

**KENTUCKY BOARD OF NURSING  
312 WHITTINGTON PARKWAY, SUITE 300  
LOUISVILLE, KY 40222-5172**

**Approval Process for  
Doctorate of Nursing Practice Degrees  
(Non-APRN Programs)**

In the 2010 Legislative session, the Board of Nursing was granted authority to oversight those programs of nursing within the state that lead to an APRN designation. Specific details of the process are outlined in 201 KAR 20:061. This application deals specifically with DNP programs; those DNP programs that cumulate in Advanced Practice Licensure should refer to the application for APRN programs.

The enclosed package will guide the program through the process for the initial approval of programs that lead to the awarding of a Doctorate in Nursing Practice within the Commonwealth of Kentucky. The initial and continued approval of the program is outlined in this packet. It is highly recommended that developers review the *Kentucky Nursing Laws* and a complete set of the Kentucky Board of Nursing promulgated administrative regulations as primary reference for developmental efforts (*downloadable from the KBN website: [www.kbn.ky.gov](http://www.kbn.ky.gov)*.)

***It is the responsibility of each requesting institution to seek approval from the appropriate state approval bodies. In addition to the state approval processes, the college/university shall also institute processes that are required by their national accrediting body.***

**Formatting of Document**

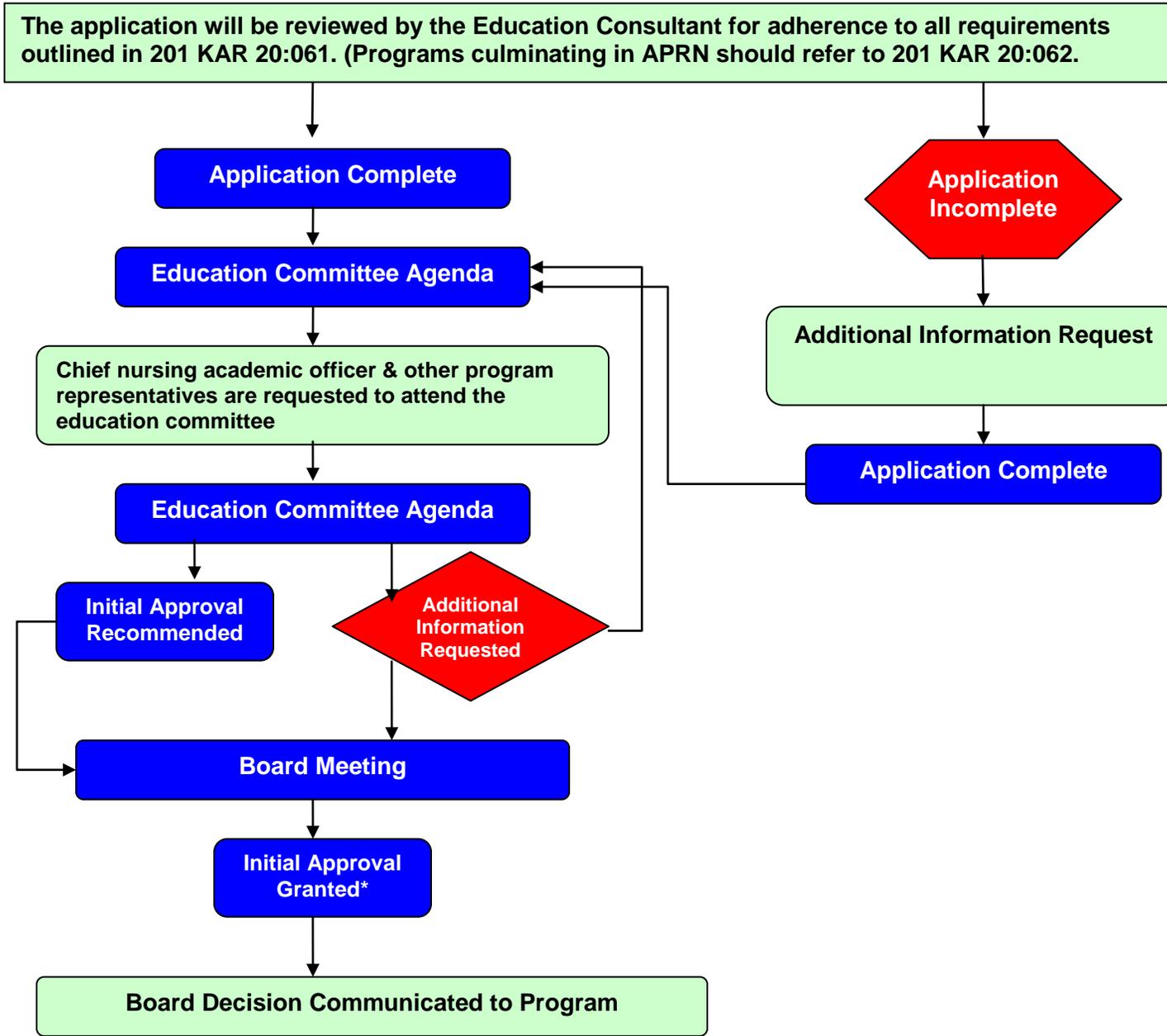
- *The Document should be prepared as a Word or PDF document*
- *As much as feasible, electronic documents are preferred.*
- *All pages should be 8.5 x 11*
- *Type font should be easily readable and at least 10 point*
- *Layout of the document should be such to provide for ease of review*
  - *It is recommended that a new page be started for each criterion.*
  - *Do not omit any criteria; if you feel that it is not applicable, identify the criteria and state this with rationale.*
  - *Identify the criteria being addressed as a header for the page.*
  - *If it is felt that the information is repeated in more than one section, it is preferred to repeat the information rather than asking the reader to refer back to another section of the document.*
- *Paginate the document and include a table of contents, list of appendices, and list of tables for quick reference back to criteria.*
- *Label and number all appendices.*
- *Document should be sent electronically to Lila Hicks @ [LilaA.Hicks@ky.gov](mailto:LilaA.Hicks@ky.gov) OR contained on a CD-ROM (marked with the name of the college and type of program) or Flash drive. CD-ROM should be burned standard format.*
- ***Do not send materials electronically and by mail.***

**INITIAL APPROVAL**

**Programs Currently Accredited by CCNE or NLNAC**

Program will submit the CPE/KBN application for the development of a DNP program.

- include the fee of \$2000
- indicate the date that CPE was notified
- indicate the desired date for the admission of the first class
- indicate the proposed track or degree consistent with 201 KAR 20:061, Section 2 (1) (g)



\* Initial Approval designation will be for a maximum of two (2) year period of time pending review and approval by NLNAC or CCNE.

*It is the responsibility of each requesting institution to seek approval from the appropriate state approval bodies. In addition to the state approval processes, the college/university shall also institute processes that are required by the national accrediting body.*

**DNP Programs of Nursing in Kentucky**

**STEP 1: Submission of Required Materials to the Board of Nursing**

The materials requested in this packet shall be submitted along with the fee of \$2000 made payable to be “Kentucky Board of Nursing.”

- Preference is to receive all materials digitally. Submit to: [lilaa.hicks@ky.gov](mailto:lilaa.hicks@ky.gov)
- Materials that need to be mailed should be addressed to:  
Lila Hicks, Administrative Assistant, Kentucky Board of Nursing, 312 Whittington Parkway, Louisville, KY 40222

Application Packet and additional requested materials to include:

- Name of institution, address, contact information for designated chief nursing academic officer, degree offered, designated tracks;
- The most recent self-study submitted for the last accreditation/re-accreditation by a national nursing accrediting body; and
- Copies of all communication between the program and the national nursing accrediting body since the time of the site visit.

The program shall meet all requirements as established within 201 KAR 20:061, Doctor of Nursing Practice (DNP) degree. This includes:

- curriculum
- organizational structure
- faculty
- students

## **STEP 2: Review by the Board of Nursing Staff**

Once materials are received at the Board office, the materials will be reviewed by the Education Consultant. The Education Consultant will send to the program a report indicating that all materials have been received. Should there be areas missing or needing clarification, the Education Consultant will contact the requestor to discuss.

If the materials are received prior to the established committee submission date, the item will be placed on the next agenda of the Education Committee for review, discussion, and action. The agenda is sent electronically to all programs of nursing within the state at least one week prior to the established meeting date.

Prior to the meeting, members of the Education Committee will receive a copy of the submission and analysis report. The chief nursing academic officer will be sent an electronic copy of the analysis report and a reminder that unless the program has a representative at the committee meeting, action will be deferred until the next meeting. The analysis report includes the consultant's analysis of submitted materials along with recommendation(s) to the Committee as to action. This report is preliminary pending review by Committee members at the meeting.

Should representatives from the requesting institution wish to bring additional materials to the committee meeting, this material will be accepted under advisement, pending further review by staff and Board members.

In addition to the chief nursing academic officer, if there is a separate coordinator for the DNP program, it is recommended that this individual also attend.

## **STEP 3: Education Committee Review**

Education Committee meetings are open to the public. At the committee meeting, representative(s) from the requesting institution will be invited to the center table as the report is reviewed. Committee members may ask questions of the representative(s) related to the submitted materials.

The Education Committee considers the following evidence in determining its recommendation to the Board:

The decision to grant initial approval by the Board shall be based on review of the following:

1. Achievement and continued approval by a national nursing accrediting body; and
2. Adherence to all requirements of this administrative regulation.

The Committee will recommend acceptance, request additional information, or defer action to a subsequent meeting to allow the program additional time to provide requested materials/information. Committees of the Board of Nursing are recommending bodies to the full Board. Decisions/recommendations made by the Education Committee will be presented to the full Board at their next meeting for action. **Note:** Any

recommendation of a committee is not official until the full Board votes to accept the recommendation. Board meeting dates are provided in this packet.

#### **STEP 4: Board Action on Initial Approval Status**

The Education Committee's report and recommendation(s) will be submitted for Board discussion and action at their next regularly scheduled meeting. Board meetings are open to the public but attendance of institution representatives at the Board meeting is not required. The Board may accept, reject, or defer action on the recommendations from the Education Committee. The applicant can expect formal communication from the Board within two weeks of the meeting date.

Applicants are welcome to attend the Board meeting to observe discussion but normally there is not an opportunity for any additional presentation.

### **Additional Information Regarding Approval INITIAL**

- ❖ When INITIAL APPROVAL has been granted by the Board, the program may proceed with implementation including the admission of students (providing that the program has been granted authority of other relevant regulatory or accrediting bodies).
- ❖ It shall be the responsibility of the chief nursing academic officer to notify the Board of the admission and graduation of the first class.
- ❖ Initial approval of a DNP program shall expire eighteen (18) months from the date of approval if a class of students is not admitted.
- ❖ All formal communication between the DNP program and the national nursing accrediting body shall be forwarded to the Board within thirty (30) days of receipt. This includes copies of annual and interim reports submitted to the national accrediting body.
- ❖ The chief nursing academic officer shall notify the Board (Education Consultant) within five (5) business days of any change in accreditation status.
- ❖ The chief nursing academic officer shall notify the Board of **pending visits by the national nursing accrediting body**.
- ❖ A representative of the Board shall arrange a joint site visit with the national nursing accrediting body representative to evaluate on-site materials included in the program proposal.
- ❖ Prior to the site visit, at the time of submission to accreditors, the program of nursing shall submit self study and all supporting documents to KBN. These requested materials shall serve as the basis of the program's compliance with standards established by the state and the national nursing accrediting body.

### **FULL APPROVAL**

#### **Programs Currently Accredited by CCNE or NLNAC**

Action by the Board may include:

- ❖ Full approval pending submission of additional evidence of compliance with Kentucky regulation and the accrediting body\*
- ❖ Full approval with proof of final full accreditation by either the National League for Nursing Accrediting Commission (NLNAC); or the Commission on Collegiate Nursing Education (CCNE)

## ON-GOING APPROVAL

### Programs Currently Accredited by CCNE or NLNAC

Programs will maintain full approval status as long as:

- ❖ Their approval/accreditation status is current and their programs are in good standing

*Failure to maintain accreditation standards may result in withdrawal of approval by the Board.*

## Submission Dates

Materials for committee review must be received *no later than 4 weeks* prior to meeting date. Items should be printed on one side of the paper and unbound. It is preferred that materials be sent electronically.

Materials Submitted No Later Than	Education Committee Meeting	Scheduled Board Meeting
February 7, 2013	March 7, 2013	April 11-12-2013
April 9, 2013	May 9, 2013	June 13-14-2013
August 12, 2013	September 12, 2013	October 17-18, 2013
October 11, 2013	November 14, 2013	December 13, 2013

**Additional Questions....**Contact the Education Assistant, Lila A. Hicks, at (502) 429-7179 or via e-mail at [LilaA.Hicks@ky.gov](mailto:LilaA.Hicks@ky.gov).

## REFERENCES

201 KAR 20:056. Advanced practice registered nurse licensure, program requirements, recognition of a national certifying organization.

201 KAR 20:057. Scope and standards of practice of advanced practice registered nurses

201 KAR 20:059. Advanced practice registered nurse controlled substances prescriptions.

201 KAR 20:061. Doctor of Nursing Practice (DNP) degree.

201 KAR 20:062. Standards for advanced practice registered nurse (APRN) programs of nursing.

201 KAR 20:240. Fees for applications and for services.

**RETAIN THIS MATERIAL FOR FUTURE REFERENCE**