



## **Online Faculty Audit Administrator and Program Staff Designation Form**

The Kentucky Board of Nursing (KBN) uses an online faculty list for Kentucky programs of nursing to manage their program faculty pursuant to 201 KAR 20:310. The program administrator will be able to designate two program staff members to have access to the online faculty list.

The program administrator and the two program staff will be able to review the program's faculty list, add new faculty, remove inactive faculty, and edit existing faculty records.

On the form below, please list your information and designate up to two program staff members that you want to have access to the online faculty list. Also, please return the attestation forms for each person along with this form.

Upon receiving the completed forms at the KBN office, staff will issue a username and temporary password. Please fax the completed forms to 502-429-3311 or email to [EricW.Velazquez@ky.gov](mailto:EricW.Velazquez@ky.gov).

Once you have received your login information, you will be prompted on your initial login to change your password.

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Nursing Program Name

NCLEX Program Code

Position	Last Name	First Name	Middle Name	Telephone #	Email Address
Program Administrator					
Program Staff					
Program Staff					

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Signature of Program Administrator

Date Signed

Kentucky Board of Nursing  
312 Whittington Pkwy, Suite 300 Louisville, KY 40222  
Phone: 502-429-7179  
Fax: 502-429-3311