
Rules of
Department of Economic
Development
Division 200—State Board of Nursing
Chapter 3—Practical Nursing

Title	Page
4 CSR 200-3.001 Definitions	3
4 CSR 200-3.010 Accreditation	3
4 CSR 200-3.020 Discontinuing and Reopening Programs	31
4 CSR 200-3.030 Change in Sponsorship	31
4 CSR 200-3.035 Multiple Campuses	33
4 CSR 200-3.040 Program Changes Requiring Board Approval, Notification, or Both	33
4 CSR 200-3.050 Organization and Administration of an Accredited Program of Practical Nursing	33
4 CSR 200-3.060 Administrator/Faculty	33
4 CSR 200-3.070 Physical Facilities	34
4 CSR 200-3.080 Clinical Sites	35
4 CSR 200-3.085 Preceptors	35
4 CSR 200-3.090 Students	35
4 CSR 200-3.100 Educational Program	36
4 CSR 200-3.110 Records	37
4 CSR 200-3.120 Publication	37
4 CSR 200-3.130 Evaluations	37
4 CSR 200-3.140 Requirements for Licensure (Rescinded January 14, 1982)	37
4 CSR 200-3.150 Licensure (Rescinded January 14, 1982).....	37
4 CSR 200-3.160 Change of Name and/or Address (Rescinded January 14, 1982)	37



4 CSR 200-3.170 Denial, Suspension or Revocation of License (Rescinded August 30, 1996)37

4 CSR 200-3.180 Licensure Examination Performance.....37

**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 200—State Board of Nursing
Chapter 3—Practical Nursing**

4 CSR 200-3.001 Definitions

PURPOSE: This rule defines terms used in 4 CSR 200.

(1) When used in 4 CSR 200-3, the following terms mean:

(A) Accredited—Recognized by board as meeting or maintaining minimum standards for educational preparation of practical nurses;

(B) Administrator—Registered professional nurse with authority and responsibility for administration of the program;

(C) Annual Report—Report submitted annually by the administrator of the program that updates information on file with the board and validates continuing compliance with minimum standards;

(D) Board—Missouri State Board of Nursing;

(E) Campus—A separate geographic location with a separate student body and coordinator;

(F) Certificate of accreditation—Document issued by the board to schools of nursing which have met minimum standards;

(G) Clinical experience—Faculty planned and guided learning activities designed to meet course objectives or outcomes and to provide a nursing student with the opportunity to practice cognitive, psychomotor, and affective skills in the delivery of nursing care to an individual, group or community;

(H) Clinical skills laboratory—Designated area where skills and procedures can be demonstrated and practiced;

(I) Conditional accreditation—Status of a school or program that has failed to meet or maintain the regulations or requirements, or both, set by the board. This status is subject to the school or program conforming to the requirements and recommendations and within a time period set by the board;

(J) Coordinator—Registered professional nurse with authority and responsibility for administration of the campus nursing program as delegated by the administrator of the nursing program;

(K) Curriculum—Planned studies and learning activities designed to lead students to graduation and eligibility for application of licensure;

(L) Direct care—A clinical experience in which patient care is given by the student under the direction of the faculty member or preceptor;

(M) Distance learning site—A location separate from primary campus, where the offering of studies is delivered;

(N) Endorsement—Process of acquiring licensure as a nurse based on original licensure by examination in another state, territory or country;

(O) Faculty—Individuals designated by sponsoring institution with responsibilities for development, implementation and evaluation of philosophy, objectives and curriculum of nursing program;

(P) Full-time faculty—Those individuals deemed by sponsoring institution to meet definition for full-time employment;

(Q) Generic—Initial educational program in nursing leading to entry-level licensure;

(R) Governing body—Body authorized to establish, monitor policies and assume responsibility for the educational programs;

(S) Graduate competency—Individual graduate behaviors;

(T) Initial accreditation—Status of a newly established school or program that has not graduated its first class and has not received other approval status;

(U) Minimum standards—Criteria which nursing programs shall meet in order to be accredited by the board;

(V) NCLEX-PN® examination—National Council Licensure Examination for Practical Nurses;

(W) Observational experiences—Faculty planned learning experiences designed to assist students to meet course objectives by the observation of patients/clients;

(X) Participatory observation—A planned clinical experience in which students under the direction of a faculty member, may participate in basic care activities, such as, assessment of vital signs, collection of data and assistance with activities of daily living where a registered nurse or licensed practical nurse may or may not be present. Students shall have the skills appropriate to the experiences planned. Students may not participate in invasive or complex nursing activities beyond documented competencies without direct supervision of faculty member or preceptor;

(Y) Part-time faculty—Individuals deemed by the sponsoring institution to meet the definition for part-time employment;

(Z) Philosophy—A composite of the beliefs that the faculty accepts as valid and is directly related to curriculum practices which may be noted as mission or goals of the program;

(AA) Pilot program/project—Educational activity which has board approval for a limited time;

(BB) Preceptor—Registered professional or licensed practical nurse assigned to assist

nursing students in an educational experience which is designed and directed by a faculty member;

(CC) Program—Course of study leading to a diploma or certificate;

(DD) Requirement—a mandatory condition that a school or program meets in order to comply with minimum standards;

(EE) Sponsoring institution—The institution that is financially and legally responsible for the nursing program;

(FF) Statement of need—Current evidence of need for professional and practical nurses and of community support;

(GG) Systematic evaluation plan—Written plan developed by faculty for comprehensive evaluation of all aspects of the program; and

(HH) Written agreement—Formal memorandum of understanding or contract between a nursing education program and a clinical site which designates each party's responsibilities for education of nursing students.

AUTHORITY: section 335.036, RSMo Supp. 1997. Original rule filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.*

**Original authority 1975, amended 1981, 1985, 1993, 1995.*

4 CSR 200-3.010 Accreditation

PURPOSE: This rule defines accreditation in the minimum standards for accredited programs of practical nursing in Missouri.

(1) Programs of practical nursing shall obtain accreditation from the Missouri State Board of Nursing.

(A) Purposes of Accreditation.

1. To promote the safe practice of practical nursing by setting minimum standards for schools preparing entry level practical nurses.

2. To assure that educational requirements for admission to the licensure examination have been met and to facilitate endorsement in other states, territories, countries, or any combination of these.

3. To encourage continuing program improvement through self-study, evaluation and consultation.

4. To assist programs of practical nursing in developing and maintaining academic standards (didactic and clinical) that are congruent with current educational and nursing practice standards.

(B) Classification of Accreditation.

1. Initial accreditation—is the status granted a program of practical nursing until full accreditation is granted.

2. Full accreditation—is the status granted a program of practical nursing after the program has graduated one (1) class and has met minimum standards.

3. Conditional accreditation—is the status of a program that has failed to meet or maintain the regulations or requirements, or both, set by the board. This status is subject to the school or program conforming to the requirements set by the board.

(C) Accreditation Process.

1. Requirements for initial accreditation.

A. An institution desiring to establish a program of practical nursing should send a letter of intent to the board at least three (3) months prior to the submission of a proposal. The letter of intent must include: the mission statement of the educational institution; accreditation status of the educational institution; type and length of the nursing program proposed; and tentative budget plans including evidence of financial resources adequate for planning, implementing, and continuing the nursing program.

B. A program proposal shall be written and presented to the board by the administrator of the proposed program with or without faculty assistance. The proposal shall bear the signature of the administrator who shall meet the criteria in 4 CSR 200-3.060(2)(A) and shall be active in the position on a full-time basis for at least nine (9) months and preferably, one (1) year prior to the entry of the first class. Fourteen (14) copies of the proposal must be accompanied by the required application fee. The proposal must be prepared following the reporting format and include each component as indicated in 4 CSR 200-3.010(1)(C). Board approval of the proposal with or without contingencies must be obtained no later than six (6) months prior to the anticipated opening date.

C. A proposal submitted shall contain the following information:

(I) Statement of Need and feasibility study which includes:

(a) Documentation of the need for the nursing program with rationale for why the program should be established;

(b) Number of professional nursing and practical nursing programs in the area and potential effect on those nursing programs;

(c) Number and source of anticipated student population;

(d) Number and type (practical nurse, associate, diploma, and baccalaureate) of nurses available in service area;

(e) Number and type of employers in the service area including documentation that these employers need graduates of

the proposed program, including projections of nursing staff needs;

(f) Documentation of community and economic development need and support for the proposed nursing program;

(g) Letters of support for the proposed nursing program; and

(h) Source of potential qualified administrator and faculty;

(II) Curriculum.

(a) Philosophy.

(b) Graduate competencies.

(c) Curriculum sequence.

(d) Course objectives and descriptions including credit hours/clock hours for all courses;

(III) Students.

(a) Number of students per class.

(b) Number of classes admitted per year.

(c) Admission criteria.

(d) Plans for progression and retention of students.

(e) Grievance procedure.

(f) Plan for emergency health care of nursing students;

(IV) Faculty.

(a) Number of full-time and part-time faculty.

(b) Qualifications of faculty.

(c) Position descriptions;

(V) Ancillary personnel.

(a) Position descriptions.

(b) Number of full-time and part-time ancillary personnel;

(VI) Sponsoring institution.

(a) Evidence of authorization to conduct the program of practical nursing.

(b) Accreditation status of the sponsoring institution.

(c) Description of the governing body and copies of the organizational charts of the sponsoring institution and of the program of practical nursing.

(d) Evidence of the financial stability and resources of the sponsoring institution and the program of nursing; and

(VII) Facilities.

(a) Description of education facilities (classrooms, library, offices, clinical skills laboratory and other facilities).

(b) Description of available equipment and supplies for clinical development, list of library and learning resources and number of computers available for student use.

(c) Description of clinical sites that will provide educationally sound experiences.

(d) A letter of intent from each proposed clinical site indicating that they are

able to offer/provide the educational experiences necessary for student learning.

(D) Site Survey.

1. Prior to initial accreditation a representative from the board shall make an on-site survey to verify implementation of the proposal and compliance with 4 CSR 200-3.050—4 CSR 200-3.130.

(E) Board Decision.

1. Initial accreditation will be granted if the site survey indicates the proposal has been implemented and the program is in compliance with 4 CSR 200-3.050—4 CSR 200-3.130 as determined by the board or its representative(s). Throughout the period of initial accreditation, the program will be evaluated annually. Upon graduation of the first class to complete the entire program and receipt of results of the National Council Licensure Examination for Practical Nurses (NCLEX-PN® examination), the board will review—

A. The program's compliance with minimum standards during initial accreditation including the program's adherence to the approved proposal and changes authorized by the board;

B. Report of the on-site survey (if conducted);

C. Report of the National Council Licensure Examination NCLEX® results (see 4 CSR 200-3.180(1)); and

D. Identification and analysis of student attrition rate.

2. After its review, the board will decide to continue initial accreditation for a period of not more than one (1) year, deny accreditation or grant full accreditation.

(2) Full Accreditation.

(A) Annual Report. Each program and each campus of each program shall complete and submit an annual report to the board. A copy of a current operational budget and audited fiscal report showing income and expenditures shall be submitted with the annual report. Annual reports shall be completed with current information except where otherwise noted in the annual report form and sent to the board prior to the deadline established per board policy. Annual reports shall be submitted in a format provided by the board. Following review by the board, each program shall be notified of the board's action(s).

(B) Five (5)-Year Survey. Each accredited program and each campus of each accredited program shall be surveyed every five (5) years from the first year of full accreditation. An on-site survey or a paper survey may be conducted. If a nursing program is accredited

by a nationally recognized nursing accrediting body AND accredited by North Central Association for Schools and Colleges or the Coordinating Board for Higher Education, or the Accrediting Council for Independent Colleges and Schools, a five (5)-year on-site survey may be deferred. A paper review may be completed to include a self-study, recommendations of accrediting body, attrition information as required by the board. Copies of correspondence regarding changes in accreditation status shall be submitted to the Board of Nursing immediately.

(C) Additional Visits/Surveys. A representative of the board shall make additional visits/surveys as deemed necessary by the board. A program may request additional visits.

(3) Annual Registration.

(A) An application for annual registration shall be sent to each accredited program and each campus of each accredited program from the board. Failure to receive the application will not relieve the program of its obligation to register.

(B) A separate annual registration form and designated fee shall be submitted to the board for each accredited program and each campus of each accredited program prior to June 1.

(C) Programs shall not operate without current registration. Failure to submit the required registration fee prior to June 1 will result in a lapsed status and the disciplinary process shall be initiated.

(4) Disciplinary Process.

(A) Removal of Accreditation. A program's accreditation may be removed pursuant to section 335.071.3, RSMo, for non-compliance with minimum standards.

(B) Should circumstances warrant, the board will notify the program administrator of concerns regarding the program, and the administrator will be requested to respond to those concerns.

(C) A program which fails to correct identified deficiencies to the satisfaction of the board within a reasonable time shall, after notice and hearing, be removed from the board's listing of accredited programs.

AUTHORITY: section 335.036, RSMo Supp. 1997. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Amended: Filed Oct. 14, 1987, effective Jan. 29, 1988. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Dec. 14,*

1994, effective May 28, 1995. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999.

**Original authority 1975, amended 1981, 1985, 1993, 1995.*



STATE OF MISSOURI
MISSOURI STATE BOARD OF NURSING

P.O. BOX 656
JEFFERSON CITY, MO 65102

APPLICATION FOR ANNUAL ACCREDITATION FOR PROGRAMS OF PROFESSIONAL NURSING

I. GENERAL INFORMATION - DATA INCLUDED IS TO BE BASED ON JULY 1, 1992 TO JUNE 30, 1993

A. NAME OF SCHOOL		
B. ADDRESS		
C. SPONSORING INSTITUTION ADDRESS		
D. INCLUDE A COPY OF THE ORGANIZATIONAL CHART SHOWING THE RELATIONSHIP OF THE PROGRAM TO THE SPONSORING INSTITUTION, AND THE INTERNAL STRUCTURE OF THE PROGRAM.		
E. TYPE OF PROGRAM <input type="checkbox"/> BACCALAUREATE <input type="checkbox"/> ASSOCIATE DEGREE <input type="checkbox"/> DIPLOMA		
F. DIRECTOR OF NURSING PROGRAM		
1. DIRECTOR NAME		TITLE
2. OFFICE ADDRESS		
3. PHONE ()	4. MISSOURI RN LICENSE NO.	EXPIRATION DATE
5. MASTERS DEGREE IN NURSING? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF APPOINTMENT	YEARS EXPERIENCE IN NURSING CLINICAL PRACTICE
6. YEARS EXPERIENCE IN NURSING EDUCATION AND/OR ADMINISTRATION		7. DOES DIRECTOR HAVE A PRIVATE OFFICE? <input type="checkbox"/> YES <input type="checkbox"/> NO
8. CREDIT HOURS TAUGHT PER SEMESTER	9. IS DIRECTOR'S MAJOR RESPONSIBILITY THE MANAGEMENT OF THE NURSING PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO	
G. DATE FIRST CLASS ENROLLED		
H. TYPE OF CHALLENGES OFFERED FOR ADVANCED PLACEMENT 		
I. ACCREDITATION BY MISSOURI STATE BOARD OF NURSING AND NLN		
1. DATE OF INITIAL MSBN ACCREDITATION	2. DATE OF FULL MSBN ACCREDITATION	3. DATE OF MOST RECENT MSBN ACCREDITATION VISIT
4. PRESENT MSBN ACCREDITATION STATUS		5. NLN ACCREDITATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
J. LENGTH OF PROGRAM <input type="checkbox"/> SEMESTERS <input type="checkbox"/> MONTHS <input type="checkbox"/> WEEKS		

II. FINANCES

A. ESTIMATE THE TOTAL YEARLY COST OF THE NURSING PROGRAM TO THE STUDENT		\$
LIST WHAT IS INCLUDED		
B. ARE LOANS AND SCHOLARSHIPS AVAILABLE FOR NURSING STUDENTS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C. IS THERE AN ANNUAL DEPARTMENTAL BUDGET FOR THE PROGRAM OF NURSING?	<input type="checkbox"/>	<input type="checkbox"/>
D. IS THE DIRECTOR OF THE PROGRAM RESPONSIBLE FOR RECOMMENDATIONS AND FOR THE ADMINISTRATION OF THE BUDGET?	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE FACULTY HAVE INPUT INTO THE PREPARATION OF THE BUDGET?	<input type="checkbox"/>	<input type="checkbox"/>
E. IS THERE ADEQUATE SECRETARIAL AND SUPPORT SERVICES ASSISTANCE TO MEET THE PROGRAM'S NEEDS?	<input type="checkbox"/>	<input type="checkbox"/>
F. INCLUDE A COPY OF THE AUDITED FISCAL REPORT (IF NO, PLEASE ATTACH EXPLANATION)	<input type="checkbox"/>	<input type="checkbox"/>

III. FACULTY		
A. COMPLETE APPENDIX A DUPLICATE IF MORE SPACE IS NEEDED	B. NUMBER OF FULL-TIME FACULTY	C. NUMBER OF PART-TIME FACULTY
YES NO		
D. ARE POSITION DESCRIPTIONS IN WRITING? <input type="checkbox"/> <input type="checkbox"/>		
E. ARE PERSONNEL POLICIES IN WRITING AND AVAILABLE? <input type="checkbox"/> <input type="checkbox"/>		
F. IS THERE PLANNED FACULTY ORIENTATION IN WRITING? <input type="checkbox"/> <input type="checkbox"/>		
G. IS THERE SUITABLE OFFICE SPACE AVAILABLE? <input type="checkbox"/> <input type="checkbox"/>		
H. ARE PRIVATE CONFERENCE AREAS AVAILABLE? <input type="checkbox"/> <input type="checkbox"/>		
I. ARE RESPONSIBLE FOR: <ul style="list-style-type: none"> <input type="checkbox"/> 1. ONGOING, SYSTEMATIC DEVELOPMENT, IMPLEMENTATION AND EVALUATION OF THE TOTAL PROGRAM. <input type="checkbox"/> 2. INSTRUCTION AND EVALUATION OF STUDENTS <input type="checkbox"/> 3. RECRUITMENT, ADMISSION, RETENTION, PROMOTION AND GRADUATION OF STUDENTS <input type="checkbox"/> 4. ENSURING AVAILABILITY OF ACADEMIC ADVISEMENT AND GUIDANCE OF STUDENTS <input type="checkbox"/> 5. MAINTAINING CLINICAL AND EDUCATIONAL COMPETENCIES IN AREAS OF INSTRUCTIONAL RESPONSIBILITIES <input type="checkbox"/> 6. PARTICIPATION IN THE DEVELOPMENT OF DEPARTMENTAL AND INSTITUTIONAL POLICIES <input type="checkbox"/> 7. PARTICIPATION IN STUDENT ACTIVITIES <input type="checkbox"/> 9. MAINTAINING AND ENSURING CONFIDENTIALITY OF STUDENT RECORDS 		

IV. STUDENTS		
YES NO		
A. ARE STUDENT SELECTION POLICIES IN WRITING AND IN COMPLIANCE WITH FEDERAL AND STATE LAWS REGARDING DISCRIMINATION? <input type="checkbox"/> <input type="checkbox"/>		
B. ARE THERE WRITTEN POLICIES FOR ADMISSION, READMISSION, TRANSFER AND ADVANCED PLACEMENT? <input type="checkbox"/> <input type="checkbox"/>		
C. ARE POLICIES AND PROCEDURES AVAILABLE FOR MANAGING ACADEMIC AND NON-ACADEMIC GRIEVANCES? <input type="checkbox"/> <input type="checkbox"/>		
D. ARE ACADEMIC ADVISEMENT AND FINANCIAL AID SERVICES ACCESSIBLE TO ALL STUDENTS? <input type="checkbox"/> <input type="checkbox"/>		
E. MAXIMUM STUDENT ENROLLMENT PER CLASS AS ESTABLISHED BY THE MISSOURI STATE BOARD OF NURSING		▶
F. ADDITIONAL ENROLLMENT INFORMATION		
1. TOTAL ENROLLMENT ON OCT. 15, 1992	2. TOTAL ENROLLMENT FOR EACH CLASS IF YOU ADMIT STUDENTS MORE THAN ONCE A YEAR	
3. NO. GRADUATED 7/1/92 TO 6/30/93	4. NO. ADMITTED 7/1/92 TO 6/30/93	5. NO. OF TIMES A YEAR YOU ADMIT STUDENTS
YES NO		
G. ARE THERE WRITTEN POLICIES FOLLOWED TO SAFEGUARD THE HEALTH AND WELL-BEING OF STUDENTS? <input type="checkbox"/> <input type="checkbox"/>		

V. PHYSICAL FACILITIES		
A. WHERE ARE SCHOOL AND STUDENT RECORDS STORED?		▶
YES NO		
B. IS THIS AREA THEFT AND FIRE RESISTANT? <input type="checkbox"/> <input type="checkbox"/>		
C. IS CONFIDENTIALITY MAINTAINED? <input type="checkbox"/> <input type="checkbox"/>		
D. ARE LIBRARY HOLDINGS ADEQUATE FOR THE NEEDS OF STUDENTS AND FACULTY? <input type="checkbox"/> <input type="checkbox"/>		
E. IS THERE A SYSTEM FOR IDENTIFYING OR DELETING OUTDATED HOLDINGS? <input type="checkbox"/> <input type="checkbox"/>		
F. IS THERE AN ACADEMICALLY QUALIFIED LIBRARIAN RESPONSIBLE FOR THE LIBRARY? <input type="checkbox"/> <input type="checkbox"/>		
G. ARE REGULATIONS GOVERNING THE ADMINISTRATION AND USE OF THE LIBRARY IN WRITING? <input type="checkbox"/> <input type="checkbox"/>		
H. ARE CLASSROOMS AND LABORATORIES ADEQUATE IN SIZE, NUMBER, AND TYPE FOR THE NUMBER OF STUDENTS AND TEACHING METHODOLOGY? <input type="checkbox"/> <input type="checkbox"/>		

MO 419-0740 (3-93)



APPENDIX D - PUBLICATION			
4 CSR 200-2.120 PUBLICATION (BULLETIN, RECRUITMENT BROCHURE, CATALOGUE AND/OR STUDENT HANDBOOK)			
REQUIRED ITEMS TO BE GIVEN TO THE APPLICANT PRIOR TO ADMISSION	CRITERIA MET		
	YES	PAGE NO	NO
A. ACCREDITATION STATUS AS GRANTED BY THE BOARD (INITIAL, FULL OR DISCIPLINED ACCREDITATION STATUS)			
B. ADMISSION CRITERIA			
C. SECTION 335.066 OF THE MISSOURI NURSE PRACTICE ACT (1-14).			
D. AN EXPLANATION THAT COMPLETION OF THE PROGRAM DOES NOT GUARANTEE ELIGIBILITY TO WRITE NCLEX			
E. AGE AND EDUCATION REQUIREMENTS TO APPLY TO WRITE NCLEX-RN			
F. ADVANCED PLACEMENT POLICIES			
G. STUDENT SERVICES			
H. CURRICULUM PLAN			
I. PROGRAM COSTS			
J. FINANCIAL ASSISTANCE			
REQUIRED ITEMS TO BE GIVEN TO THE STUDENT IN WRITING UPON ENTRY	CRITERIA MET		
	YES	PAGE NO	NO
A. PHILOSOPHY AND OUTCOME CRITERIA			
B. GRADING, PROMOTION AND GRADUATION POLICIES			
C. FACULTY ROSTER WITH QUALIFICATIONS			
D. SCHOOL CALENDAR			
E. STUDENT POLICIES			
F. STUDENT RIGHTS AND RESPONSIBILITIES			
G. DUE PROCESS AND GRIEVANCE POLICIES AND PROCEDURES			
IF NO, PLEASE EXPLAIN			

MO 419-0740 (3-93)