

**TEXAS BOARD OF NURSING**  
**3.1.1.f. EDUCATION GUIDELINE**  
**Process for Approval of a Pre-licensure Nursing Education Program Outside Texas' Jurisdiction to**  
**Conduct Clinical Learning Experiences in Texas**

**Revision Date: 5/6/2015**

Rule 214.4 sets forth the requirements for approval of a vocational nursing education program. Rule 215.4 sets forth the requirements for approving a professional nursing education program (diploma, associate degree, baccalaureate degree, or entry-level master's degree).

The following guideline sets forth the process for Approval of a Pre-licensure Nursing Education Program Outside Texas' Jurisdiction to Conduct Clinical Learning Experiences in Texas.

- A pre-licensure nursing education program outside Texas' jurisdiction seeking approval to conduct clinical learning experiences in Texas shall be:
  - fully approved/accredited by the state board of nursing in the state where the nursing education program originates and,
  - approved/accredited/licensed by the appropriate Texas agency, i.e., Texas Higher Education Coordinating Board (THECB), Texas Workforce Commission (TWC), to conduct business/educational activities in the State of Texas or deemed exempt from needing to be approved/accredited/licensed by the appropriate Texas agency to conduct business/educational activities in the State of Texas.
- The approval process conducted by THECB and/or TWC must precede the approval process conducted by the Texas Board of Nursing (BON).
- The written request and the required supporting documentation for approval to conduct clinical learning experiences in Texas may be submitted to the Texas BON at the same time that an application is submitted to THECB and/or TWC, but the request to conduct clinical learning experiences in Texas cannot be approved until the program is approved by THECB and/or TWC to conduct business/educational activities in the State of Texas.

**PROCESS**

1. The pre-licensure nursing education program outside Texas' jurisdiction seeking approval to conduct clinical learning experiences in Texas should initiate the process with the Texas Board of Nursing (BON) four (4) months prior to the anticipated start of the clinical learning experiences in Texas.
2. A completed Application for Approval of a Pre-licensure Nursing Education Program Outside Texas' Jurisdiction to Conduct Clinical Learning Experiences in Texas, approval fee, and required supporting documentation following Board guidelines shall be submitted to the Texas BON office. The credentials for the individual(s), the program liaison(s) and/or the faculty member(s) representing the program in Texas shall be equivalent to credentials required in Texas BON Rule 214 or Rule 215. The Texas BON Rules and Regulations are available on the Texas BON web site, [www.bon.texas.gov](http://www.bon.texas.gov).
3. The following required supporting documentation shall accompany the written request. **Note: If any of this required documentation is only available via online, please submit a hard copy with the written request.**
  - A. Completed "APPLICATION FOR APPROVAL OF A PRE-LICENSURE NURSING EDUCATION PROGRAM OUTSIDE TEXAS' JURISDICTION TO CONDUCT CLINICAL LEARNING EXPERIENCES IN TEXAS" form with payment of the required Nursing Educational Program Approval Fee as indicated in Rule 223.1(25).
  - B. Evidence of the program's current approval/accreditation status by the state board of nursing from the state where the nursing education program originates.
  - C. Evidence that the program has been approved/accredited/licensed by the appropriate Texas agency to conduct business/educational activities in the State of Texas or deemed exempt from needing to be approved/accredited/licensed by the appropriate Texas agency to conduct business/educational activities in the State of Texas.
  - D. Description of the type (directly faculty supervised, preceptorship, specific practice area) of the proposed

- clinical learning experiences to be conducted in Texas, including the geographic location, names of proposed clinical facilities, and the anticipated date when the clinical learning experiences will begin.
- E. Names, credentials, and verification of appropriate nursing licensure or privilege to practice in Texas of prospective clinical faculty.
  - F. Written plans for the clinical supervision of nursing students enrolled in clinical learning experiences in Texas.
  - G. Letter(s) from prospective clinical facilities or settings indicating the facilities' ability to accommodate students.
  - H. Evidence of discussion regarding cooperative planning with directors of existing nursing programs for use of potential affiliate agencies and clinical practice settings.
  - I. Provide evidence of written policies related to the management of clinical learning experiences to be conducted in Texas including:
    1. Evidence that faculty will be responsible and accountable for managing clinical learning experiences of students in accordance with faculty to student ratios as required by Texas BON Rule 214.10 or Rule 215.10;
    2. Criteria and rationale for the selection of affiliating agencies or clinical practice settings appropriate for the program of study;
    3. Process for the evaluation of affiliating agencies/clinical facilities or clinical practice settings and the frequency of evaluation;
    4. Written agreements between the program and affiliating agencies/clinical facilities which specify the responsibilities of the program to the agency and the responsibilities of the agency to the program;
    5. When clinical preceptors or clinical teaching assistants are used, written agreements between the program, clinical preceptor or clinical teaching assistant, and the affiliating agency, when applicable, delineating the functions and responsibilities of the parties involved;
    6. Written criteria for the selection of competent clinical preceptors and verification of qualifications as required by Texas BON Rule 214.10 or Rule 215.10;  
[http://www.bon.texas.gov/pdfs/education\\_pdfs/education\\_nursing\\_guidelines/3.8Clinical\\_Learning\\_Experiences/3-8-3-a.pdf](http://www.bon.texas.gov/pdfs/education_pdfs/education_nursing_guidelines/3.8Clinical_Learning_Experiences/3-8-3-a.pdf).
    7. Process for the evaluation of student performance in clinical learning experiences, including the criteria for evaluating and the frequency of evaluation; and
    8. Provide, in table format, the specific clinical facilities that will be utilized, the number of the program's students at each clinical facility, the number of the program's clinical faculty at each clinical facility, and the number of preceptors that will be utilized at each clinical facility.

**Note: Please be aware that if the program is approved to conduct clinical learning experiences in Texas, the program will be required to submit to the Texas BON office any changes to the information originally submitted with the request for approval, including, but not limited to, the program's approval/accreditation status by the state board of nursing that approves the nursing education program, the specific clinical facilities that are being utilized, the number of the program's students at each clinical facility, the number of the program's clinical faculty at each clinical facility, and the number of preceptors that are being utilized at each clinical facility.**

4. Texas BON staff reserve the right to request additional information and/or documentation in order to provide clarity.
5. Texas BON staff **may** schedule an in-house consultation visit or a site visit of the proposed clinical facilities may be conducted, depending on the analysis of the written request and the required supporting documentation.
6. Texas BON staff will notify the nursing education program in writing when the request is approved.
7. Students shall not be enrolled in the clinical learning experiences to be conducted in Texas until the nursing education program is approved by Texas BON staff to conduct clinical learning experiences in Texas.

**Important: Please be aware that references to Texas BON Rule 214 and Rule 215 are not all inclusive.**



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<b>Application for Approval of a Pre-licensure Nursing Education Program Outside Texas' Jurisdiction to Conduct Clinical Learning Experiences in Texas</b>
Name of Nursing Education Program:
Address:
Web Site Address:
Telephone Number:
Type of Nursing Education Program (LVN/LPN, Diploma, ADN, Baccalaureate):
Address, if different than above:
Telephone Number, if different than above:
Name of Contact Person:
Telephone Number of Contact Person:
Email Address of Contact Person:
Nursing Education Program Approval Fee as indicated in Rule 223.1 (25) must be submitted with the Application of a Nursing Education Program Outside Texas' Jurisdiction to Conduct Clinical Learning Experiences in Texas.

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### BON USE ONLY

Date Received: \_\_\_\_\_ Payment Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Deposit Number: \_\_\_\_\_ Date of Deposit: \_\_\_\_\_