any errors. This information is not copyrighted; you are welcome to copy and distribute this brochure.

Complaints should be directed by phone to the LPC Board Office 512-834-6658.
Complaint Hotline: 1-800-942-5540

 Texas Department of Health
Publication Number E75-1632
Date of publication 02/03

If you make statements that indicate you intend to harm yourself or others, your LPC may report that information to medical or law enforcement.

There are other similar situations that your counselor should discuss with you before or during the initial session. Apart from these rare circumstances, however, you can be assured that the only people who will have access to your records or statements are those for whom you have given written consent. This privacy gives you the freedom to speak openly and honestly with your counselor about your thoughts and feelings. Parents have a right to receive progress reports on their child's counseling. However, personal information shared by a child during an individual session will be kept confidential unless it involves imminent danger to the child or someone else. Young people will not confide in a counselor if they believe that personal information will be revealed to their parents.

You have a right to a copy of your own counseling records. This right is guaranteed under state law (Texas Health and Safety Code, Chapter 611.) You may be charged a reasonable fee for a copy of your records. Certain portions of your record may be withheld from you for a period of time for specific reasons as described in the law. You may read the text of this law through a link at the board's web site.

No Sexual Activity

Counseling, by its very nature, often deals with the most private aspects of your life. It is your counselor's responsibility to ensure an atmosphere of safety for you, free from any kind of exploitation. The board does not tolerate sexual misconduct by professional counselors. An LPC is prohibited from engaging in sexual contact, sexual exploitation, or therapeutic deception with a client or a former client. Such misconduct constitutes grounds for revoking a counselor's license.

Maintaining a Professional Relationship

Your relationship with your counselor should be strictly professional in nature. For example, an LPC is not allowed to invite you into a business venture, barter with you for counseling services, ask you for personal favors, or subcontract with you to do office work. These examples are called "dual relationships" and are unethical.

Your name and address here

Texas State Board of Examiners of
Professional Counselors

1100 W 49th St

Austin, Texas 78756

Phone: 512-834-6658

Fax: 512-834-6789

E-mail: lpc@tdh.state.tx.us

Web site: www.tdh.state.tx.us/hrqs/plc/lpc.htm

Licensed Professional Counselors (LPCs) are regulated by the Texas State Board of Examiners of Professional Counselors, (the board) a state board whose members are appointed by the Texas Governor to carry out the general oversight of professional counselors in Texas. LPCs provide counseling services in accordance with state law and the board's rules. This includes following the code of ethics that the board has established for the counseling profession. This brochure is intended to inform you of the ethical conduct that you may expect from your professional counselor. Your counseling is for you. Everything about the process should focus on enhancing your personal growth and your ability to cope with life's problems. You should expect to be treated with dignity in a professional manner. When you invest yourself in the counseling process, you can experience the satisfaction of working successfully at some of the most important issues in your life. The guidelines established by the Texas State Board of Examiners of Professional Counselors (the board) are aimed at promoting a positive counseling experience.

Valid License

You may visit the board's web page to view a roster of counselors to determine if a counselor is currently licensed. The web page also contains information about disciplinary actions taken against counselors. The roster is updated at least every two weeks; however, if a person's name does not appear on the roster, you should call the board office. Since licenses must be renewed annually, and every month a certain number of licenses expire, it is possible that your counselor's name may not appear on a roster that is posted while your counselor is in the process of license renewal.

Truthful Advertising

An LPC is required to be truthful when advertising counseling services to the public. You should receive accurate information regarding your counselor's training and credentials, as well as the scope of what may be accomplished in counseling.

Practicing within the Scope of the Counseling Profession

Your LPC has been trained to provide counseling services. This means assisting you through a therapeutic relationship, using a combination of mental health and human development principles and techniques, including the use of psychotherapy, to achieve your mental, emotional, physical, social, educational, spiritual, or career-related development and adjustment. An LPC may prevent, assess, evaluate, and treat mental, emotional, or behavioral disorders and distresses that interfere with mental health. An LPC may also implement and evaluate treatment plans using interventions that include counseling, assessment, consulting, and referral. You may have occasion to ask questions that require legal, medical, or other specialized knowledge. If so, you should seek advice from your attorney or primary care physician or ask your counselor for a referral to a specialist in your area of concern.

Information at Initial Session

At or before your first counseling session, you and your counselor should discuss general information relating to your counseling relationship, such as:

- fees for counseling and scheduling, cancellation, and payment policies
- goals that will guide the counseling process and methods or techniques that will be used during counseling
- any restrictions under which your LPC may be practicing (for example, whether or not the LPC is under the supervision of another mental health professional)
- confidentiality aspects of counseling and the circumstances under which something you say would not remain confidential
- other persons that may be included in the counseling process (for example, a team approach in the counseling office or the involvement of a local minister)

Accurate Record Keeping and Billing

Your LPC is required to keep records of your counseling sessions for a period of seven years, or seven years beyond the age of eighteen in the case of a child. These records include dates of treatment, case notes, correspondence, progress reports, and billing information. Billing to you or your insurance company must be only for services rendered according to your agreement with your counselor. You cannot be billed for appointments that never existed, although you may be billed for appointments that were not cancelled in accordance with your counselor's cancellation policy.

If you are the parent or guardian of a minor who is in counseling, you are entitled to a written summary and explanation of charges.

Confidentiality

Everything you discuss with your counselor remains confidential, with only a few exceptions. You must give signed permission before your LPC can share information with anyone about any aspect of your counseling. If you do give permission, you will have an opportunity to specify who should receive information from your file, what information they are allowed to receive, the purpose for which they may use the information, and the period of time during which you are granting the permission. Be sure to read carefully any "Release of Information" or "Consent" form that you may be asked to sign. Be sure to ask any questions that you may have.

The common situations requiring a release of information include certain inquiries from insurance companies, a new counselor wanting to use records from a previous counselor to provide continuing care, and collaboration with another agency or professional in your treatment. Sometimes, certain situations override your confidentiality. For example, if you are involved in a criminal case, the judge can order your file to be turned over to the court. If you make statements that a child or an elderly or disabled person has been abused or neglected, your counselor is required by law to report that information to the appropriate authorities.

Licensed Mental Health Professionals in Texas A Fact Sheet for Consumers

This fact sheet is intended to provide basic information for consumers regarding the following mental health professionals that are licensed in Texas: marriage and family therapists, professional counselors, social workers, sex offender treatment providers, chemical dependency counselors, psychiatrists, and psychologists.

Marriage and family therapists

A licensed marriage and family therapist (LMFT) is a mental health professional who provides professional therapeutic services to individuals and groups that involve the application of family systems theories and techniques. Services may include marriage therapy, sex therapy, family therapy, child therapy, play therapy, individual psychotherapy, divorce therapy, mediation, group therapy, chemical dependency therapy, rehabilitation therapy, diagnostic assessment, hypnotherapy, biofeedback, and related services.

A licensed marriage and family therapist holds at least a master's degree in marriage and family therapy or its equivalent, and also must complete 3,000 hours of supervised experience in the field of marriage and family therapy services.

For more information about marriage and family therapists, visit the website of the Texas State Board of Examiners of Marriage and Family Therapists at www.dshs.state.tx.us/mft or call (512) 834-6657.

Professional counselors

A licensed professional counselor (LPC) is a mental health professional who provides professional therapeutic services to individuals and groups that involve the application of mental health, psychotherapeutic, and human development principles to facilitate adjustment and development throughout life. Services may include individual counseling, group counseling, marriage counseling, family counseling, chemical dependency counseling, rehabilitation counseling, education counseling, career development counseling, sexual issues counseling, psychotherapy, play therapy, diagnostic assessment, hypnotherapy, expressive therapies, biofeedback, and related services.

A licensed professional counselor holds at least a master's degree in counseling or a counseling-related field, and also must have complete 3,000 hours of supervised experience in the field of professional counseling.

For more information about professional counselors, visit the website of the Texas State Board of Examiners of Professional Counselors at www.dshs.state.tx.us/counselor or call (512) 834-6658.

Social workers

A licensed social worker is a mental health professional who provides services to restore or enhance social, psychosocial, or biopsychosocial functioning of individuals, couples, families, groups, organizations, or communities.

A **licensed baccalaureate social worker (LBSW)** holds at least an undergraduate degree in social work from a four-year college or university or was previously licensed as a social work associate. A **licensed master social worker (LMSW)** holds at least a master's degree in social work. A **licensed master social worker-advanced practitioner (LMSW-AP)** has also completed at least two years of professional, supervised experience providing non-clinical social work services. A **licensed clinical social worker (LCSW)** holds at least a master's degree in social work. The LCSW has also completed at least two years of professional, supervised experience providing clinical social work services.

General social work services, which may be provided by all licensed social workers, include interviewing, assessment, planning, intervention, evaluation, case management, mediation, counseling, supportive counseling, direct practice, information and referral, problem solving, supervision, consultation, education, advocacy, community organization and the development, implementation, and administration of policies, programs and activities.

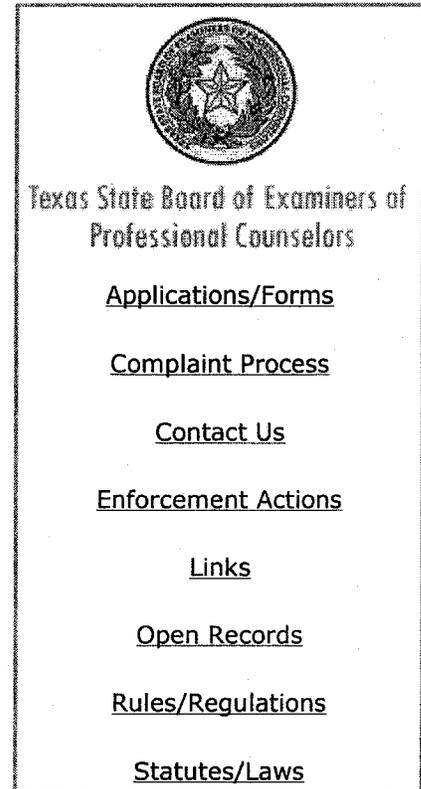
Master's social work services, which may be provided by an LMSW, LMSW-AP, or LCSW, include the application of specialized knowledge and advanced practice skills in the areas of assessment, treatment planning, implementation and evaluation, case



Texas State Board of Examiners of Professional Counselors About the Profession - Scope of Practice

By law, the practice of professional counseling is defined as the application of mental health, psychotherapeutic, and human development principles to facilitate human development and adjustment throughout the life span; prevent, assess, evaluate, and treat mental, emotional, or behavioral disorders and associated distresses that interfere with mental health; conduct assessments and evaluations to establish treatment goals and objectives; and plan, implement, and evaluate treatment plans using counseling treatment interventions that include:

- a. "counseling" which means assisting one or more clients through the therapeutic relationship, using a combination of mental health and human development principles, methods, and techniques, including the use of psychotherapy, to achieve the mental, emotional, physical, social, moral, educational, spiritual, or career-related development and adjustment of the client throughout the client's life;
- b. "assessment" which means selecting, administering, scoring, and interpreting instruments designed to assess an individual's aptitudes, attitudes, abilities, achievements, interests, personal characteristics, disabilities, and mental, emotional, and behavioral disorders and the use of methods and techniques for understanding human behavior that may include the evaluation, assessment, and treatment by counseling methods, techniques, and procedures for mental and emotional disorders, alcoholism and substance abuse, and conduct disorders, but does not include the use of standardized projective techniques or permit the diagnosis of a physical condition or disorder;
- c. "consulting" which means the application of scientific principles and procedures in counseling and human development to provide assistance in understanding and solving current or potential problems that the person seeking consultation may have with regard to a third party, including an individual, group, or an organization; and
- d. "referral" which means evaluating and identifying needs of a counselee to determine the advisability of referral to other specialists, informing the counselee of such judgement, and communicating as requested or deemed appropriate to such referral sources.



Last Updated June 9, 2005

Clinical Nurse Specialist in Adult Psychiatric & Mental Health Nursing certification

This is a computer-based test (CBT).

IMPORTANT NOTICE

Important note on final submission date for Form E2 . Additional details are available [here](#).

Description of Practice

The Clinical Nurse Specialist in Psychiatric and Mental Health Nursing must possess a high degree of proficiency in therapeutic and interpersonal skills. The clinical nurse specialist not only influences and modifies the patient's attitudes and behaviors, but he or she is responsible for advancing nursing theory and therapy. In addition to therapy, the nurse specialist's role includes teaching, research, consultation, supervision, case management, and administration. Although involved with individuals, families, and communities, Clinical Nurse Specialists in Adult Psychiatric and Mental Health Nursing focus primarily on adults.

Basic eligibility requirements

1. Hold a current, active, unrestricted professional RN license in the United States or its territories.
2. Hold a master's or higher degree in nursing.
3. Have successfully completed formal education and training in the same role and specialty area of practice in which you are applying for certification through either a master's program or a formal post-graduate master's program in nursing.
4. Have graduated from a program offered by an accredited institution granting graduate level academic credit for all course work that includes both didactic and clinical components and have completed a minimum of 500 hours of supervised clinical practice in the specialty area and role.

All candidates who do not have a master's or higher degree in psychiatric and mental health nursing **must** also meet the following eligibility requirements at the time of application:

1. Hold a master's or higher degree in nursing (non-psychiatric or mental health).
2. Have completed a minimum of 18 graduate or post-graduate level academic credits in psychiatric and mental health theory. A minimum of 9 of these 18 graduate or post-graduate credits must contain didactic and clinical experience in psychiatric and mental health **nursing** theory. (*Core courses in nursing theory, nursing research, and thesis will not be accepted as part of this 9-credit requirement.*) A maximum of 9 of the 18 graduate or postgraduate level credits may be in courses containing didactic and clinical experiences specific to psychiatric and mental health theory in other disciplines (*e.g., courses in counseling and psychology*).
3. Have nursing clinical training at the graduate or post-graduate level in at least two psycho-therapeutic treatment modalities.

Credential awarded: APRN-BC (Advanced Practice Registered Nurse-Board Certified)

This page last revised 4/11/2006.

Registering for the

[Fees](#)
[Required Forms & Document Withdrawal](#)

Study Aids

[Test Content Outline](#)
[Sample Questions](#)
[Test References](#)
[Review Manual](#)
[Review seminar](#)
[Computer-Based Test](#)

General Testing Information Book

Key information for candidates including timelines for re-credentialing information to schedule a CBT exam



Midland College

November 10, 2006

Board Of Nurse Examiner's For The State Of Texas
333 Guadalupe Street, Suite 3-460,
Austin, TX 78701

Dear Advanced Practice Examiner:

Ms. Susan Jones has applied for advanced practice status with the Board of Nurse Examiners. She has completed more than 600 hours in the last two years performing a variety of functions within the advanced practice role of Psychiatric Mental Health Nursing. These activities include the following: serving as a preceptor for students in graduate nursing programs, counseling students and employees at Midland College, plus counseling veterans and persons affected by disaster through volunteer work. In her preceptor role, Ms. Jones not only supervised students in a clinical setting but also helped develop objectives and student learning outcomes. Her counseling role included working on an individual basis with Midland College students and faculty/employees to help them to handle personal problems, to acquire better coping skills, to build self-esteem, to manage stress more productively, to cope with personal loss, and to alleviate test anxiety. Ms. Jones also worked with groups of students to explore tools needed for success in nursing school and for life in general. In addition, Ms. Jones volunteers in a counseling capacity for the Permian Basin Vietnam Veterans committee and with the American Red Cross.

Ms. Jones has been employed by Midland College from August 1996 to the present. If you have any further questions, please feel free to contact me: Dr. Becky Hammack, 432 685-4600 or bhammack@midland.edu. Thank you for your consideration.

Midland College Activities for Academic years 2004-2005 & 2005-2006
(does not include hours completed as a volunteer)

2004-05	Preceptor Graduate Level Nursing Students	207 hrs (two students)
	Test Anxiety & Stress Management	63 hrs
	Employee Counseling	30 hrs
2005-06	Preceptor Graduate Level Nursing Students	248 hrs (three students)
	Test Anxiety & Stress Management	55 hrs
	Employee Counseling	<u>20 hrs</u>
Two year Total		623 hrs

Sincerely yours,

Becky Hammack, RN, EdD.
Dean Health Sciences Division

3600 N. Garfield • Midland, Texas 79705-6399 • (432) 685-4500 • www.midland.edu

Susan Jones
4506 Westminister
Midland, TX 79707
432 352-0662

8-4-06

Board of Nurse Examiners
333 Guadalupe Street, Suite 3-460
Austin, TX. 78701

Dear Examiner,

I wish to petition the board for a waiver from the education program requirements of Rule 221.

I earned a Mater's degree in Counseling in 1983, from Corpus Christi State University-now called Texas A. & M. at Corpus Christi. Transcript enclosed.

I earned and hold Licensure as a Licensed Professional Counselor in the State of Texas. License number 2228 and copy of license enclosed.

I completed the U.S. Army Psychiatric/Mental Health Nurse Course in 1990. This course was a 807 hour course. Prerequisites for this course included; a Bachelor of Science in Nursing and at least one year Medical/Surgical experience. This course was taught on the graduate level. A list of the didactic and clinical topics and hours are enclosed. Also enclosed are copies of the certificate, the verification of the course and my DD214. I have sent Part II-Verification of Program to the U.S. Army to be completed.

I am certified by the American Nurses Credentialing Center as a Clinical Specialist in Adult Psychiatric and Mental Health Nursing, certification number 0200304-01. Copy of certification is enclosed.

Sincerely yours,

Handwritten signature of Susan Jones RN/MS in cursive script.

Susan Jones, RN, MS, LPC

Susan Elizabeth Jones
11-24-1950

Official Graduate Nursing Record

Current Academic Program:
School of Nursing
Master of Science in Nursing
Major: Nursing

-----1998 Spring-----

Admitted Program:
School of Nursing
Master of Science in Nursing
Major: Nursing

NURS-5060 INDIVIDUAL STUDIES A 6.00 24.00
(Psychiatric Nursing Education)

Current EHRs QHRs QPTS GPA
Cumulative 6.00 6.00 24.00 4.000

-----1998 Fall-----
NURS-5060 INDIVIDUAL STUDIES A 6.00 24.00
(Psychiatric Nursing Education-2)

End of Matriculation, effective 12-16-1999

Current EHRs QHRs QPTS GPA
Cumulative 12.00 12.00 48.00 4.000
-----End of Graduate Nursing Record-----

RECEIVED
DEC 08 2006
BY

BNE
ATTN: APN APPLICATION OFFICE
333 GUADALUPE ST, SUITE 3-460
AUSTIN TX 78701

12-04-06

MIKE SMITH, REGISTRAR

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Office of the Registrar - Lubbock, TX 79430 - Telephone (806) 743-2300 - Fax (806) 743-3027

Official Transcripts: The officially sealed and signed transcript is printed on secured paper and does not require a raised seal. Transcripts issued directly to students are stamped "Issued to Student."

Confidentiality of Records: This transcript must not be released to a third party without the written authorization of the student (in accordance with the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380).

Accreditation: The Texas Tech University Health Sciences Center is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Bachelor's, Master's, and Doctor's Degrees. The School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges. The School of Nursing baccalaureate and master's degree programs are accredited by the National League for Nursing. The Communication Disorders program is accredited by the Educational and Professional Standards Boards, American Speech-Language-Hearing Association. The Clinical Laboratory Science program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. The Occupational Therapy program is accredited by the Accreditation Council for Occupational Therapy Education, American Occupational Therapy Association. The Physical Therapy program is accredited by the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association. The School of Pharmacy (program inception: August, 1996) has been awarded pre-candidate status by the American Council on Pharmaceutical Education. The School of Pharmacy should receive candidate status in June, 1997, and full accreditation upon graduate of the first class.

Course Numbers: TTUHSC utilizes a 4-digit course numbering system. The first digit indicates the general level of the course. The second digit (and the third digit in medical course numbering) specifies the number of semester credit hours (a 0 identifies variable credit). For all schools but the School of Medicine, the third and fourth digits are used as unique identifiers within the subject area.

Grade Point Average (GPA): Grade point average is computed by multiplying the credit hours for each course attempted by the grade points earned in the particular course and then dividing the total number of grade points by the total number of credit hours attempted, excluding those hours for which non-computed grades are recorded (see grade point tables). Abbreviations: AHRS=Attempted Hours, EHRS=Earned Hours, QHRS=Quality Hours (included in GPA), QPTS=Quality Points (included in GPA).

Grading Symbols Used in Common by All Schools:

Grades	Description	Grade Points Per Semester Hour
AU	Audit	N/A*
I	Incomplete	N/A*
W	Withdrawal	N/A*
WF	Withdraw Failing	0.00
NC	No Credit	0.00
CR	Credit	N/A*
PR	In Progress	N/A*
X	Grade Not Submitted	N/A*
NR	Grade Not Recorded (automatically entry mid-semester)	N/A*

*Not included in grade point average

Symbols	Description
++	Denotes the inclusion of initial academic statistics
*	Course not applicable to current program

School of Allied Health

Academic Calendar: The academic year is comprised of a Fall and Spring Semester of 15 weeks each and a Summer Session of 12 weeks.

Grading & Grade Point System:

Grades	Description	Grade Points Per Semester Hour
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Fail	0.00
P	Pass	N/A*

*Not included in the calculation of grade point average.

School of Nursing

Academic Calendar: The basis for awarding credit in awarding credit in the Summer Sessions is prorated accordingly. Intersessions are offered between semesters.

Concurrent Enrollment: Concurrent enrollment, as defined by the School of Nursing, means that all students, upon acceptance in the nursing program at Texas Tech University Health Sciences Center, will also be considered enrolled at Texas Tech University. Students may or may not be enrolled in coursework at both institutions during any one semester.

Grading & Grade Point System:

Grades	Description	Grade Points Per Semester Hour
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Fail	0.00
P	Pass	N/A*
RP	Repeat	N/A*

*Not included in the calculation of grade point average.

School of Medicine

Academic Calendar: The School of Medicine maintains a classical four-year curriculum, with each year ranging in length from 32 to 44 weeks. The first two years are devoted principally to the basic sciences while the last two years offer intense clinical experiences and direct patient care.

Credit Units: The unit of measure for the valuation of courses is the medical credit unit which should not be confused with traditional credit hours. One unit is approximately 100 contact hours.

Grading and Grade Point System: A numerical system of grading is used.

Grades	Description
90 - 100	Excellent
80 - 89	Good
70 - 79	Satisfactory
0 - 69	Unsatisfactory
H	Honors
S	Satisfactory
U	Unsatisfactory

School of Pharmacy

Academic Calendar: The School of Pharmacy offers a traditional Doctor of Pharmacy pathway over a four-year period.

Grading & Grade Point System: A numerical System of grading is used.

Grades	Description
90 - 100	Excellent
80 - 89	Good
70 - 79	Satisfactory
0 - 69	Unsatisfactory
F	Fail
P	Pass
RP	Repeat

Graduate School of Biomedical Sciences

Academic Calendar: The academic year is composed of a Fall and Spring Semester of 15 weeks with two Summer Sessions of 6 weeks each.

Grading & Grade Point System:

Grades	Description	Grade Points Per Semester Hour
A	Excellent	4.00
B	Good	3.00
C	Fair	2.00
D	Poor	1.00
F	Fail	N/A*
P	Pass	N/A*

*Not included in the calculation of grade point average.

TO TEST FOR AUTHENTICITY: The face of this transcript is printed on red SCRIP-SAFE[®] paper with the name of the institution appearing in white type over the face of the entire document.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER • TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER • TEXAS TECH UNIVERSITY

ADDITIONAL TESTS: When photocopied, a latent security statement containing the institutional name and the words COPY COPY COPY appear over the face of the entire document. When this paper is touched by fresh liquid bleach, an authentic document will stain brown. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office at (806) 743-2300. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!

The University of Texas at Tyler

3900 University Boulevard
 Tyler, Texas 75799
 903-566-7215

Jones, Susan E
 4506 Westminister
 Midland, TX 79707

Course	Description	Grade	Hours	Points	Course	Description	Grade	Hours	Points
--------	-------------	-------	-------	--------	--------	-------------	-------	-------	--------

All TSI Areas Exempt
 Texas Success Initiative
 The University of Texas at Tyler - Spring 2005
 NURS5308 CONTEMPORARY NURSING ETHICS A G 3.00 12.00

The University of Texas at Tyler - Intersession 2005
 NURS5327 NURS EDUC CURR DEVELOPMENT A G 3.00 12.00
 Attempt Earned Points Divisor GPA
 Sem Undergrad 0.00 0.00 0.00 0.00
 Sem Grad 3.00 3.00 12.00 3.00 4.00
 Cum Grad 6.00 6.00 24.00 6.00 4.00
 ** END OF TRANSCRIPT **

* Repeat of course
 () Course credit not counted in EARNED

THE UNIVERSITY:

The University of Texas at Tyler was created in 1971 and became a component of the University of Texas System in 1979 as a result of action by the 66th Texas Legislature. Originally established as an upper-level university, U.T. Tyler's mission was expanded in 1997 when the 75th Texas Legislature passed House Bill 1795 authorizing it to offer classes for freshman and sophomore students. Governor George Bush signed the bill into law on May 26, 1997. As of fall 1998, U.T. Tyler became a 4-year and graduate institution. Before September 1979, U.T. Tyler was known as Texas Eastern University and before 1975, Tyler State College.

FACE NUMBER:

011163

CREDITS:

All credits are earned in semester units.

ACCREDITATION:

The University of Texas at Tyler is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelors' and masters' degrees.

VALIDATION:

This transcript is official if it has a colored background, microprinting in the border, an artificial watermark on the back, invisible fluorescent fibers in the paper, and displays void if copied. A raised seal and signature are not required.

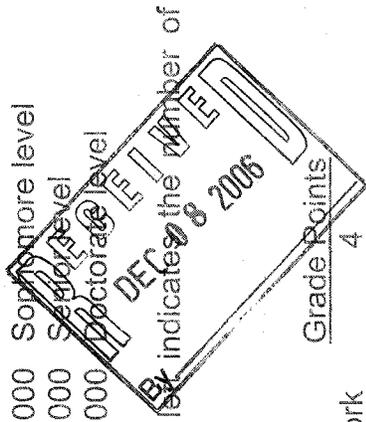
RELEASE OF INFORMATION:

The educational record is subject to the Family Educational Rights and Privacy Act 1974 as amended. It is furnished for official use only and may not be released to or accessed by outside agencies or third parties without the written consent of the student concerned.

COURSE NUMBERING SYSTEM:

Leading zero – Developmental			
1000	Freshman level	2000	Sophomore level
3000	Junior level	4000	Senior level
5000	Graduate level	6000	Doctorate level

The second number from the left indicates the number of semester credit hours.



GRADING SYSTEM

<u>Grade</u>	<u>Level of Performance</u>	<u>Grade Points</u>
A	indicates excellent work	4
B	indicates good work	3
C	indicates fair work	2
D	indicates poor work	1
F	indicates failing work	0

Designations and other symbols, which do not earn grade points and are not used for calculation of grade point averages are:

CR indicates Credit with semester credit hours awarded
NC indicates No-credit with no semester credit hours awarded
I indicates Incomplete

The "I" symbol becomes an "F" if not removed within one year except thesis and practicum. From fall of 1986 until summer of 1992, the "I" symbol became permanent if not removed within one year.

W indicates withdrawal
P indicates passing
G indicates graduate credit



U.S. Department of Education
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The dates specified for each entry are the date of initial listing as a recognized agency, the date of the Secretary's most recent grant of renewed recognition, and the date of the agency's next scheduled review for renewal of recognition by the National Advisory Committee on Institutional Quality and Integrity. (Note: S = Spring meeting and F = Fall meeting)

ACUPUNCTURE AND ORIENTAL MEDICINE

Accreditation Commission for Acupuncture and Oriental Medicine 1988/2005/F2010

Scope of recognition: the accreditation and preaccreditation ("Candidacy" status) throughout the United States of first-professional master's degree and professional master's level certificate and diploma programs in acupuncture and Oriental medicine, as well as freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs.

Title IV Note: *Only freestanding institutions or colleges of acupuncture or Oriental medicine may use accreditation by this agency to establish eligibility to participate in Title IV programs.*

Dort S. Bigg, Executive Director
Maryland Trade Center 3
7501 Greenway Center Drive, Suite 820
Greenbelt, MD 20770
Tel. (301) 313-0855, Fax (301) 313-0912
E-mail address: ACAOM1@compuserve.com
Web address: www.acaom.org

ALLIED HEALTH

Accrediting Bureau of Health Education Schools 1969/2004/F2009

Scope of recognition: the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs and the programmatic accreditation of medical assistant, medical laboratory technician and surgical technology programs, leading to a certificate, diploma, or the Associate of Applied Science and Associate of Occupational Science degrees.

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Silver Spring, Maryland 20910
 Tel. (240) 485-1845, Fax (240) 485-1818
 E-mail address: dboyer@luc.edu
 Web address: www.midwife.org

NURSE PRACTITIONERS

National Association of Nurse Practitioners in Women's Health, Council on Accreditation

1996/2002/S2007

Scope of recognition: the accreditation of women's health nurse practitioner programs located within the United States and its territories.

Title IV Note: *Accreditation by this agency does not enable the entities it accredits to establish eligibility to participate in Title IV programs.*

Susan Wysocki, Executive Director
 National Association of Nurse Practitioners in Women's Health
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NURSING

Commission on Collegiate Nursing Education

2000/2001/F2006

Scope of recognition: the accreditation of nursing education programs in the United States, at the baccalaureate and graduate degree levels.

Title IV Note: *Accreditation by this agency does not enable the entities it accredits to establish eligibility to participate in Title IV programs.*

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National League for Nursing Accrediting Commission

1952/2001/F2006

Scope of recognition: the accreditation in the United States of programs in practical nursing, and diploma, associate, baccalaureate and higher degree nurse education programs.

Title IV Note: *Only diploma programs and practical nursing programs not located in a regionally accredited college or university may use accreditation by this agency to establish eligibility to participate in Title IV programs.*

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OCCUPATIONAL EDUCATION

Accrediting Commission of Career Schools and Colleges of Technology

1967/2004/F2009

Scope of recognition: the accreditation of private, postsecondary, nondegree-granting institutions and degree-granting institutions in the United States, including those granting associate, baccalaureate and

master's degrees, that are predominantly organized to educate students for occupational, trade and technical careers, and including institutions that offer programs via distance education.

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Council on Occupational Education

1969/2001/F2005

Scope of recognition: the accreditation and preaccreditation ("Candidacy status") throughout the United States of non-degree granting postsecondary occupational/vocational institutions and those postsecondary occupational/vocational education institutions that have state authorization to grant the applied associate degree in specific vocational/occupational fields.

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OCCUPATIONAL THERAPY

American Occupational Therapy Association, Accreditation Council for Occupational Therapy Education

1952/2001/S2006

Scope of recognition: the accreditation of entry-level professional occupational therapy educational programs offering the Baccalaureate Degree, Post-baccalaureate Certificate, Professional Master's Degree, Combined Baccalaureate/ Master's degree, and Doctoral Degree for the accreditation of occupational therapy assistant programs offering the Associate Degree or a Certificate; and for its accreditation of these programs offered via distance education.

Title IV Note: Accreditation by this agency does not enable the entities it accredits to establish eligibility to participate in Title IV programs.

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OPTICIANRY

Commission on Opticianry Accreditation

1985/2001/S2006

Scope of recognition: the accreditation of two-year programs for the ophthalmic dispenser and one-year programs for the ophthalmic laboratory technician.

Title IV Note: Accreditation by this agency does not enable the entities it accredits to establish eligibility to participate in Title IV programs.

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History

The Council on Occupational Education (hereinafter referred to as the Council or COE) came into existence initially in 1971 as the Commission on Occupational Education Institutions (COEI) of the Southern Association of Colleges and Schools (SACS), a regional accrediting association that serves institutions in an 11-state region. Operating as a unit of SACS, COEI provided accreditation services to postsecondary occupational education institutions located, with a few special exceptions, in the SACS region.

In preparation for assuming a national scope, the Council was incorporated as a non-profit education organization under laws of the State of Georgia in June 1994. At the end of June 1995, the Council became a fully operational agency when all assets (staff, physical resources, and financial resources) and the membership of COEI were transferred from SACS to the Council. The Commission composed of 19 members functions as the governing board and the decision-making body for all accreditation actions of the Council.

Throughout its history, the Council and its predecessor agency have been recognized by the U.S. Secretary of Education as a reliable authority on the quality of education offered by the institutions it has accredited. Its current scope of recognition is as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions.

Mission

As articulated by its membership, the mission of the Council is "assuring quality and integrity in career and technical education." The goals that represent the significant values and purposes to which the Council is dedicated are the following:

1. To offer public assurance that accredited educational institutions provide quality instruction in career and technical education that facilitates learning by students and meeting the needs of the labor market.
2. To provide guidance to institutions for the continual improvement of their educational offerings and related activities.

3. To promote high ethical and educational standards for career and technical education.
4. To enhance public understanding of career and technical education providers and of the value of the education and the credentials offered by these providers.
5. To ensure that the accreditation process validates the achievement of learning and program objectives.

These goals embrace a commitment to integrity and credibility that are intended to result in accreditation by the Council being viewed as a nationally-honored seal of excellence for occupational education institutions. Through its accreditation process, the Council seeks to stimulate the following:

1. validation of job skills;
2. certification of skills for local, state, regional, and national application;
3. portability of skill credentials;
4. placement of graduates in jobs related to preparation received;
5. facilitation of partnerships and consortia through which the United States can continue to compete successfully in the global economy; and
6. linkages among employers, policymakers, business and industry, labor, and other parties with vital interests in technical education.

The mission and goals of the Council provide the framework from which the objectives of COE as an accrediting agency are derived. These objectives are the following:

1. To foster excellence in the field of career and technical education by establishing standards and guidelines for evaluating institutional effectiveness.
2. To encourage institutions to view self-assessment and evaluation as a continuous quality improvement process.
3. To provide counsel and assistance to established and developing institutions, disseminating information between and among institutions that will stimulate improvement of educational programs and related activities.
4. To ensure that the standards, policies, and procedures developed demonstrate recognition of and respect for the diversity of institutional missions.
5. To ensure that the standards, policies, and procedures developed advance quality, creativity, cooperation, and performance.
6. To require, as an integral part of the accrediting process, an institutional self-assessment that is analytical and evaluative and an on-site review by a visiting team of peers.
7. To ensure that the processes of evaluation, policy-making, decision-making, and public participation accommodate the interests of the constituencies affected by the accrediting agency.
8. To publish and otherwise make publicly available the (a) names of candidate and accredited institutions, (b) names and affiliations of members of its policy and decision-making bodies, and (c) names of its principal administrative personnel.



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What type of institutions does COE accredit?

The Council on Occupational Education accredits post-secondary occupational institutions that offer certificate, diploma, or applied associate degree programs. These institutions include public technical colleges, private career colleges (both for-profit and not-for-profit), Army, Navy, and Department of Defense institutions, and Job Corps Centers.

What are the eligibility requirements for candidacy with COE?

To be eligible to be considered by the Commission for accreditation (pre-accreditation status), an institution must:

1. Offer associate degree and/or non-degree postsecondary instruction in career and technical education.
2. Be legally authorized to operate within the jurisdiction in which it is located.
3. Have been in possession of current and applicable licensure/authorization for a minimum of one year.
4. Have been in continuous operation and providing instruction for a minimum of one year.
5. Demonstrate that it has the administrative and financial capacities to support the educational programs offered.
6. Be in compliance with all Federal requirements applicable to accreditation.
7. Agree to comply with all requirements of the Council.

What are the 2006 deadlines for submitting a candidate application?

Application deadlines are January 3, April 28, August 4, and September 29 to be considered for candidacy at the February, June, September and November Commission meetings, respectively. The Self-Study Workshop is held on July 14 (during the COE Summer Conference in North Little Rock, AR) and again on November 3 (during the COE Annual Meeting in Atlanta, GA).

What are the costs of seeking candidacy with COE?

With the application for candidacy, institutions must submit an application fee, the first year's annual dues based on Full-time Equivalency (FTE), and a deposit for the candidate visit. See the *Handbook of Accreditation* for specific details and how to calculate FTE.

What are the steps to become a candidate for accreditation?

The four steps necessary to become a COE candidate institution are:

1. The institution sends a letter to COE notifying the Council of its intent to seek candidacy status with the Commission. (The Council will then send a candidate application packet to the institution.)
2. The candidate application is completed and returned to COE.
3. A two-person, two-day candidate site visit is conducted at the institution.
4. The Commission reviews the institution's application, financial statements, candidate team report, institutional response report, and takes action on candidate status for the institution. The Commission may vote to approve candidate status; it may defer a vote if additional information is required by the Commission; or it may vote to deny candidate status. (If candidate status is denied the institution must wait at least one year before reapplying for candidacy.)

While the institution is in candidate status, what changes can be made to the institution and its programs?

During the time that an institution is in candidate status it may make changes to programs that appear on the institution's COE Approved Program List at the time that candidacy is awarded. However, the institution cannot add new programs, change the location of its campuses, change its name, add new campus sites, or change its ownership structure. Approval for these and other "substantive changes" may be requested after initial accreditation is achieved.

Once in candidate status, how does an institution become accredited?

Before a candidate institution can become accredited, it must send a representative to a self-study workshop, prepare an institutional self-study report, and host an accreditation team visit.

After an institution has been awarded candidate status, the Council will contact to the institution requesting possible dates for the initial accreditation visit. This visit must occur at least six months after the institution becomes a candidate and six months after a representative of the institution attends the self-study workshop. Furthermore, the visit must occur within 18 months of attending the self-study workshop and within 24 months of the date the Commission awarded candidacy to the institution. Approximately one month prior to the initial accreditation team visit, the team leader will make a preliminary visit to the institution to verify that the institution is adequately prepared to host the accreditation team. The self-study report must be completed prior to this preliminary visit. Once the visiting team has completed its 4-day review of the institution's programs and services, it sends its report to the Council. A copy of the report is then mailed by the Council to the institution. The institution has 30 days to prepare and submit a written response to the team report. At its next meeting, the Commission reviews the self-study report, visiting team report and institution's response before acting to grant accredited status to the institution.

How long does it take to become accredited?

The institution must host its initial accreditation visit within 24 months of the date it was awarded candidacy. A representative of the institution

must attend a self-study workshop (held in July and November each year) no sooner than six months prior to the date of the initial accreditation team visit. Also, the institution cannot host its initial accreditation team visit within the first six months of the date it was awarded candidacy by the Commission. The institution must have at least two years of student enrollment and two years of acceptable audited financial statements prior to scheduling the initial accreditation team visit. Finally, the accreditation team visit must take place at least two months before the institution can be on the Commission agenda for a vote of initial accreditation (in February, June, September and November). The accreditation process takes at least 12 months to complete.

How is accreditation maintained once an institution is awarded initial accreditation?

Accreditation is renewed on a yearly basis through the submission of the COE Annual Report each December. In the Annual Report the institution affirms its continued compliance with COE Standards and Criteria. When the Commission awards accredited status to an institution it will designate the number of years until the next team visit. This "reaffirmation" visit may take place 2 to 6 years from the date that initial accreditation is conferred. The accreditation reaffirmation process requires attending the self-study workshop, preparing a new institutional self-study report, and hosting a team visit.

Once the institution is accredited by COE, will it be eligible to offer federal student financial aid?

Accreditation by a regional or national accrediting agency recognized by the U.S. Department of Education is one of the eligibility requirements to offer federal student financial aid as outlined in Title IV of the Higher Education Act. (COE is one of the recognized national accrediting agencies.) However, accreditation alone does not automatically qualify an institution to offer federal student financial aid. There are special program and institutional requirements mandated by the Department of Education for institutions wishing to offer federally-funded grants and loans. Institutions desiring to participate in Title IV financial aid programs should apply for a Program Participation Agreement (PPA) with the Department of Education. Information about PPA applications can be obtained by calling the Department of Education at (202) 377-3173.

Does COE accredit distance education programs?

As an institutional accreditor, COE accredits all of the postsecondary technical programs its member institutions offer. When an institution receives candidate or accredited status by the Commission, it will also receive an official list of COE-approved programs. COE expects to have its scope expanded to include distance education programs in June, 2007. Institutions that are offering programs more than 50 percent via distance education as of July 1, 2006 are eligible for Title IV Student Financial Aid through December, 2007.

Once my institution is accredited, what are COE's requirements for changing the institution's location, adding a new campus, adding new programs, changing the institution name, etc.?

Changes in campus locations, the addition of new programs and locations, or changing the institution's name or ownership structure are examples of institutional "substantive changes." A substantive change is defined by COE as one which significantly alters an institution's objective; scope; programs; location; standing with another nationally recognized accrediting agency or state or federal agency; financial stability; ownership; or control.

Most substantive changes require an application and approval. Many also require application fees and team visits. Commission approval must be

granted before an institution can undertake a substantive change.

The *Handbook of Accreditation: 2006 Edition* provides detailed information on page 25 about substantive changes and the approval process.

How are complaints filed against COE-accredited institutions?

All institutions accredited by COE are required to have grievance policies for handling student complaints. These policies are to be published in the institution's catalog or student handbook. COE recommends that students first attempt to resolve complaints through the institution's established policies and procedures. Once the institution's procedures have been exhausted the student may file a written and signed letter of complaint to COE describing the nature of the grievance and the preliminary steps taken to resolve the problem. Once the letter is received by COE, a Complaint Certification form is mailed to the individual filing the complaint. The complainant has 14 days to return the signed and completed certification form to COE. The Council staff will then send a copy of the original letter of complaint and a copy of the certification form to the institution. The institution will have 21 days to submit a formal response to the Council. After the institution's response has been received by COE, the Council will send a copy of the complaint letter, certification form, and institutional response to members of the Commission who will have 21 days to render a judgment on the complaint. The Commission may rule that (a) the institution has responded adequately to the complaint; (b) the institution has not responded adequately and must take appropriate action to resolve the issue; or (c) more information is needed from either the complainant or the institution in order for a judgment to be rendered. Complainants should allow for at least 42 days for the Commission's decision on a complaint once the Council has received a signed Complaint Certification form. The Commission attempts to resolve all complaints within 60 days.