

KENTUCKY BOARD OF NURSING  
PROGRAM OF NURSING ONLINE FACULTY AUDIT  
INSTRUCTION BOOKLET

The Kentucky Board of Nursing is very excited to announce the rollout of the Program of Nursing Online Faculty Audit. We are certain this new process will streamline the reviewing and uploading of faculty member information and thus ensure a more efficient process. Below we will highlight some of features offered to help guide you through this new platform. Please feel free to contact us if you have any questions.

### **Username and Password**

Similar to the online-certified list, in order to access the online faculty audit, all programs must complete and submit an **Online Faculty Audit Administrator and Program Staff Designation Form**. The program administrator and each staff member included on the Designation Form must complete an **Online Faculty Audit Attestation Form**. Both forms can be found in this instruction booklet and on the KBN website at [https://kbn.ky.gov/pon\\_resources](https://kbn.ky.gov/pon_resources). The online faculty audit was programmed to display faculty lists by KBN/NCSBN number. Therefore, **programs that have multiple campuses** will need to **complete a designation and attestation form for each campus**. Once all forms have been received and recorded, designated individuals will receive an email with their username.

Once you receive your username, you will be required to reset your password before you are able to access your faculty list.

**Step 1)** Visit: <https://kbnapps.ky.gov/facultyaudit/account/login.aspx>

**Step 2)** On the Log In screen, select Reset Password.



**Step 3)** Type your Username, E-mail, and click Submit.

Please Note: ***If you copy and paste your username from the email into the username field, you might receive an error message.*** If you encounter this problem, click on the Username field and hit backspace once. Usually an extra space was added to the end of your username.

**Step 4)** By clicking Submit, a temporary password will be emailed to you. Return to the log-in screen and sign in with your username and temporary password. You will be prompted to create a new permanent password.

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Please Note: ***For programs with multiple campuses, every campus must have an individual password in order to access that campus' faculty list.***



### **Faculty List**

The Faculty List tab keeps a record of your program's active faculty members. The list is divided into three categories: Program Administrator, Clinical Instructor, and Nurse Faculty. Displayed for active faculty members will be his or her license state, number, and expiration date, as well as their appointment date, nursing degrees, and employment status.

Please note: The Nursing Degree column logs the faculty member's initial nursing degree. Whereas, the Other Degree column logs the faculty member's highest nursing degree. For example, you just hired a Clinical Instructor with an ADN, a BSN, and a DNP. Following the completion of an online Clinical Instructor Form, ADN will be recorded for Nursing Degree, and DNP will be recorded for Other Degree.

### **Edit**

Nursing Degree	Other Degree	Employment Status		
ADN	MSN	Full time	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
DIP	BSN	Full time	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

The Edit button will allow you to update or correct the faculty record's data.

Please Note: you will **not** be able to edit a Kentucky nursing license's expiration date. It will auto populate. However, for nurses licensed out-of-state, it is the program's responsibility to update the faculty record's data.

To select a date, you **must** click on the calendar icon.

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On the Update Faculty Information page, you will also be able to access all documents uploaded while completing the faculty member's online faculty form. Once the initial faculty form has been submitted, simply click on the edit button to add any supplemental documentation or progress reports. Select your document type (CV, Professional Development Plan, and/or Academic Progress Report), choose your file, and select Upload. The KBN will be notified that additional documents have been uploaded for our review.

Once the data has been edited and all documents have been uploaded, click Save.

### **Delete**

Nursing Degree	Other Degree	Employment Status		
ADN	MSN	Full time	Edit	Delete
DIP	BSN	Full time	Edit	Delete

***In order to keep your faculty list up-to-date and manageable, it is pertinent to delete all inactive faculty members.***

Please Note: You **must** enter a termination date in order to remove a faculty member from active status. To select a termination date, click the calendar icon.

**DELETE FACULTY INFORMATION**

State of License:	<input type="text" value="KENTUCKY"/>	Faculty Name:	<input type="text" value="First Name, Last Name"/>
License #:	<input type="text" value="Kentucky License Number"/>	License Expires:	<input type="text" value="10/31/2020"/>
Termination Date:	<input type="text"/>		

Once the delete button is clicked on the Delete Faculty Information page, the record will be permanently deleted from the database. ***There is no undo button.*** If you delete a faculty member by accident, you will have to reenter the faculty information as a new faculty member.

### **Deletion FAQ's**

**Q:** I have a faculty member on a 10-month contract, do I have to add and remove them at the beginning and end of their contract?

**A:** No, if the faculty member plans to renew their contract for the next academic year, they can remain an active faculty member. However if they will not be renewing their contract, you must delete them.

**Q:** We have an adjunct instructor we utilize sparingly. The last time they taught was a year ago. However, they remain on the institution's faculty roster for future consideration. Therefore, can they remain as an active faculty member?

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**A:** No. The rule of thumb is: if you have not utilized an adjunct in over 12 months, then they need to be removed from the active faculty list. A new faculty record will need to be completed when they begin teaching again.

**Q:** I have a faculty member who is moving from the ADN to the BSN program. They technically are still employed with the program and were not terminated. What date should I enter?

**A:** Please enter the date they began teaching at the BSN program as their termination date with the ADN program. A brand new Nurse Faculty Form will have to be completed for the BSN program.



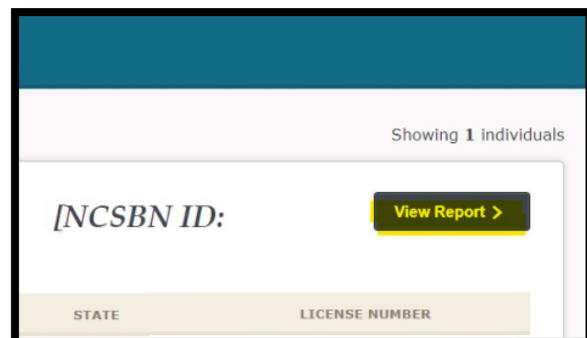
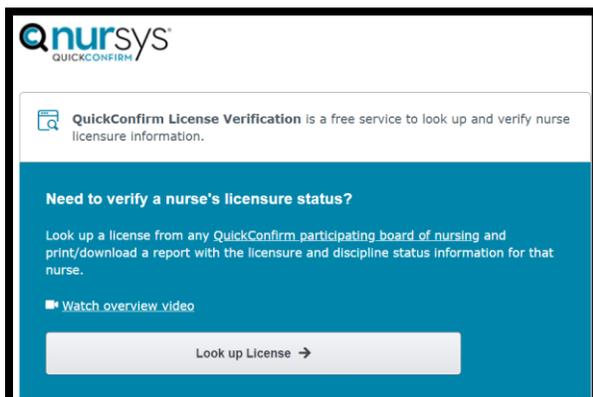
### Add Clinical Instructor

The online Clinical Instructor Form is very similar to the paper version. Included in this booklet are the print out versions of all the faculty forms to assist in data collection.

While completing the form online, it is important to go in order. For example on the Clinical Instructor Form, you will be unable to enter a license number (Question 3) until you answer, "does appointee hold a current license in Kentucky" (Question 2).

For licensed Kentucky nurses, you simply have to enter the instructor's license number and select Search. The appropriate fields will auto populate. However, for nurses licensed out-of-state, you must input all of the information manually.

Previously, we requested Kentucky nursing licenses be verified via the Kentucky Board of Nursing online verification tool. Instead, we are requesting programs to verify nursing licenses using Nursys' free online verification service. To access Nursys, visit [www.nursys.com](http://www.nursys.com) and select QuickConfirm License Verification. Following a successful search by name or license number, click on the View Report arrow to view their Nursys' verification report. The report will include all nursing licenses held by that individual in the country and their status.



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Once you have completed the form, check the box to certify the information is correct.

I certify that the information contained herein is correct and complete to the best of my knowledge.

By entering my name in the box below, I verify and accept the completeness and accuracy of the above information.

Type your name  Date

Please Note: **Forms must be completed in its entirety before being accepted.** If there is data missing, you will be notified in red after attempting to submit. The incomplete fields will also have a red asterisk. Complete all missing data and hit submit again.

**PRELICENSURE NURSING PROGRAM (PON): CLINICAL INSTRUCTOR RECORD**  
(Clinical Faculty are defined as those individuals that will be supervising students in the clinical or lab areas)  
To be submitted to KBN by PON Program Administrator within 30 days of appointment

- Select Type of Program
- Select Current license in Kentucky
- Enter License Number
- Enter Last Name
- Enter First Name
- Select or Enter License Expires
- Select Compact License

Following the successful completion of the Clinical Instructor Form, a document page will be uploaded. At this time, the KBN does not require any supplemental documentation for Clinical Instructors. You can use this page to voluntarily upload CVs or skip.

**KENTUCKY BOARD OF NURSING - FACULTY AUDIT**

Faculty List   Add Clinical Instructor   **Add Nurse Faculty**   Add Program Administrator

**Add Nurse Faculty**

The Add Nurse Faculty tab is very similar to the Add Clinical Instructor tab and previous paper copy of the Nurse Faculty Form.

However, one new addition to the Nurse Faculty record is the option to designate a faculty member as Assistant Program Administrator. Pursuant to 201 KAR 20:260, Section 4, the Program Administrator shall have final responsibility and authority for the non-main campuses, but can designate an Assistant Program Administrator to assist in the governance of each non-main location.

Once the form has been completed, verified, and submitted, you will go to an upload documents page. This page gives you the opportunity to upload your faculty member’s CV, Professional Development Plan, and/or Academic Progress Plan.

**UPLOAD DOCUMENTS**  
Please Upload appropriate documents for your application

License #:  Faculty Name:

Select Document Type  No file chosen

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Please Note: ***Professional Development Plans*** are required for all new faculty members who do not have prior teaching experience. ***Academic Progress Plans*** are required for all new faculty members for ADN programs and above ***who do not have a Master’s Degree***. Regulation states that the nurse faculty must obtain a Master’s Degree in 5 years. You will receive yearly email reminders to upload Academic Progress Plans until the degree is achieved. As a reminder, to upload supplemental documentation following the initial online faculty form, simply click on the Edit button under the Faculty List tab.

**Pending Status**

Nursing Degree	Other Degree	Employment Status
DIP	DNP	Full time
ADN	MSN	Full time
		Pending
ADN	BSN	Part time

Once you have completed and submitted your faculty member’s Clinical Instructor or Nurse Faculty Form, they will appear under the Faculty List tab as pending. KBN staff will be notified of your program’s new submission. Once we have reviewed, verified, and approved the new faculty submission, pending status will be removed and the fields will auto populate with the appropriate information.



**Add Program Administrator**

The Program Administrator Tab follows the same format as the Clinical Instructor and Nurse Faculty online forms.

Once the Program Administrator Form has been completed, a copy of the administrator’s CV is required for upload.

Please Note: If the Interim Program Administrator is selected and appointed as the program’s permanent Program Administrator, you must delete the old record and resubmit the Program Administrator Form with the correct designation (Program Administrator instead of Interim Program Administrator).

For all new Program Administrator appointments, notify the Nursing Education Consultant of the appointment via email. The KBN must be sent formal notification of the appointment on letterhead from the head of the governing institution via email or mail. Pursuant to 201 KAR 20:260, Section 2, the Board shall be notified in writing of a change in the position of the Program Administrator within thirty days.



**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 the Nursing Education Consultant.

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



Pursuant to 201 KAR 20:310, the Kentucky Board of Nursing (KBN) establishes standards for faculty of programs of nursing that prepare graduates for licensure as registered nurses or practical nurses. Faculty qualifications are confirmed by the completion of faculty forms. KBN has implemented an online faculty audit for nursing programs to manage and upload program faculty. You were identified as an individual authorized by your education institution to confirm new and existing program faculty. Completion of the online faculty forms means that all qualifications for serving as a program administrator, nurse faculty, or clinical instructor have been met. It is critical that you attest completion only after you are certain that all requirements have been met.

Each authorized individual will be issued a username and password. When you receive your password, please go to the KBN online faculty audit website and personalize it. You are personally responsible for maintaining the security of the password. This means that you will not divulge to any other individual or allow others to access the online faculty audit with your password.

Please sign the attestation statement below. Make a copy of this document for your records, and give the original to the program director who will return the agreement to KBN.

**Attestation**

I attest that I will validate completion of the faculty form only after I am certain the faculty member has met all qualifications outlined in 201 KAR 20:310. I further attest that I will maintain the security of the password to the Kentucky Board of Nursing's Online Faculty Audit.

_____	_____	_____
<b>Print Name</b>	<b>Date</b>	<b>Email Address</b>
_____	_____	
<b>Signature</b>	<b>Full Name of Program of Nursing</b>	

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

# KENTUCKY BOARD OF NURSING - FACULTY AUDIT

Welcome KBN STAFF

KBN#: 0

NCSBN#: 0

Faculty List (Facultylist.aspx)	Add Clinical Instructor (FacultyManager.aspx?Type=CI)
Add Nurse Faculty (FacultyManager.aspx?Type=NF)	
Add Program Administrator (FacultyManager.aspx?Type=PA)	
Change Password (account/ChangePassword.aspx)	Logout (account/login.aspx)

## PRELICENSURE NURSING PROGRAM (PON): CLINICAL INSTRUCTOR RECORD

(Clinical Faculty are defined as those individuals that will be supervising students in the clinical or lab areas)

To be submitted to KBN by PON Program Administrator within 30 days of appointment

Type of Program:

- MEPN
- BSN
- ADN
- PN

**Does appointee hold a Current License in Kentucky?**

- Yes
- No

License #:

**NAME OF APPOINTEE: (NAME AS IT APPEARS ON THEIR NURSING LICENSE)**

Last Name:

First Name:

Middle Name:

Maiden Name:

State of Primary Residence:

License Expires:

Compact License:

Yes  No

Date of Initial licensure as RN:

License has been verified with NURSYS and is active and unencumbered.(www.nursys.com)  
(https://www.nursys.com):

Yes  No

Date of hire:

Employment Status:

Full-Time  Part-Time

New Position:

Yes  No

Replacing (Name):

Email Address:

**"EARNED" NURSING EDUCATIONAL DEGREES: (CHECK ALL THAT APPLY)**

**(NOTE: CLINICAL FACULTY MUST HAVE A MINIMUM OF TWO (2) FULL-TIME OR EQUIVALENT YEARS EXPERIENCE WITHIN THE FUNCTIONAL AREA AS AN RN WITHIN THE IMMEDIATE PAST FIVE (5) YEARS)**

**Diploma**

School Name

Year

**Masters in Nursing**

School Name

Year

**Associate**

School Name

Year

**Post Masters**

School Name

Year

**Bachelors**

School Name

Year

**Doctorate in Nsg/ Other Field**

School Name

Year

**ADDITIONAL "EARNED" NON-NURSING EDUCATION OBTAINED:**

College/University

Degree

Degree Awarded Year

College/University

Degree

Degree Awarded Year

College/University

Degree

Degree Awarded Year

**CURRENTLY ENROLLED AT:**

College/University

Degree Pursuing

Expected Graduation Semester/Year

# Credits earned

College/University

Degree Pursuing

Expected Graduation Semester/Year

# Credits earned

Areas of Clinical Specialty:

Teaching Responsibilities Include What Specialties:

**ANSWER THE FOLLOWING QUESTIONS WITH RESPECT TO THIS APPOINTMENT**

The Kentucky regulations dictate that nursing faculty meets the following criteria.

● Minimum of two (2) years full time or equivalent experience within the designated clinical functional area within the last five (5) years?

Yes  No

● Graduated from a college/university that is accredited by the Department of Education:

Yes  No

Has graduation been confirmed by an official transcript from the degree granting institution?

Yes  No

If an ADN Program and working on MSN, provide a copy of plan for degree completion.

● The clinical instructor shall function under the guidance of the nurse faculty responsible for a given course. The faculty member that will be overseeing the course and clinical instructors is:

**I certify that the information contained herein is correct and complete to the best of my knowledge.**

**By entering my name in the box below, I verify and accept the completeness and accuracy of the above information.**

Type your name

Date

# KENTUCKY BOARD OF NURSING - FACULTY AUDIT

Welcome KBN STAFF

KBN#: 0

NCSBN#: 0

Faculty List (Facultylist.aspx)	Add Clinical Instructor (FacultyManager.aspx?Type=CI)
Add Nurse Faculty (FacultyManager.aspx?Type=NF)	
Add Program Administrator (FacultyManager.aspx?Type=PA)	
Change Password (account/ChangePassword.aspx)	Logout (account/login.aspx)

## PRELICENSURE NURSING PROGRAM (PON): NURSE FACULTY RECORD

(Nurse Faculty are defined as those individuals that will be teaching in the classroom may or may not include clinical/lab)

To be submitted to KBN by PON Program Administrator within 30 days of appointment

Type of Program:

- MEPN
- BSN
- ADN
- PN

**Does appointee hold a Current License in Kentucky?**

- Yes
- No

License #:

**NAME OF APPOINTEE: (NAME AS IT APPEARS ON THEIR NURSING LICENSE)**

Last Name:

First Name:

Middle Name:

Maiden Name:

State of Primary Residence:

License Expires:

Compact License:

Yes  No

Date of Initial licensure as RN:

License has been verified with NURSYS and is active and unencumbered.(www.nursys.com)  
(https://www.nursys.com):

Yes  No

Designated as Program Coordinator:

Yes  No

Date of hire:

Employment Status:

Full-Time  Part-Time

New Position:

Yes  No

Replacing (Name):

Email Address:

**"EARNED" NURSING EDUCATIONAL DEGREES: (CHECK ALL THAT APPLY)**

**(NOTE: CLINICAL FACULTY MUST HAVE A MINIMUM OF TWO (2) FULL-TIME OR EQUIVALENT YEARS EXPERIENCE WITHIN THE FUNCTIONAL AREA AS AN RN WITHIN THE IMMEDIATE PAST FIVE (5) YEARS)**

**Diploma**

School Name

Year

**Masters in Nursing**

School Name

Year

**Associate**

School Name

Year

**Post Masters**

School Name

Year

**Bachelors**

School Name

Year

**Doctorate in Nsg/ Other Field**

School Name

Year

**ADDITIONAL "EARNED" NON-NURSING EDUCATION OBTAINED:**

College/University

Degree

Degree Awarded Year

College/University

Degree

Degree Awarded Year

College/University

Degree

Degree Awarded Year

**CURRENTLY ENROLLED AT:**

College/University

Degree Pursuing

Expected Graduation Semester/Year

# Credits earned

College/University

Degree Pursuing

Expected Graduation Semester/Year

# Credits earned

Areas of Clinical Specialty:

Teaching Responsibilities Include What Specialties:

**ANSWER THE FOLLOWING QUESTIONS WITH RESPECT TO THIS APPOINTMENT**

The Kentucky regulations dictate that nursing faculty meets the following criteria.

- Minimum of two (2) years full time or equivalent experience within the last five (5) years?
- Yes  No

● Preparation in educational activities in the area of teaching and learning principles for adult education, including curriculum development and implementation:

Yes  No

If yes, How acquired:

Faculty Development  CE Offerings

Academic Courses  Other

if Other Explain,

● Graduated from a college/university that is accredited by the Department of Education:

Yes  No

Has graduation been confirmed by an official transcript from the degree granting institution?

Yes  No

If an ADN Program and working on MSN, provide a copy of plan for degree completion.

● Prior teaching experience?

Yes  No

**I certify that the information contained herein is correct and complete to the best of my knowledge.**

**By entering my name in the box below, I verify and accept the completeness and accuracy of the above information.**

Type your name

Date

6/22/2020

# KENTUCKY BOARD OF NURSING - FACULTY AUDIT

Welcome KBN STAFF

KBN#: 0

NCSBN#: 0

Faculty List (Facultylist.aspx)	Add Clinical Instructor (FacultyManager.aspx?Type=CI)
Add Nurse Faculty (FacultyManager.aspx?Type=NF)	
Add Program Administrator (FacultyManager.aspx?Type=PA)	
Change Password (account/ChangePassword.aspx)	Logout (account/login.aspx)

## PRELICENSURE NURSING PROGRAM (PON): PROGRAM ADMINISTRATOR RECORD

To be submitted to KBN within 30 days of appointment, along with current CV and letter from the hiring College official

Type of Program:

- MEPN
- BSN
- ADN
- PN

Type of Appointment:

- Program Administrator
- Interim Program Administrator

**Does appointee hold a Current License in Kentucky?**

- Yes
- No

License #:

**NAME OF APPOINTEE: (NAME AS IT APPEARS ON THEIR NURSING LICENSE)**

Last Name:

First Name:

Middle Name:

Maiden Name:

State of Primary Residence:

License Expires:

Compact License:

Yes  No

Date of Initial licensure as RN:

License has been verified with NURSYS and is active and unencumbered.(www.nursys.com)  
(https://www.nursys.com):

Yes  No

Date of hire:

Employment Status:

Full-Time  Part-Time

Email Address:

**"EARNED" NURSING EDUCATIONAL DEGREES: (CHECK ALL THAT APPLY)**

**(NOTE: CLINICAL FACULTY MUST HAVE A MINIMUM OF TWO (2) FULL-TIME OR EQUIVALENT YEARS EXPERIENCE WITHIN THE FUNCTIONAL AREA AS AN RN WITHIN THE IMMEDIATE PAST FIVE (5) YEARS)**

**Diploma**

School Name

Year

**Masters in Nursing**

School Name

Year

**Associate**

School Name

Year

**Post Masters**

School Name

Year

**Bachelors**

School Name

Year

**Doctorate in Nsg/ Other Field**

School Name

Year

**ADDITIONAL "EARNED" NON-NURSING EDUCATION OBTAINED:**

College/University

Degree

Degree Awarded Year

College/University

Degree

Degree Awarded Year

College/University

Degree

Degree Awarded Year

**CURRENTLY ENROLLED AT:**

College/University

Degree Pursuing

Expected Graduation Semester/Year

# Credits earned

College/University

Degree Pursuing

Expected Graduation Semester/Year

# Credits earned

**ANSWER THE FOLLOWING QUESTIONS WITH RESPECT TO THIS APPOINTMENT**

The Kentucky regulations dictate that a program administrator shall have the following qualifications:

1. Minimum of five (5) years of nursing experience within the immediate past seven (7) years.

Detail:

2. Minimum of two (2) years of full time teaching experience at or above the academic level of the program of nursing.

Detail:

3. A current knowledge of nursing practice at the level of the program and demonstrated experience or preparation in education that includes teaching adults, adult learning theory teaching methods, curriculum development, and curriculum evaluation. (Provide narrative on how this has been accomplished).

Detail:

4. A program administrator without previous program administrator experience shall have a mentor assigned by the governing institution and an educational development plan implemented. The mentor shall have documented experience in program administration.

Detail:

**I certify that the information contained herein is correct and complete to the best of my knowledge.**

**By entering my name in the box below, I verify and accept the completeness and accuracy of the above information.**

Type your name

Date

6/22/2020

Submit

Clear

**201 KAR 20:260. Organization and administration standards for prelicensure registered nurse or practical nurse programs of nursing.**

RELATES TO: KRS 314.041(1), 314.111(1), 314.131

STATUTORY AUTHORITY: KRS 314.111(1), 314.131(1), (2)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 314.111(1) and 314.131(2) require the board to approve schools of nursing and courses preparing persons for licensure and to monitor standards for nurse competency under KRS Chapter 314. KRS 314.131(1) authorizes the board to promulgate administrative regulations to implement KRS Chapter 314. This administrative regulation establishes the organization and administration standards for prelicensure registered nurse or practical nurse programs.

Section 1. Definitions.

- (1) "Campus" means a division of a college or university that has its own grounds, buildings, and students, but is administratively joined to the rest of the college or university.
- (2) "Clerical assistance" means the provision of administrative, secretarial, or clerical help by qualified individuals that assists the program of nursing.
- (3) "Clinical instructor" means a nurse who is employed by a program of nursing solely to provide students with traditional clinical or simulated experiences.
- (4) "Nurse faculty" means a nurse who is employed by a program of nursing, either full-time, part-time, or adjunct, to provide didactic instruction, and may also provide clinical instruction or simulated experiences.
- (5) "Preceptor" means a nurse with demonstrated competence in a specific clinical area who serves as a role model and mentor to assist in the development and validation of the competencies of a student.
- (6) "Program of nursing" means the educational unit that prepares a person for licensure as a registered or licensed practical nurse.
- (7) "Nursing track" means a path within a program of nursing that leads to licensure as a nurse.

Section 2. Organization or Administration Standards for Prelicensure Registered Nurse and Practical Nurse Programs. To be eligible for approval by the board, a program shall have:

- (1) A governing institution.
  - (a) The governing institution that establishes and conducts the program of nursing shall hold accreditation as a postsecondary institution, college, or university by an accrediting body recognized by the U.S. Department of Education.
  - (b) The governing institution shall assume full legal responsibility for the overall conduct of the program of nursing. The program of nursing shall have comparable status with the other programs in the governing institution and the relationship shall be clearly delineated.
  - (c) The governing institution shall:
    1. Designate a program administrator for the prelicensure program of nursing who is qualified pursuant to 201 KAR 20:310 and is responsible for fulfilling the duties specified in subsection (3) of this section on a twelve (12) month basis;
    2. Assure that at least fifty (50) percent of the program administrator's time shall be dedicated to complete the duties specified in this administrative regulation at each program of nursing. A governing institution that is unable to comply with this standard may request an exemption from the board in writing.
      - a. The request shall state the reasons for noncompliance and the efforts the institution has taken and will take to comply with the standard.

b. If the exemption is granted, it shall be for twelve (12) months from the date of board approval. During this time, the governing institution shall not open a new program of nursing and shall not increase enrollment at an existing program of nursing;

3. Provide evidence that the fiscal, human, physical, clinical, and technical learning resources shall be adequate to support program mission, processes, security, and outcomes;

4. Provide student support programs, services, and activities consistent with the mission of the governing institution that promote student learning and enhance the development of the student;

5. Make financial resources available to the program of nursing consistent with equivalent programs at the governing institution;

6. Employ nurse faculty pursuant to 201 KAR 20:310 in sufficient number and expertise to accomplish program outcomes and quality improvement;

7. Provide written policies for faculty related to qualifications for the position, rights and responsibilities of the position, criteria for evaluation of performance, workload, and retention;

8. Involve the nurse faculty in determining academic policies and practices for the program of nursing; and

9. Provide for the security, confidentiality, and integrity of faculty employment and student records.

(d) The governing institution shall provide an organizational chart that describes the organization of the program of nursing and its relationship to the governing institution;

(2) Administrative policies.

(a) There shall be written administrative policies for the program of nursing that shall be:

1. In accord with those of the governing institution; and

2. Available to the board for review.

(b) The board shall be notified in writing of a change, vacancy, or pending vacancy, in the position of the program administrator within thirty (30) days of the program of nursing's awareness of the change, vacancy, or pending vacancy.

1. The head of the governing institution shall submit to the board in writing the name of the registered nurse who has been designated to assume the administrative duties for the program, the date the person will assume the duties of program administrator, and a copy of his or her curriculum vitae.

2.a. If there is to be a lapse between the date of the change or vacancy and the date the newly-appointed program administrator assumes duties, the head of the governing institution shall submit a plan of transition to ensure the continuity of the program.

b. Progress reports shall be submitted if requested by the board.

3.a. The length of the appointment of an interim program administrator shall not exceed six (6) months.

b. Additional six (6) month periods may be granted upon request to the board based on a documented inability to fill the position.

(c) A written plan for the orientation of the nurse faculty to the governing institution and to the program shall be implemented.

(d) There shall be a written contract between the governing institution and each agency or institution that provides a learning experience for a student. A contract shall not be required for an observational experience.

1. The contract shall clearly identify the responsibilities and privileges of both parties.

2. The contract shall bear the signature of the administrative authorities of each organization.

3. The contract shall vest in the nurse faculty control of the student learning experiences subject to policies of the contractual parties.

4. The contract shall be current and may include an annual automatic renewal clause.
5. The contract shall contain a termination clause by either party;
- (3) A program or an interim program administrator who shall have authority and responsibility in the following areas:
  - (a) Development and maintenance of collaborative relationships with the administration of the institution, other divisions or departments within the institution, related facilities, and the community;
  - (b) Participation in the preparation and management of the program of nursing budget;
  - (c) Screening and recommendation of candidates for nurse faculty appointment, retention, and promotion;
  - (d) Submission of the qualifications of all nurse faculty and clinical instructors as set forth in 201 KAR 20:310, Section 4;
  - (e) To provide leadership within the nurse faculty for the development, implementation, and evaluation of the program of nursing and program outcomes;
  - (f) To facilitate the implementation of written program policies for the following:
    1. Student admission;
    2. Student readmission and advance standing;
    3. Student progression, which shall include:
      - a. The level of achievement a student shall maintain in order to remain in the program or to progress from one (1) level to another; and
      - b. Requirements for satisfactory completion of each course in the nursing curriculum.
    4. Requirements for completion of the program;
    5. Delineation of responsibility for student safety in health related incidents both on campus and at any clinical activity required by the program of nursing;
    6. Availability of student guidance and counseling services;
    7. The process for the filing of grievances and appeals by students;
    8. Periodic evaluation by the nurse faculty of each nursing student's progress in each course and in the program;
    9. Student conduct that incorporates the standards of safe nursing care; and
    10. Publication and access to current academic calendars and class schedules;
  - (g) To facilitate the continuing academic and professional development for the nurse faculty;
  - (h) 1. To initiate and coordinate the development of contracts with clinical facilities, the number and variety of which shall be adequate to meet curricular outcomes;
  2. To develop written criteria for the selection and evaluation of clinical facilities and ensure that the criteria shall be utilized by the program of nursing; and
  3. To assure that clinical facilities show evidence of approval by the appropriate accreditation, evaluation, or licensure bodies, if applicable;
  - (i) The establishment of student-nurse faculty ratio in the clinical practice experience.
    1. The maximum ratio of nurse faculty to students in the clinical area of patients-clients shall be defensible in light of safety, learning objectives, student level, and patient acuity.
    2. The student-nurse faculty ratio shall not exceed ten (10) to one (1) in the clinical practice experience, including observational or other supervised learning experiences.
    3. This ratio shall not apply to on campus skill lab experiences;
  - (j) The submission of the Certified List of Kentucky Program of Nursing Graduates, as incorporated by reference in 201 KAR 20:070, upon student completion of all requirements for a degree, diploma, or certificate, regardless of the state in which the graduate intends to seek licensure;
  - (k) The development and maintenance of an environment conducive to the teaching and learning process;

(l) To facilitate the development of long-range goals and objectives for the nursing program;  
(m) To ensure that equipment, furnishings, and supplies be current and replaced in a timely manner;

(n) To ensure that the nurse faculty has sufficient time to accomplish those activities related to the teaching-learning process and program outcomes;

(o) To coordinate an orientation to the roles and responsibilities of full-time, part-time, adjunct nurse faculty, and clinical instructors to the program of nursing and, as appropriate, to clinical facilities so that the mission, goals, and expected outcomes of the program shall be achieved;

(p) To facilitate regular communication with the full and part time nurse faculty and clinical instructors in the planning, implementation, and evaluation of the program of nursing;

(q) To ensure that recruitment materials provide accurate and complete information to prospective students about the program including the:

1. Admission criteria;
2. Program description, including course sequence, prerequisites, and corequisites;
3. Length of the program;
4. Current cost of the program, including tuition and all associated fees and expenses; and
5. Transferability of credits to other public and private institutions in Kentucky;

(r) To conduct or participate in the written evaluation of each nurse faculty member, clinical instructor, and program of nursing support staff according to published criteria, regardless of contractual or tenured status;

(s) To ensure the adherence to the written criteria for the selection and evaluation of clinical facilities utilized by the program of nursing;

(t) To maintain current knowledge of requirements pertaining to the program of nursing and licensure as established in 201 KAR Chapter 20;

(u) To attend the next available board orientation for program administrators but not later than within six (6) months of appointment;

(v) To develop a structure to allow nurse faculty to assist in the governance of the program;

(w) To ensure that the curriculum is developed and implemented pursuant to 201 KAR 20:320; and

(x) To ensure that the program of nursing posts a link provided by the board to the information published by the board pursuant to 201 KAR 20:360, Section 5(4) on its Web site and refers all individuals seeking information about the program to this link.

(4) A system of official records and reports essential to the operation of the program of nursing maintained according to institutional policy. Provisions shall be made for the security and protection of records against loss and unauthorized distribution or use. The system shall include records of:

(a) Currently enrolled students to include admission materials, courses taken, grades received, scores for standardized tests, and clinical performance records;

(b) Minutes of faculty and committee meetings, which shall be maintained a minimum of five (5) years, irrespective of institutional policy;

(c) Faculty records including:

1. Validation of current licensure or privilege to practice as a Registered Nurse in Kentucky;
2. Evidence of fulfilling the faculty orientation requirements established in 201 KAR 20:310, Section 3(5); and

3. Performance evaluation for faculty employed more than one (1) year;

(d) Systematic plan of evaluation;

(e) Graduates of the program of nursing; and

(f) Administrative records and reports from accrediting agencies; and

- (5) Official publications of the governing institution including:
  - (a) A description of the governing institution and program of nursing;
  - (b) Policies on admission, progression, dismissal, graduation, and student grievance procedures; and
  - (c) A description of student services;
- (6) Clerical assistance and support staff.
  - (a) There shall be clerical assistance and support staff sufficient to meet the needs of the nursing program for the administrator, faculty, and students.
  - (b) Each campus shall have at least one (1) dedicated clerical staff.
  - (c) If the program of nursing does not have at least one (1) dedicated clerical staff, the program administrator shall provide written justification to the board. The board shall evaluate the justification to determine whether the program may operate effectively without dedicated staff sufficient to meet the needs of the nursing program. If the board rejects the justification, the program of nursing shall comply with the board's determination on clerical staffing.
- (7) Nurse faculty, full-time, and part-time, with the authority and responsibility to:
  - (a) Plan, implement, evaluate, and update the program;
  - (b) Assist in the design, implementation, evaluation, and updating of the curriculum using a written plan;
  - (c) Participate in the development, implementation, evaluation, and updating of policies for student admission, progression, and graduation in keeping with the policies of the governing institution;
  - (d) Participate in academic advisement and guidance of students;
  - (e) Provide theoretical instruction and clinical learning experiences;
  - (f) Evaluate student achievement of curricular outcomes related to nursing knowledge and practice;
  - (g) Develop and implement student evaluation methods and tools for each course that measure the progression of the student's cognitive, affective, and psychomotor achievement of course and clinical outcomes based on published rubrics and sound rationale;
  - (h) Participate in academic and professional level activities that maintain the faculty member's competency and professional expertise in the area of teaching responsibility;
  - (i) Communicate clinical outcomes to the student, clinical instructor, preceptor, and staff at the clinical site;
  - (j) Assume responsibility for utilizing the criteria in the selection of clinical sites and in the evaluation of clinical experiences on a regular basis;
  - (k) Evaluate the student's experience, achievement, and progress in relation to course and clinical outcomes, with input from the clinical instructor and preceptor, if applicable; and
  - (l) Delegate to a nurse employed by a clinical agency the supervision of a student performing a procedure; and
- (8) Clinical instructors with the authority and responsibility to:
  - (a) Design, at the direction of the nurse faculty member, the student's clinical experience to achieve the stated outcomes of the nursing course in which the student is enrolled;
  - (b) Clarify with the nurse faculty member:
    - 1. The role of the preceptor, if applicable;
    - 2. The course responsibilities;
    - 3. The course or clinical outcomes;
    - 4. A course evaluation tool; and
    - 5. Situations in which collaboration and consultation shall be needed;
  - (c) Participate in the evaluation of the student's performance by providing information to the nurse faculty member and the student regarding the student's achievement of established out-

comes; and

(d) Delegate to a nurse employed by a clinical agency the supervision of a student performing a procedure.

### Section 3. Notification of Change in Enrollment.

(1) All programs of nursing shall have on record with the board the maximum number of new students that the program is able to enroll in one (1) academic year. This number shall be referred to as the program's enrollment baseline.

(2)(a) A program of nursing that desires to increase its enrollment beyond its enrollment baseline shall submit a request to the board. The request shall be sent in writing at least two (2) months prior to the date for which the requested increase is being sought. Exceptions to this time frame shall only be made for exigent circumstances. The request is only necessary if the increase is greater than the following:

1. If the enrollment baseline is fifty (50) or less, an increase of ten (10) students;
2. If the enrollment baseline is fifty-one (51)-100, an increase of twenty (20) students; or
3. If the enrollment baseline is greater than 100, an increase of twenty-five (25) students.

(b) The request shall demonstrate that the program has sufficient resources to fulfill the standards established by this administrative regulation for the anticipated increase in enrollment. These sufficient resources shall include adequate:

1. Number of qualified faculty;
2. Classroom space;
3. Clinical sites;
4. Clerical support; and
5. Financial support.

(c) The program shall investigate the projected impact of the increase on the operation of programs of nursing within a fifty (50) mile radius and shall submit a report to the board.

(d) The program of nursing shall submit evidence that it has met the benchmarks set out in 201 KAR 20:360, Section 5(2)(f).

(3)(a) The request shall be reviewed by board staff. Board staff may approve the request if it is determined that the criteria listed in subsection (2) of this section have been met.

(b) If board staff determines that the criteria listed in subsection (2) of this section have not been met, the request shall be referred to the board for further consideration and a decision.

Section 4. Multiple Campuses. (1)(a) A governing institution may have programs of nursing located on different campuses.

(b) Each campus shall be considered a separate program of nursing.

(2)(a) The governing institution shall designate a main campus headed by a program administrator.

(b) The program administrator shall have final responsibility and authority for the non-main campuses, but shall designate an assistant program administrator to assist in the governance of each non-main location. The assistant program administrator shall meet the qualification for a nurse faculty as set out in 201 KAR 20:310. The program administrator may designate the amount of release time for the assistant program administrator for administrative duties, but it shall not be less than twenty-five (25) percent.

(3) For purposes of calculating benchmarks set out in 201 KAR 20:360, Section 5(2)(f), each campus shall individually report its data annually to the board. The board shall evaluate the benchmarks for each campus individually.

Section 5. Suspension of Enrollment. (1) A governing institution that decides to suspend en-

rollment in the program of nursing shall notify the board in writing within thirty (30) days following the decision. No longer enrolling in one (1) of several nursing tracks within a program of nursing shall not constitute suspension of enrollment for purposes of this administrative regulation.

(2) The notification shall identify the reasons leading to the decision and how long it is anticipated that the suspension will be in effect.

(3) The governing institution shall report to the board annually on the status of the suspension.

(4) (a) If the decision to reinstate enrollment is made within three (3) years of the decision to suspend enrollment, the governing institution shall notify the board in writing of the decision within thirty (30) days.

(b) The notification shall state the date classes will begin. It shall also list the faculty and clinical sites that will be utilized.

(5) If the decision to reinstate enrollment is made three (3) years or more from the decision to suspend enrollment, the governing institution shall comply with the procedures outlined in 201 KAR 20:280.

#### Section 6. Change in Accreditation.

(1) A governing institution that seeks to change the U.S. Department of Education recognized accrediting body from which it receives accreditation shall notify the board when it has filed an application for accreditation.

(2) A governing institution with an application in process before the accrediting body shall be considered in compliance with Section 2(1)(a) of this administrative regulation.

(3)(a) A governing institution whose application has been denied by its accrediting body shall not be considered to be in compliance with Section 2(1)(a) of this administrative regulation.

(b) The board shall begin the process established in 201 KAR 20:360, Section 7 for withdrawal of approval. (11 Ky.R. 1696; eff. 6-4-1985; 19 Ky.R. 2673; 20 Ky.R. 306; eff. 8-6-1993; 25 Ky.R. 597; 1033; eff. 11-18-1998; 27 Ky.R. 831; 11-17-2000; 35 Ky.R. 2793; 36 Ky.R. 322; eff. 8-12-2009; 38 Ky.R. 1186; 1437; eff. 2-15-2012; 40 Ky.R. 1335; 1714; eff. 2-19-2014; 42 Ky.R. 2415, 2717; eff. 6-3-2016; 45 Ky.R. 1750, 2586; eff. 3-13-2019.)

**201 KAR 20:310. Faculty for prelicensure registered nurse and practical nurse programs.**

RELATES TO: KRS 314.111, 314.475

STATUTORY AUTHORITY: KRS 314.131(1)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 314.131(1) authorizes the Board of Nursing to promulgate administrative regulations necessary to enable it to carry into effect the provisions of KRS Chapter 314. This administrative regulation establishes standards for faculty of programs of nursing that prepare graduates for licensure as registered nurses or practical nurses.

**Section 1. Definitions.**

(1) "Clinical instructor" means a registered nurse who is employed by a program of nursing to provide students with traditional clinical or simulated experiences.

(2) "Nurse faculty" means a registered nurse who is employed by a program of nursing, either full-time, part-time, or adjunct, to provide didactic instruction, and may also provide clinical instruction or simulated experiences.

(3) "Nursing experience" means employment in a position that requires the individual to hold an active nursing license, such as nursing clinical practice, nursing administration, nursing education, or nursing research.

(4) "Preceptor" means a nurse with demonstrated competence in a specific clinical area who serves as a role model and mentor to assist in the development and validation of the competencies of a student.

(5) "Skills laboratory instructor" means a non-faculty instructor primarily assigned to a clinical skills or simulation laboratory who manages the daily operations of the skills laboratory or assists nursing faculty to implement student learning activities for the development of psychomotor nursing skills.

(6) "Unencumbered" means a license without current disciplinary conditions or restrictions. Enrollment in an alternative to discipline program is not an encumbrance.

**Section 2. Faculty for Prelicensure Registered Nurse and Practical Nurse Programs.**

(1)(a) The faculty shall include a program administrator and shall include at least one (1) other nurse faculty.

(b) The faculty shall be adequate in number to implement the curriculum as determined by program outcomes, course objectives, the level of the students, the number of students and classes admitted annually, and the educational technology utilized.

(c) The program administrator and all nurse faculty and clinical instructors shall be appointed by and be responsible to the governing institution of the program of nursing.

(d) A program shall develop and implement a plan of organization and administration that clearly establishes the lines of authority, accountability, and responsibility for each program location.

**(2) Program administrator qualifications. The program administrator for a registered nurse or a practical nurse program shall have:**

**(a) A minimum of a master's or higher degree in nursing from an accredited college or university. In lieu of a master's degree, the program administrator shall have completed that portion of a doctoral degree that would be equivalent to a master's in nursing degree while enrolled in an accredited college or university with a timeline in place for degree attainment. The program administrator shall provide documentation that shows active and steady progression towards the doctoral degree;**

(b) A minimum of five (5) years of nursing experience within the immediate past seven (7) years;

(c) A minimum of two (2) years of full time teaching experience at or above the academic level of the program of nursing;

(d) An unencumbered current license, privilege, or temporary work permit to practice as a registered nurse in the Commonwealth of Kentucky;

(e) A current knowledge of nursing practice at the level of the program; and

(f) Demonstrated experience or preparation in education that includes teaching adults, adult learning theory teaching methods, curriculum development, and curriculum evaluation. A program administrator without previous program administrator experience shall have a mentor assigned by the governing institution and an educational development plan implemented. The mentor shall have documented experience in program administration.

(3) A program administrator who is currently employed at a practical nurse program and who does not meet the requirements of subsection 2(a) of this Section may continue to be employed at the program of nursing where the program administrator is presently, but shall earn the master's degree or higher in nursing on or before July 1, 2021.

(4) Didactic faculty qualifications.

(a)1. Nurse faculty in a prelicensure registered nurse program shall hold a degree from an accredited college or university, which shall include:

a. A master's degree within the discipline of nursing or have completed that portion that would be equivalent to a master's in nursing degree; or

b. A baccalaureate degree with a major in nursing and a master's degree in a related field, which includes a minimum of eighteen (18) graduate hours in nursing. The eighteen (18) graduate hours in nursing may also be earned independently of the related master's degree.

2. Nurse faculty in an associate degree nursing program may be employed with a baccalaureate degree in nursing, but shall complete, within five (5) years of the date of employment, a master's degree commensurate with either clause a. or b. under subparagraph 1 of this paragraph.

(b) Nurse faculty in a practical nurse program shall have a minimum of a baccalaureate degree with a major in nursing from an accredited college or university.

(c) The nurse faculty shall hold a temporary work permit or a current unencumbered license or privilege to practice as a registered nurse in the Commonwealth of Kentucky.

(d) The nurse faculty shall document a minimum of two (2) years full time or equivalent experience as a registered nurse within the immediate past five (5) years and shall have and maintain expertise in the clinical or functional area of responsibility.

(e) The nurse faculty shall document preparation in educational activities in the area of teaching and learning principles for adult education, including curriculum development and implementation. The preparation shall be acquired through planned faculty in-service learning activities, continuing education offerings, or academic courses.

(f) Nurse faculty hired without prior teaching experience shall have a mentor assigned and an educational development plan implemented.

(g) 1. Non-nurse faculty members who teach nursing courses required within the curriculum shall have appropriate academic and experiential qualifications for the program areas in which they participate.

2. Non-nurse faculty shall be required to collaborate with a nurse faculty member in order to meet the nursing course outcomes.

(h) Nurse faculty who teach via distance or on-line shall hold an unencumbered active nursing license to practice as a registered nurse in the nurse faculty's primary state of residence.

(5) Skills laboratory and clinical instructor qualifications.

(a) A clinical instructor shall function under the guidance of the nurse faculty responsible for a given course.

(b) A clinical instructor for either a registered nurse or practical nurse program shall hold a current unencumbered license, privilege, or temporary work permit to practice as a registered nurse in the state of the student's clinical site.

(c) A clinical instructor shall have a minimum of two (2) years full time or equivalent experience as a registered nurse within the immediate past five (5) years and evidence of clinical competence appropriate to teaching responsibilities.

(d) For a registered nurse program, the clinical instructor shall have the following qualifications:

1. For an associate degree nursing program, a registered nurse; or

2. For a baccalaureate degree nursing program, a registered nurse with a baccalaureate degree in nursing or higher.

(e) For a practical nurse program, the clinical instructor shall be a registered nurse.

(f) A skills laboratory instructor shall have the same qualifications as a clinical instructor.

### Section 3. Preceptors.

(1) A preceptor may be used to enhance clinical learning experiences. If a preceptor is used, it shall be done after a student has received clinical and didactic instruction from the program faculty in all basic areas for the course or specific learning experience.

(2) A preceptor shall hold a current unencumbered license, privilege, or temporary work permit to practice as a registered nurse in the state of the student's clinical site. In a practical nursing program, a preceptor may hold a current unencumbered license, privilege, or temporary work permit to practice as a licensed practical nurse in the state of the student's clinical site.

(3) A preceptor shall have evidence of clinical competencies related to the area of assigned clinical teaching responsibilities.

(4) A preceptor shall not be used to replace clinical instructors. The ratio of student to preceptor shall not exceed two (2) to one (1). Clinical instructors or nurse faculty retain responsibility for student learning and confer with the preceptor and student for the purpose of monitoring and evaluating learning experiences.

(5) There shall be documentation of orientation to the course, program outcomes, student learning objectives, evaluation methods to be utilized by the faculty, and documented role expectations of faculty, preceptor, and student.

### Section 4. Reporting of Registered Nurse Program and Practical Nurse Program Faculty Qualifications and Appointments.

(1) Evaluation of faculty records. The program administrator shall submit to the board the qualifications of nurse faculty and clinical instructors within thirty (30) days of appointment.

(a) Official academic transcripts or copies verified by the nurse administrator or designee shall be available to the board upon request.

(b) A complete and official record of qualifications and workload for each faculty member shall be on file and available to the board upon request.

(c) Faculty appointments shall be reported to the board in writing.

(d) The program administrator shall report a change in faculty composition within thirty (30) days of appointment or vacancy.

(2) The board shall review annually the qualifications of the faculty employed in the program of nursing. (11 Ky.R. 1704; 12 Ky.R. 17; eff. 7-9-1985; 14 Ky.R. 591; eff. 11-6-1987; 16 Ky.R. 1400; eff. 3-8-1990; 17 Ky.R. 280; eff. 9-14-1990; 19 Ky.R. 1645; eff. 2-17-1993; 29 Ky.R.

2125; 2452; eff. 4-11-2003; 33 Ky.R. 865; 1290; eff. 11-15-2006; 34 Ky.R. 344; 711; eff. 10-17-2007; 37 Ky.R. 2911; eff. 8-17-2011; TAm. eff. 7-23-2012; 40 Ky.R. 1344; 1720; eff. 2-19-2014; 42 Ky.R. 2422, 2722; eff. 6-3-2016; 45 Ky.R. 1757, 2591; eff. 3-13-2019.)