

**Proposal to Establish A New Nursing Education Program
CTK Healthcare & Career Institute in Irving, Texas
Vocational Nursing Education Program**

Summary of Request:

Consider the CTK Healthcare & Career Institute (CTK) proposal to establish a new Vocational Nursing (VN) Education Program in Irving, Texas and the survey visit report (See Attachment #1). The final proposal was provided electronically to members of the Texas Board of Nursing (Board). A notice of public hearing has been posted (See Attachment #2).

Historical Perspective:

- CTK was established in Irving in 2004 as a nurse aide training school. CTK is a private vocational school that delivers health care education to individuals from the local and surrounding communities. The school currently offers a nurse aide program, a pharmacy technician program, a medication aide program, and courses in home health aide, cardio-pulmonary resuscitation (CPR), and certified nursing assistant-continuing education.
- CTK was awarded national accreditation in November 2015 by the Commission of the Council on Occupational Education (COE), a national accrediting agency recognized by the United States Department of Education. The school's next reaffirmation accreditation visit will be in 2021.
- CTK is approved by the Texas Workforce Commission (TWC) Career Schools and Colleges. The current *Certificate of Approval* was issued December 20, 2016 and will expire December 30, 2017. CTK does not have any outstanding recommendations or requirements from TWC.
- Board staff has worked with the CTK proposal developers since December 2015. The third version of the proposal was deemed complete in November 2016 and a site visit was conducted on December 16, 2016 by Board Education Consultant Dr. Gayle Varnell.

Summary of Proposal:

Overview of the Proposal:

- CTK proposes to establish a new VN Education Program in Irving, Texas. The proposal requests enrollment of an initial cohort of thirty (30) students in early spring 2017. In 2018, the second year, CTK plans to enroll two (2) cohorts of thirty (30) students each. The projected graduation date for the first cohort will be fifty-two (52) weeks from the date of enrollment.
- The CTK VN Education Program is a twelve (12) month, 1,536 clock hour program of study inclusive of 672 theory hours and 864 clinical hours. The clinical hours are comprised of 384 laboratory hours and 480 hands-on clinical hours. Designed to be

delivered through face-to-face didactic instruction, the VN Education Program will also include remediation activities, computer activities, nursing skills laboratory sessions, and hands-on clinical learning experiences.

- Clinical learning experiences will be offered in health care facilities in the Irving area. Clinical affiliations include Ashford Hall Long Term Care, Good Samaritan Society – Denton Village, Irving Nursing and Rehabilitation, Remarkable Nursing Home, Reliant Family Medicine and Pediatrics, and Head Start of Greater Dallas.

Rationale and Need for the Program:

- The proposal sets forth, based on the expected population growth in the DFW Metroplex, the predicted occupation growth of Licensed Vocational Nurses (LVNs) in the area, and the number of potential applicants from CTK's current student and graduate populations, a need exists in the DFW area for the VN Education Program. However, the table of data presented on page 3 of the proposal states that four (4) of the five (5) programs within a 25-mile radius of CTK did not reach their identified enrollment capacity for the 2015-2016 academic year. The proposal submits that the projected number of thirty (30) qualified applicants for the proposed VN Education Program is not anticipated to adversely affect other VN Education Programs in the service area.
- As of May 2016, the following five (5) Board approved VN Education Programs are located within a twenty-five (25) mile radius of CTK's address at 3455 N. Beltline Rd, Irving, Texas 75062: Cephass Center for Health Sciences in Dallas, Concorde Career College in Grand Prairie, Dallas Nursing Institute in Dallas, El Centro College in Dallas, and Fortis Institute in Grand Prairie.
- The proposed Program Director initiated either a telephone call or face-to-face visit with each of the five (5) Program Directors to inform them of CTK's intent to establish a new VN Education Program and to assure the administrators that CTK will not usurp clinical affiliations currently used by other programs. The proposed Program Director commits to a cooperative working relationship with other nursing education programs in the DFW area regarding the utilization of available clinical resources.
- Letters of support from community leaders in the Irving area indicate support for the proposed nursing program.

Administration and Organization:

- In 2013, ownership and management of the school founded in 2004 changed to the Himalayan Academy, LLC, doing business as (dba) the CTK Healthcare & Career Institute. The President/Chief Executive Officer of CTK is Dr. Prem Adhikari. The Chief Administrative Officer is Mr. Bal Joshi. Both are principal owners of the Himalayan Academy, LLC, along with two (2) additional partners.
- The Director of the VN Education Program reports directly to the Executive Director as do the Finance and Human Resource Director, the Admission and Record/Compliance and Health & Safety Officer, and the Purchasing, Placement, Account, Educational Resource & Office Coordinator. All of these individuals work collaboratively to support the CTK education training programs.

- The mission of CTK is to provide excellent professional healthcare education and training to improve the job prospects of the CTK students and to meet the needs of the local labor market in the Dallas-Fort Worth community. To accomplish this mission, CTK offers professional hands-on training, job-seeking skills, and placement services to students to prepare them for entry into their chosen healthcare careers.
- The vision of CTK is to serve students and the community through excellence in healthcare education. CTK's passion for excellence is demonstrated in its core values of cooperation, fairness, integrity, and diversity. Each core value empowers CTK employees, students, and graduates to make a meaningful contribution to themselves, their families, and their community.
- The proposed VN Education Program aligns with CTK's mission and core values. The proposed program extends an existing healthcare education pathway by providing students and graduates with an additional option for a high-demand healthcare career. The proposed VN Education Program will offer students an appropriate educational preparation to make them eligible to apply for licensure as LVNs. Graduates from the VN Education Program who become LVNs will have multiple options for career pathways working in hospitals, clinics, long-term care facilities, schools, physician offices, and a variety of other health care environments.
- The CTK Executive Board has instructed the Program Director of the proposed VN Education Program to invite members from the nursing community in Irving to join the CTK VN Education Program Advisory Board. The anticipated composition is three (3) directors of nursing from local healthcare facilities, one (1) nurse educator from a local nursing home, one (1) community nursing home administrator, and one (1) local nurse practitioner. The CTK Advisory Board plans to meet at least annually to receive input on graduate outcomes and offer information relative to community need for LVNs and current nursing practice. Such information will be used to inform curriculum changes.
- The proposed Program Director for the CTK VN Education Program is Paulette Potter, BSN, RN. With more than forty (40) years of experience as a professional nurse, Ms. Potter has worked seventeen (17) of those years in nursing education. Ms. Potter has over thirteen (13) years' experience as a Program Director, having served as Director of the following VN Programs: (1) E & K VN Program in Dallas from 1989-2000; (2) Teamwork Services in Grand Prairie from 2011-2013 (closed July 2015); and (3) Cephas Center for Health Services in Dallas from 2014-2015. Ms. Potter will carry no teaching load at CTK, enabling her to devote full attention to the development and implementation of the proposed VN Education Program. Ms. Potter is a current employee of CTK and meets the Program Director qualifications set forth in Board Rule 214.6.

Availability of Faculty and Clinical Sites:

- CTK has hired two (2) full-time and three (3) part-time faculty members who meet the qualifications outlined in Board Rule 214.7. Each newly hired faculty member holds a current, unencumbered license and has been actively employed in nursing for the past three (3) years.

- An immediate source available to CTK for recruitment of qualified faculty for the proposed VN Education Program is the established pool of faculty who currently teach in the nurse aide program. Professional development specific to teaching a population of diverse, adult learners will be provided to all new VN faculty members.
- For the first year, CTK projects hiring two (2) full-time and three (3) part-time faculty members to serve a population of thirty (30) students. The institution will hire additional faculty members during the second and subsequent years, three (3) full-time and four (4) part-time faculty members for a population of sixty (60) students made up of two (2) class starts with thirty (30) students each.
- The proposed program will utilize selected clinical sites that should not impact the current use of clinical sites by other VN Education Programs in the Irving area. The program has secured commitments for clinical learning experiences from a variety of health care institutions, including: Ashford Hall Long Term Care, Good Samaritan Society – Denton Village, Irving Nursing and Rehabilitation, Remarkable Nursing Home, Reliant Family Medicine and Pediatrics, and Head Start of Greater Dallas.

Financial Support and Resources:

- The owners of CTK authorize and commit to providing the financial support and resources necessary to develop, implement, and maintain the proposed VN Education Program.
- A budget for the first two (2) years of operation for the CTK VN Education Program was prepared by the administration and the VN Education Program Director. The budget includes funds allocated to Program Director and faculty salaries, secretarial and support staff salaries, skills laboratory equipment, media and instructor resources, medical supplies (consumable and non-consumable), and computers.
- The survey visit indicated that the minimum requirements of Board Rule 214.11 regarding facilities, resources, and services are addressed in all categories.

Program of Study:

- The mission of the CTK VN Education Program is to provide high quality educational opportunities to students of diverse backgrounds, preparing them to function successfully as safe, competent, and compassionate LVNs who care for patients and families with common health care needs in structured settings.
- The VN curriculum is designed to assist the learner in meeting educational objectives and program outcomes. The major curriculum concepts integrated within the VN Education Program include the Differentiated Essential Competencies (DECs, 2010) for Graduates of Texas Nursing Programs and the nursing process. The VN curriculum prepares the nursing graduate for entry level VN practice as: Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Both the didactic and clinical learning experiences include the associated knowledge, behaviors, and clinical judgments required for the achievement of each competency.

- The conceptual framework that guides the curriculum of the proposed CTK VN Education Program consists of six (6) elements: Core Concepts, Competency, Student and Client Population, Progression, Delivery of Evidence-based Care, and Effective Learning. A second component of the conceptual framework is the adult learning theory by Knowles (1989), based on the premise that adults require certain considerations to effectively learn.
- The framework enables each student to develop competency, compassion, caring, and confidence as a communicator. The framework provides opportunities for the student to develop critical thinking skills and clinical reasoning skills and exhibit professional attributes in a culturally diverse working environment.
- The curriculum of the proposed CTK VN Education Program is distributed over four (4), twelve (12) week quarters resulting in a total of 1,536 clock hours. The 1,536 clock hours include 672 theory hours and 864 clinical hours. The clinical hours are comprised of 384 lab hours and 480 clinical hours. All theory courses will be delivered in a face-to-face format. Laboratory and/or clinical learning experiences correlate with the focus and content of each quarter's courses. Skills instruction will use a uniform format of demonstration and return demonstration, supervised and observed clinical performance, and evaluation of expected behaviors and outcomes.
- The 2012 *Textbook of Basic Nursing* (10th ed.) by Rosdahl and Kowalski, is identified as the only required textbook for all of the nursing courses. The syllabi offer a limited number of textbooks as additional resources.
- Educational materials include: Assessment Technologies Institute (ATI) Learning System, ATI Review Modules, ATI Tutorial Modules, ATI Real Life Clinical Reasoning Scenarios, ATI Nurses Touch, and ATI Achieve.
- CTK has six (6) executed and signed affiliation agreements with clinical facilities. These include skilled nursing facilities, a family clinic, and a local community head start program. Among these clinical learning facilities, one (1) currently has nursing education programs utilizing its facility at this time for clinical rotations. Each contracted clinical facility has stated that ample room for clinical rotations for students in the proposed VN Education Program is available at their facility. The proposed VN Education Program plans to conduct clinical rotations on Thursdays in the second quarter and Wednesdays and Thursdays in the third and fourth quarters; however, the program is able to be flexible in moving clinical rotations to other days of the week if so needed to accommodate other programs already using the same clinical learning experience site.

Total Program Evaluation Plan:

- The Total Program Evaluation (TPE) plan incorporates the following components: evaluative criteria; methodology; frequency of evaluation; assignment of responsibility; and benchmark indicators of program and instructional effectiveness. The following areas will be evaluated periodically: program organization and administration; program philosophy/mission and objectives/outcomes; the program of study, curriculum, and instructional methodologies; the facilities, resources, and services; affiliating agencies and clinical learning experiences; students' achievement; graduates' licensing examination performance; graduates' nursing competence; and faculty members'

performance. Data collected will enable program faculty members to make recommendations for improvements or changes that are evidence-based and supported with rationale.

- The CTK VN Education Program Director holds responsibility to oversee implementation of the TPE components. Component determinants are subject to revision based on data collected as well as changes in program goals and/or objectives. Nursing faculty members, in collaboration with the Program Director, will periodically develop, review, and revise evaluation tools and instruments used for collecting data of the varied program components. Recommendations for changes or improvements are driven by faculty assessment and evaluation of data collected.
- All required criteria and components of Board Rule 214.13 are included in CTK's TPE plan. The TPE document is a dynamic one, used to assess the program and make improvements when the need is identified through data collection, discussion, and evaluation. Faculty participation is essential to the process with input solicited from students, clinical learning sites, and advisory board members contributing to the data collection process.

Rationale for Recommendation:

Pros:

- The administration has demonstrated commitment to supporting the Program Director and the program in all phases of operation.

Cons:

- The provided data do not validate a need for a new vocational nursing education program in the Dallas Metroplex, as the table of data on page 3 of the proposal sets forth that four (4) of the five (5) vocational nursing education programs within a 25-mile radius of CTK did not reach their identified enrollment capacity for the 2015-2016 academic year.
- The skills lab is very narrow and crowded with five (5) hospital beds, night stand, over bed table, and IV pole. A bassinet and crib still need to be added and will further decrease the working area of the room.
- CTK is not experienced in offering a VN Education Program and the program curriculum is not proven.
- Based on a review of the syllabi, a single textbook is proposed as the primary source for all of the vocational nursing courses. Use of one (1) textbook across the curriculum does not provide learners with adequate resources for knowledge acquisition of health complexities throughout the lifespan and in a variety of nursing environments.
- Based on a review of the provided syllabi, the curriculum appears to be heavily reliant on the use of ATI products, including: the ATI Learning System, ATI Review Modules, ATI Tutorial Modules, ATI Real Life Clinical Reasoning Scenarios, ATI Nurses Touch, and ATI Achieve.

**Although a number of Cons are identified in the report, Board Staff find the proposal meets all minimum requirements of Board Rule 214.*

Staff Recommendation:

Move to grant initial approval to CTK Healthcare & Career Institute to establish a new Vocational Nursing Education Program in Irving, Texas, and impose the requirements and recommendation in the attached letter and Board Order (See Attachment #3).

STANDARD/CRITERIA	EVIDENCE	COMMENTS
<p>visual evidence.)</p>	<p>classroom, a study/library space, a skills laboratory, a computer lab, a private space for student advising or conferencing, storage space, and a restroom.</p> <p>The classroom is 540 square feet and seats 30 students. There are 15 tables, each seating two students, and 30 student chairs. An instructor desk, podium, and AV equipment is located at the front of the classroom. The classroom is an enclosed, carpeted, well-lit room adjacent to the skills lab.</p> <p>The skills lab is a 520 square feet room. At the time of the visit, there were five hospital beds in the narrow room with very little room between beds. Each bed had an over bed table and nightstand. Curtains are to be purchased to provide privacy. At the time of the visit, the skills lab did not have a crib or bassinette. There are two small sinks with hot and cold running water. Consumable and non-consumable equipment are stored in lockable cabinets adjacent to the lab. A movable cart holds linens. The skills lab is very narrow making it difficult to space out beds. When other equipment is purchased, there will be even less room for students with no place to sit down to write notes.</p> <p>There is a 400 square foot computer laboratory with 15 computers. ATI testing will be done in the computer lab. IT support is available. This room is very narrow and difficult to space out students for testing purposes. If 30 students are in the class, they will have to test in two groups.</p> <p>The DON office is close to the administrative assistant space. There is a desk and chair, lockable file cabinet, bookcase, computer, printer, and telephone. Student files and other documents requiring security will be stored in the DON's office. The DON also has the ability to monitor the computer lab, classroom, and skills lab via video cameras.</p> <p>Two VN faculty offices are available, each equipped with a desk, chair, a two-drawer file cabinet, computer with internet access, printer, and phone. The office doors lock for privacy and for housing sensitive materials. Part-time faculty will have access to the private conference/advising space.</p>	

STANDARD/CRITERIA	EVIDENCE	COMMENTS
	<p>The work area for clerical support staff for the VN program is adjacent to the DON's office. Included are a reception desk, visitor chairs, computer with internet access, printer, phone, and a copy/fax machine. The clerical staff is accessible to all VN faculty and students.</p>	
<p>Provide the time line for start-up and completion of new construction/remodeling projects, and evidence that the institution will provide funds for the required new construction or remodeling.</p>	<p>Within the CTK facility, dedicated space has been remodeled to house the VN program. The renovation includes one classroom, skills lab, computer room, DON office, faculty offices, a study/conference room, student lounge, clerical support space, and storage spaces. The renovations are complete except for the addition of a wall mounted suction unit that will provide a visual, but nonfunctional unit.</p>	Criteria Met
<p>Provide a description of existing and proposed educational resources, including inventory of existing and proposed nursing skills laboratory equipment purchases, computer laboratory equipment, and inventory of teaching/learning aids for the nursing program, such as audiovisual hardware and software.</p>	<p>Students will be required to register with the Irving Public Library (IPL) to access the library's online resources. IPL online databases include, but are not limited to: EBSCO eBooks, Gayle Virtual Reference Library, Health Source: Nursing/Academic, and MEDLINE. IPL will also provide access to scholarly journals and nursing databases online.</p> <p>If a student does not live in the county, they can pay a one-time fee of \$40 to obtain a Tex-share card.</p> <p>There is one cabinet in the computer room that houses additional resource materials.</p>	Criteria Met
<p>Provide a description of existing and proposed educational resources, including inventory of existing and proposed nursing skills laboratory equipment purchases, computer laboratory equipment, and inventory of teaching/learning aids for the nursing program, such as audiovisual hardware and software.</p>	<p>Each student has access to the school's 15 computers in the Educational Resource/Computer Room (ERCR) as well as nursing reference books, textbooks, and publications. See picture of bookcase. The school has purchased an American Journal of Nursing subscription.</p>	Criteria Met
<p>Provide evidence of adequate restrooms and lounges sufficient to meet Americans with Disabilities Act accessibility and compliance requirements.</p>	<p>There are two restrooms in the front portion of the building. A third restroom is located in the dedicated space for the VN program. All restrooms are ADA accessible (these are all single bathrooms) to accommodate faculty, staff, and students.</p>	Criteria Met

STANDARD/CRITERIA	EVIDENCE	COMMENTS
<p>Provide a description of existing and proposed student support services, including developmental learning programs, learning assessment programs, and counseling programs and resources to promote retention of nursing students.</p>	<p>Academic Advisement Financial Counseling: students are provided with information about private loan companies and other sources for students to obtain loans for education. The department will also assist students with the loan application process. Two IT staff will provide computer services to both staff and students</p>	<p>Criteria Met</p>
<p>§214.12 RECORDS AND REPORTS</p>		
<p>Provide a written plan for the storage and retention of program related records.</p>	<p>In accordance with the institution's national accreditation agency, COE, and its state regulator, TWC, CTK maintains a permanent Education File and Financial File for each student enrolled in the school. Records are stored for five years and maintained electronically thereafter. Included in each student education file are: admission application and requirements documents; entrance test scores; documentation of high school graduation or equivalent; signed receipt for student handbook, licensure eligibility' enrollment application; change of student status forms, if any; attendance records; evidence of student's ability to meet objectives/outcomes, unit and final course results and performance evaluations; statement/documentation of withdrawal, dismissal, or graduation; and copy of final transcript.</p> <p>Financial File includes: application for financial aid; copy of entrance test scores; documentation of HS graduation or equivalent; if applicable, change of student status form; and financial documents (receipts for tuition payments, refund calculations and evidence of monies returned).</p> <p>K maintains transcripts for all students permanently. In a lockable, fireproof filing cabinet. After five years, written records are converted to electronic format.</p> <p>Faculty records are kept in personnel files from time of hire to five years upon departure from the school.</p> <p>Administrative records – school catalogs, faculty & committee meeting minutes, and advisory board meeting minutes for a minimum of five years.</p>	<p>Criteria Met</p>

STANDARD/CRITERIA	EVIDENCE	COMMENTS
	The DON maintains and updates all affiliating agency agreements. The TPE plan with the most recent data will be maintained in printed and electronic form. Current copies of the faculty and student handbooks will be maintained in printed and electronic form. Copies of the NEPIS, CANEP, and other important BON communications will be maintained for a period of five years.	
§214.13 TOTAL PROGRAM EVALUATION		
Provide a written plan for the systematic Total Program Evaluation developed by nursing faculty and including: <ul style="list-style-type: none"> • evaluative criteria; • frequency of evaluation; • assignment of responsibility; • methodology; indicators of program and instruction	All required criteria and components of §214.13 are included in CTKs VN education program TPE.	Criteria Met

Pros and Cons from Survey Visit:

Pros:

- Facilities, resources, and services are adequate to meet the needs of the proposed VN program.

Cons:

- The skills lab is very narrow and crowded with the five hospital beds, night stand, over bed table, and IV pole. A bassinet and crib still need to be added that will further decrease the working area of the room.

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 CTK Healthcare & Career Institute
To Establish A
Vocational Nursing Education Program
in Irving, Texas

Date and Time: January 19, 2017 at 2:20 PM
Place: Hobby Building
333 Guadalupe Street
Tower 2, Room 225
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 8, 2017.

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

DRAFT LETTER

January 23, 2017

Paulette Potter, BSN, RN, Director
Vocational Nursing Education Program
CTK Healthcare & Career Institute
3455 N. Beltline Rd., Suite 203
Irving, Texas 75062

Dear Ms. Potter:

At the January 19-20, 2017 meeting, members of the Texas Board of Nursing discussed the CTK Healthcare & Career Institute Proposal to Establish a New Vocational Nursing Education Program in Irving, Texas, and the report of the December 16, 2017 survey visit. The Board wishes to thank you and Dr. Prem Adhikari for being present to answer questions. Based upon the discussion and review of documents, it was the decision of the Board to grant initial approval for CTK Healthcare & Career Institute to establish a new Vocational Nursing Education Program in Irving, Texas, and impose the requirements and recommendation in the attached Board Order.

Requirements are mandatory criteria based upon program assessment directly related to the rules that must be addressed in the manner prescribed.

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

Sincerely,

Katherine A. Thomas, MN, RN, FAAN
Executive Director

Copy: Prem Adhikari, PhD, CEO/President
Texas Workforce Commission
Commission of the Council on Occupational Education

BEFORE THE TEXAS BOARD OF NURSING

ORDER OF THE BOARD

In the Matter of
CTK Healthcare & Career Institute
Vocational Nursing Education Program
In Irving, Texas

A public meeting of the Texas Board of Nursing, hereinafter referred to as the Board, was held on January 19, 2017, 333 Guadalupe, Tower II, Room 225, Austin, Texas, to consider the CTK Healthcare & Career Institute proposal to establish a new Vocational Nursing Education Program in Irving, Texas, based upon the review of the proposal and survey visit report, pursuant to Section 301.157, Texas Occupations Code and 22 Tex. Admin. Code Chapter 214.

After review and due consideration of the filed materials, as well as the presentation by the representatives from CTK Healthcare & Career Institute in Irving, Texas, and other interested parties, if any, the Board hereby grants INITIAL APPROVAL for the CTK Healthcare & Career Institute Vocational Nursing Education Program in Irving, Texas and imposes the following requirements and recommendation:

Requirements:

1. The program shall not admit more than one (1) cohort of thirty (30) students in Spring 2017 and one (1) cohort of thirty (30) students each in subsequent years until the program achieves Full Approval status from the Board.
2. The program shall submit for Board Staff approval a list of all nursing faculty members to include name, education credentials, and Texas nursing license number. The faculty list shall be submitted to Board Staff no later than ten (10) days following the date of the end of each quarter.
3. The program shall submit for Board Staff approval a list of the number of all enrolled students. The total enrollment number shall be submitted to Board Staff no later than ten (10) days following the date of the end of each quarter.
4. The program shall submit for Board Staff approval a list of each nursing course outcome (pass or fail) for all enrolled students. The de-identified student outcome list shall be submitted to Board Staff no later than ten (10) days following the date of the end of each quarter.
5. The program shall submit for Board Staff approval a list of all contracted clinical affiliates. The list of contracted clinical affiliates shall be submitted to Board Staff no later than ten (10) days following the date of the end of each quarter.
6. The program shall submit for Board Staff approval a list of nursing skills lab equipment, nursing skills lab and classroom supplies, nursing textbooks, and educational resources. This list shall be submitted to Board Staff no later than ten (10) days following the date of the end of each quarter.

Entered this 19th day of January, 2017

Katherine A. Thomas, MN, RN, FAAN
Executive Director
On Behalf of the Texas Board of Nursing