Proposal to Establish A New Nursing Education Program
Career Point College in San Antonio, Texas
Associate Degree Nursing Education Program

Summary of Request:
Consider the Career Point College proposal to establish a new Licensed Vocational Nurse (LVN) to Associate Degree Nursing (ADN) Education Program in San Antonio, Texas, and the report of the survey visit (See Attachment #1). The final revised proposal was made available online to members of the Texas Board of Nursing (Board). A notice of public hearing has been posted (See Attachment #3).

Historical Perspective:
• Career Point College (CPC), a private college, offers diplomas, associate of applied science (AAS) degrees, and bachelor of science (BS) degrees in a variety of concentrations in the fields of business, healthcare, technology, and early childhood education. The college stems from Dickinson Business School, an institution established in 1921 in Kansas City, Missouri. The current owner, Lawrence D. Earle, purchased an interest in the institution in 1981. As the school expanded operations, the organization established a Texas branch in 1983, enrolling its first class in January 1984.

• The San Antonio branch campus was granted main campus status in 1988; the name was changed to Career Point College in 2007. The corporate entity that owns the college is Dickinson of San Antonio, Inc., a Kansas corporation which is a subsidiary of Edudyne Systems, Inc., a Missouri corporation. Edudyne Systems, Inc. specializes in educational products and services.

• Approved by the Texas Higher Education Coordinating Board (THECB), CPC began offering AAS degrees in 2007. The seven AAS degree programs of study at CPC are: Accounting Technology, Administrative Assisting, Information Security Specialist, Legal Administrative Assisting, Medical Assistant, Medical Administrative Assistant, and Network Support Specialist. In addition to granting AAS degrees, CPC also offers BS degrees in Business Administration, Health Care Administration, and Information Technology with a concentration in either Network Administration or Web Design. The THECB approved CPC to award baccalaureate degrees in August 2010.

• The college is also licensed by the Texas Workforce Commission (TWC). The license is renewed annually, and the college has TWC approval through March 2013.

• A total of 12 certificate programs are offered at CPC, five of which are in the healthcare field, including the nurse aide and vocational nursing education programs.

• In April 2008, the Board granted initial approval to CPC to establish a vocational nursing education program; the first cohort of 18 students entered in Fall 2008. In September 2009, eight students graduated and achieved a 100% pass rate on the NCLEX-PN® licensure examination. In April 2010, the vocational nursing education program was granted full approval status by the Board. The program currently has an enrollment of 349 students, with 146 vocational nursing graduates in 2011, and a 2011 NCLEX-PN® pass rate of 86.4%.

• The process of developing the LVN to ADN Education Program at CPC began in December 2010. A well-developed, comprehensive second and final version of the proposal was received in the Board office in November 2012 and timely reviewed by Board Staff.

• A site visit was conducted on December 10, 2012 by Board education consultants Virginia D. Ayars, EdD, MS, RN and Sandi Emerson, MSN, RN.
Summary of Proposal:

Overview of the Proposal:

- CPC proposes to establish a new LVN to ADN Education Program in San Antonio, Texas.
- Enrollments are projected for 24 students in two cohorts (March 2013 and October 2013) per year for the full-time, day program. Enrollment of 24 students in two cohorts (July 2013 and January 2014) per year for the part-time, evening/weekend program is also planned.
- The projected graduation date for the first full-time, day program cohort will be August 2014; whereas, the projected graduation date for first part-time evening/weekend cohort will be September 2015.
- The program is designed to be delivered through face-to-face courses, nursing skills laboratory experiences, simulation laboratory experiences, and faculty-supervised clinical learning experiences in a variety of healthcare settings.
- The program is specifically designed as an LVN to RN Bridge program. Once accepted, the student is enrolled in a full-time course of study which is divided into ten, five-to-eight week terms or may choose the part-time track which is ten, five-to-thirteen week terms offered during evenings and weekends.
- The entire program, including general education courses, is 96 quarter credit hours with a total of 1450 contact hours. The student can complete the program in 18 months of full-time study or 27 months of part-time study. Classroom, skills laboratory, and simulation laboratory instruction is scheduled during daytime hours, while patient care clinical learning experiences will occur utilizing a flexible schedule of day and evening shifts, as coordinated with each clinical agency.
- Classes will be offered at the CPC San Antonio campus with clinical learning experiences to be conducted in healthcare facilities in the San Antonio area. Clinical affiliations include Connally Memorial Medical Center, Central Texas Medical Center, Kindred Hospital, Kerrville State Hospital, Texas Center for Infectious Diseases, and Southwest General Hospital.

Rationale and Need for the Program:

- Data presented in the proposal indicate a need for the LVN to RN Bridge Program in the San Antonio area.
- A survey of clinical facilities indicates available clinical space will accommodate CPC professional nursing students.
- Letters of support from community leaders in the San Antonio area indicate strong support for the proposed nursing education program.

Administration and Organization:

- The college was accredited by the Accrediting Commission of Independent Colleges and Schools (ACICS) in 1988 and that accreditation continues. The date of the most recent visit by ACICS was February 2009, with full accreditation granted until December 31, 2015.
- Though April Ernst, MSN, RN developed the proposal, the governing entity recently employed Alicia Cantu, MSN, RN as the proposed program director. Board staff conducted a telephone conference interview with Ms. Cantu on December 19, 2012 to ensure her agreement with the curriculum and its delivery.
- The proposed permanent ADN program director, Ms. Cantu, is fully qualified. Ms. Cantu has served as an ADN education program faculty member for more than 25 years at San Antonio College and St. Philips College, San Antonio, Texas. Further, Ms. Cantu was the Director of the Victoria College ADN Extension Program in Seguin, Texas for four years. All documents necessary for Board approval, including the New Director Qualification Form, have been submitted to Board Staff.
Availability of Faculty and Clinical Sites:

- The primary avenue for qualified faculty applicants will be graduates of local universities who have earned a master’s or doctoral degree with a major or minor in nursing education. Additional sources for faculty include nurses who live in the San Antonio or surrounding area with previous teaching experience who may or may not be currently working in the education arena. Additionally, because CPC currently employs master’s prepared nurses in the vocational nursing program, any request for transfer or dual teaching assignment in the proposed ADN program will be considered.

- Recruitment for teaching positions will come from traditional sources of advertisement to include: local healthcare career focused job fairs; print/online publications (Nurse Week and The San Antonio Express Newspaper); online job sites (Career Builder and Monster); online professional organization sites (Texas Nurse’s Association, Texas Organization for Associate Degree Nursing; National League for Nursing; Career College Association, and Career Colleges and Schools of Texas); and the CPC website. Ads were posted in June 2012 and initial telephone interviews of qualified applicants have been conducted over the past few months. The formal interviewing and hiring will take place once the program is approved by the Board. The process will include two interviews and a mock teaching presentation to a panel of CPC faculty members and academic administrators.

- The program has secured commitments from a variety of clinical sites in multiple healthcare institutions in the San Antonio area, most notably Connelly Memorial Medical Center, Central Texas Medical Center, Kindred Hospital, Kerrville State Hospital, Texas Center for Infectious Diseases, and Southwest General Hospital.

Financial Support and Resources:

- Financial stability is demonstrated in the audited balance sheet included in the proposal. The audit was conducted by Cindy Shoffstall, Certified Public Accountant.

- The survey visit indicates that all of the requirements of Board Rule 215 regarding facilities, resources, and services are completely addressed, if not exceeded, in all categories.

Program of Study:

- The purpose of the CPC nursing education program is to provide career mobility for the LVN to become an associate degree graduate nurse who is educationally prepared to practice within the established legal, ethical, and professional standards.

- Congruent with the CPC mission and student learning objectives, the philosophy of nursing education is one of commitment to lifelong learning and the provision of safe, compassionate, quality nursing care to individuals, families, and communities.

- The conceptual framework guides the curriculum. The nursing courses incorporate the key concepts of the individual, society, and health throughout the curriculum. The individual uses self-care and adaptation to reach the optimal state of health within society.

- CPC uses the quarter credit system to define the credit hours in each course. For all general education and nursing program courses, the College uses the following conversion protocol:
  - One quarter credit hour is equivalent to 10 clock (contact) hours of lecture.
  - One quarter credit hour is equivalent to 20 clock (contact) hours of laboratory.
  - One quarter credit hour is equivalent to 30 clock (contact) hours of clinical.

- The curriculum plan was reviewed and endorsed by Elaine Olivera, MSN, RN, Nursing Department Division Director, and Collette Moreno, MSN, RN, proposed ADN faculty member.

- Nursing courses total 54 quarter credit hours, while the total for general education is 42 quarter credit hours for a sum total of 96 credit hours for the program of study. Each term is five-to-eight weeks in length for a total of ten terms in the program. The ten terms are further categorized into three levels which correlate to foundational, intermediate, and senior level course work and concepts. The nursing curriculum follows a linear progression making each term a prerequisite to the next.
The full-time, day program nursing courses extend the entire eight-week term, while general education courses are completed in a five-week term. The part-time evening/weekend program nursing courses extend the entire 13-week term, while the general education courses are completed in a five-week term.

Significant clinical practice hours are planned throughout the program of study to promote the proficiency in skills necessary for competent nursing practice.

The nursing curriculum is progressive or leveled. This allows for the development of values, knowledge, judgment, and skills beginning in the first courses and building throughout the program. Progressive development is demonstrated in CPC’s clinical evaluation tool which is leveled to evaluate course learning outcomes throughout the curriculum.

Total Evaluation Plan:
- The program’s total evaluation plan is well-developed and provides measurable indicators of achievement.

Comments from Survey Visit:
Staff met with administration, the nursing department division director, and the proposed interim director of the program. In addition, The Honorable Henry Bonilla, former United States Representative, met with Board Staff to discuss how important the establishment of the CPC nursing education program would be to address educational mobility for LVNs, as well as ultimately assist in meeting the healthcare needs of San Antonio area residents.

Pros:
- The administration have committed exemplary resources to the implementation of the ADN program.
- The campus is spacious and modern with sophisticated nursing skills and simulation laboratories.
- Comprehensive and diverse clinical learning experiences have been secured.
- The proposed permanent program director, Alicia Cantu, MSN, RN, is qualified and experienced in prelicensure professional nursing education.

Cons:
- The proposed nursing program director was hired in December 2012.

Staff Recommendation:

Move to grant initial approval to Career Point College to establish a new Associate Degree Nursing Education Program in San Antonio, Texas, with an enrollment of 24 students in two cohorts (March 2013 and October 2013) per year for the full-time, day program, as well as an enrollment of 24 students in two cohorts (July 2013 and January 2014) per year for the part-time, evening/weekend program. The recommendation is based upon the proposal and the survey visit as indicated in the attached letter (See Attachment #2).
Texas Board of Nursing
Survey Visit Program Report

Professional Nursing Educational Programs

NAME OF NURSING PROGRAM: Career Point College, San Antonio, Texas

DEAN OR DIRECTOR: April J. Ernst, MSN, RN, Proposed Interim Director
Alicia Cantu, MSN, RN, Proposed Permanent Director

REASON FOR SURVEY: New Proposal
DATE: December 10, 2012

SURVEY VISITOR(S): Virginia D. Ayars, EdD, MS, RN
Sandi Emerson, MSN, RN

VOLUNTARY ACCREDITATION: Accrediting Commission of Independent Colleges and Schools (ACICS)

In this report the nursing program met standards and criteria unless otherwise indicated by narrative. Narrative in the Evidence column documents findings of pertinent data, outstanding performance, or deficiencies. Narrative in the Comments column includes recommendations or requirements to be met based on analysis of the survey visit.

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<th>§215.11 Facilities, Resources, and Services</th>
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<td>(a) The controlling agency/governing institution shall be responsible for providing: (1) educational facilities, (2) resources, and (3) services which support the effective development and implementation of the nursing educational program.</td>
<td>The Career Point College (CPC) campus is located in leased space in the Wonderland of the Americas Mall, 4522 Fredericksburg Road, Suite A-18, San Antonio, Texas. The campus includes approximately 60,000 square feet of interior office space. The aforementioned space is designated for the Nursing Division only, so that students enrolled in other programs do not use this space for theory or laboratory courses. The area is sufficient to accommodate up to 500 students in total for the vocational and professional nursing education programs. There are 27 private offices in this area, 16 of which are for VN faculty and five additional that are reserved for ADN faculty members. The ADN Program Director has an individual office space in the nursing division, with a computer, printer, phone, and locked filing cabinet. The office is private to allow for advising students, interviewing potential employees, and discussing sensitive information with applicants and instructors. Two conference rooms are available in the Nursing Division utilized by the nursing programs for staff, and for committee and curriculum meetings. The Nursing Division Administrative Assistant has a private office adjacent to the VN Program Director’s office and just a couple of office spaces away from the ADN Director’s office. There are nine classrooms in the nursing division which could accommodate 30 to 35 students each. Two adjacent classrooms have a retractable partition that when opened, can hold up to 70 students. Support services include academic advising and tutorial assistance, career services assistance to aid students in finding desirable employment, and reasonable accommodations per ADA.</td>
<td>Criterion met.</td>
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<td>(b) An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program. (1) the laboratory shall be equipped with hot and cold running water. (2) The laboratory shall have adequate storage for</td>
<td>The simulation laboratory and skills laboratory area provide ample space for instruction. The simulation laboratory is located in two adjacent rooms of equal size that have a shared control room to house the videotaping capability with a viewing window into each of the rooms.</td>
<td>Criterion met.</td>
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<td>equipment.</td>
<td>Each simulation room has a storage closet, eye wash station, and a sink with hot and cold running water for mannequin and simulation clean-up. Built-in storage above and below the counter top provide additional storage of frequently used supplies. The two skills laboratories are across the hall from the two simulation laboratories. Each of the skill labs has six patient beds so as to create a nursing ward. There is a sink with hot and cold running water along one wall, with storage space overhead and below. A separate sink for eye washing is located on the same wall as the sinks. A large storage room is located in each skills laboratory which provides ample space for equipment. Additionally, multiple storage rooms are available to accommodate the extensive equipment and supplies.</td>
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(c) The dean/director and faculty shall have adequate secretarial and clerical assistance to meet the needs of the program. | CPC and the Nursing Division have several support staff already employed to support the new nursing program. The administrative assistant job description includes meeting the administrative needs of the Nursing Division programs, coordinating the admissions process for candidates, and managing the calendar for both the VN and RN programs. Office space for this position is in the nursing department of the college. | Criterion met. |

(d) The physical facilities shall be adequate to meet the needs of the program in relation to the size of the faculty and the student body. (1) The dean/director shall have a private office. (2) Faculty offices shall be conveniently located and adequate in number and size to provide faculty with privacy for conferences with students and uninterrupted work. (3) Space for clerical staff, records, files, and equipment shall be adequate. (4) There shall be mechanisms which provide for the security of sensitive materials, such as examinations and health records. (5) Classrooms, laboratories, and conference rooms shall be conducive to learning and adequate in number, size, and type for the number of students and the educational purposes for which the rooms are used. (6) Teaching aids shall be provided to meet the objectives/outcomes of the program. (7) Adequate restrooms and lounges shall be provided convenient to the classroom. | The ADN Program Director of the nursing program has a private office. There are multiple conference rooms available in the building where faculty may meet with students. Each faculty office contains a desk, computer, phone, and locked filing cabinet. Private offices allow the faculty members to conference with students individually and maintain confidentiality. A workroom adjacent to the faculty offices allows for shared printing capability. A copier is also available in the workroom. The CPC Nursing Division has two large computer laboratories for student use, all with access to the internet and the campus educational platform, Moodle Learning System. Computer lab room #211 has 32 computers while computer lab room #206 has 24 computers. Additionally, each student enrolled in the ADN program will receive a laptop computer. All areas of the Nursing Division have wireless internet access. Each classroom in the Nursing Division has a white board and a ceiling-mounted projector and computerized podium for audiovisual presentation and internet access. Additional audiovisual hardware will be purchased for the simulation lab so that in each of the two individual patient rooms, there will be recording capability for use during student simulation scenarios. The students will then view their performance on a monitor in a separate debriefing room. All men’s and women’s restrooms have two ADA-accessible stalls each, with minimum clearance requirements at or exceeding ADA guidelines. | Criterion met. |

e) The learning resources, library, and departmental holdings shall be current, use contemporary technology appropriate for the level of the curriculum, and be sufficient for the size of the student body and the needs of the faculty. (1) Provisions shall be made for accessibility, | The Resource Center includes two physical spaces, the Spencer Lane campus and the Nursing Division campus, as well as a Virtual-library providing program-specific academic references and resources, tutoring resources, and general education academic needs support. The library and learning resource system | Criterion met. |
## §215.11 Facilities, Resources, and Services

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| availability, and timely delivery of information resources. 
(2) Facilities and policies shall promote effective use, i.e. environment, accessibility, and hours of operation. | materials are supported by a librarian who holds a Master’s of Library Information Science degree. Both Learning Resource Centers have desk top computers and printing capabilities for student use. 
Through the online Library and Information Resources Network (LIRN) subscription, CPC’s nursing students can access ProQuest Nursing & Allied Health Source with abstracts and indexing from the well-known MEDLINE® database. ProQuest Nursing & Allied Health Source provides users with reliable healthcare information covering nursing, allied health, alternative and complementary medicine. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full-text, plus more than 12,000 full text dissertations representing the most rigorous scholarship in nursing and related fields. Students can also access PubMed which has more than 21 million citations for biomedical literature from MEDLINE, life science journals, and online books. 
The library holdings on campus include journal subscriptions to Nursing 2012, American Journal of Nursing, and Health and Nursing Made Incredible Easy. An inventory of approximately 550 nursing and healthcare related books are available on campus for student use, however, students are encouraged to use the internet based resources to obtain the most current information available. 
CPC adheres to all Americans with Disability Act (ADA) requirements, all local building code regulations, and the Texas Accessibility Standards. |

## §215.12 Records and Reports

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| (a) Accurate and current records shall be maintained for a minimum of two years in a confidential manner and be accessible to appropriate parties, including Board representatives. These records shall include, but are not limited to: (1) records of current students; (2) faculty records; (3) administrative records, which include minutes of faculty meetings for the past three years, and school catalogs; (4) the current program of study and curriculum including mission and goals (philosophy and outcomes), and course outlines; (5) agreements with affiliating agencies; and (6) the master plan of evaluation with most recent data collection. | CPC maintains a permanent educational record for all currently enrolled students that consists of all admissions, academic, financial records, and information upon which a student’s enrollment is based. These records (physical or electronic) are securely maintained and protected against damage or loss (e.g., fire, water, theft, tampering) for at least a five-year period. Records of all currently enrolled students are maintained in a locked file cabinet in the Program Director’s office. Once a student is graduated or terminated, the records are sent to the Records Manager for long-term storage. 
The College maintains an official transcript for all formerly enrolled students (i.e., graduates and terminated or withdrawn students). The transcript must include, at a minimum: the program of study; the date of program entry; the date of gradation, termination or withdrawal; and the clock or credit hours and grades earned. An official transcript must be made available to students upon request and in accordance with the college’s policies. CPC retains all student records for at least a five-year period and these records include: (1) a written record of previous education and training, and (2) official transcripts from all previous post secondary schools attended by the student. 
The college maintains student financial records related to financial aid, tuition and fee payments, and tuition refunds for a minimum of five years. The College also maintains verifiable records of each graduate’s initial employment for five years. |
<p>| Criterion met. | |</p>
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<td>(b) Record forms may be developed by an individual school.</td>
<td>Item addressed during survey visit.</td>
<td>Criterion met.</td>
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<td>(c) Hospital employment forms are not to be used for student records.</td>
<td>Item addressed during survey visit.</td>
<td>Criterion met.</td>
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<td>(d) Records shall be safely stored to prevent loss, destruction, or unauthorized use.</td>
<td>The program records are kept in locked filing cabinets by the Nursing Program Director. These records include faculty records, administrative records, all correspondence with the Texas Board of Nursing including the CANEP audit and NEPIS surveys, school catalogs, agreements with affiliating agencies, master plan of evaluation with most recent data collection, the current program of study and curriculum, including mission and goals, and course outlines.</td>
<td>Criterion met</td>
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January 21, 2013

Alicia Cantu, MSN, RN, Director
Associate Degree Nursing Education Program
Career Point College
Wonderland of the Americas Mall
4522 Fredericksburg Road, Suite A-18
San Antonio, Texas 78201

Dear Ms. Cantu:

At the January 17-18, 2013 meeting, members of the Texas Board of Nursing discussed the Career Point College Proposal to Establish a New Associate Degree Nursing Education Program in San Antonio, Texas, and the report of the December 10, 2012 survey visit. The members of the Board wish to thank Mr. Lawrence Earle, President of Career Point College; Ms. April Ernst, Program Developer and Interim Program Director; and you for being present to answer questions.

As indicated by the enclosed order, it was the Board’s decision to grant Initial Approval status to the Career Point College Associate Degree Nursing Education Program in San Antonio, Texas, and allow the admission of an initial enrollment of 24 students in two cohorts (March 2013 and October 2013) per year for the full-time, day program, as well as an enrollment of 24 students in two cohorts (July 2013 and January 2014) per year for the part-time, evening/weekend program.

We wish you success with the program. If you have questions, or if we may provide assistance, please contact Board Staff at (512)305-7660.

Sincerely,

Kathy Shipp, MSN, RN, FNP
President of the Board

Virginia D. Ayars, EdD, MS, RN
Nursing Consultant for Education

copy: Accrediting Commission of Independent Colleges and Schools
Texas Higher Education Coordinating Board
Texas Workforce Commission
Texas Board of Nursing  
333 Guadalupe Street, Suite 3-460  
Austin, Texas  78701-3942  

BEFORE THE BOARD OF NURSING  
IN AND FOR THE STATE OF TEXAS

In the matter of the proposal of Career Point College, San Antonio, Texas

For approval to implement an Associate Degree Nursing Education Program

ORDER OF THE BOARD

TO:

The Board of Nursing in and for the State of Texas in a regularly scheduled meeting, held on the 17th day of January 2013, considered the proposal for authority to implement an Associate Degree Nursing Education Program and obtain Approval from the Board, pursuant to Section 301.157, Texas Occupations Code.

At the meeting, Kathy Shipp, MSN, RN, FNP, President of the Board, presided and the following members were present:

- Nina Almasy, MSN, RN, Representing VN Programs
- Deborah Hughes Bell, CLU, ChFC, Consumer Member
- Patricia Clapp, BA, Consumer Member
- Tamara Cowen, MN, RN, Representing Practice
- Sheri Denise Crosby, JD, SPHR, Consumer Member
- Marilyn J. Davis, RN, BSN, MPA, Representing Practice
- Shelby Ellzey, BBA, Consumer Member
- Richard Robert Gibbs, LVN, Representing Practice
- Kathy Leader-Horn, LVN, Representing Practice
- Mary LeBeck, MSN, RN, Representing ADN Programs
- Beverly Jean Nutall, LVN, Representing Practice

The Board reviewed the proposal of the above school and after having discussed the proposal in an open public meeting, the Board makes the following findings:

FINDINGS

1. That a written proposal has been filed with said Board.
2. That a public meeting on said proposal was held to take testimony and evidence by the Board.
3. That the written proposal does meet the minimum requirements for proceeding with the development of an approved program offering an Associate Degree.
NOW THEREFORE, IT IS ORDERED THAT, the proposal of Career Point College is approved having been found to comply with minimum requirements for establishing an Associate Degree Nursing Education Program to prepare professional nurses.

The program is authorized to admit an initial enrollment of 24 students in two cohorts (March 2013 and October 2013) per year for the full-time, day program, as well as an enrollment of 24 students in two cohorts (July 2013 and January 2014) per year for the part-time, evening/weekend program.

DATED THIS 21st day of January, 2013.

THE BOARD OF NURSING IN AND FOR THE STATE OF TEXAS

Seal

By: ________________________________

Kathy Shipp, MSN, RN, FNP
President
BOARD OF NURSING FOR THE STATE OF TEXAS

333 Guadalupe Street, Suite 3-460
Austin, Texas 78701-3942

NOTICE OF PUBLIC HEARING

for

Consideration of a Proposal from Career Point College

To Establish An

Associate Degree Nursing Education Program

in San Antonio, Texas

Date and Time: January 17, 2013 at 2:20 PM

Place: Hobby Building
333 Guadalupe Street
Lobby, Room 100
Austin, Texas

The Board will hear testimony from individuals who wish to present information concerning the proposal.

Written testimony will also be considered and should be received in the Board’s office by January 4, 2013.

Address written testimony to:

Katherine Thomas, MN, RN, FAAN, Executive Director
Texas Board of Nursing
333 Guadalupe Street, Suite 3-460
Austin, Texas 78701-3942