



**STATE OF WEST VIRGINIA
BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES**

90 MacCorkle Ave., SW, Suite 203
South Charleston, WV 25303

**Instructions for Completing a Nursing Education Program Evaluation Form
for a West Virginia Board of Examiners for Registered Professional Nurses
On site and or Virtual Visit**

1. Prior to a scheduled onsite or virtual visit, program evaluation document(s) will be sent to the nursing education program nurse administrator.
2. The nursing education program nurse administrator is to notify the Board office when the program evaluation document(s) have been received.
3. It is recommended that the nursing education program evaluation have input from administration, faculty, students, and others deemed appropriate.
4. All sections of the nurse education program evaluation form are to be completed by the program. Each standard should be individually reviewed by the program. **If a standard relates to a document within the school, please attach it as an addendum and assemble it as part of the materials to be submitted to the Board.** It is important that comments be made when the program reports that the standard has been exceeded or that justification is provided in comments when a program reports a required standard is not met or in progress.
 - a. Submit one (1) completed signed **hardcopy** nurse education program evaluation form accompanied by all hardcopy addendum documents in a three (3) ring notebook(s); and,
 - b. Submit one (1) completed **electronic** nursing education program evaluation folder containing one (1).pdf file signed nursing education program evaluation form document accompanied by electronic copies of all addendum documents inclusive of a current University or College catalog, nursing education program student handbook, and all nursing education program meeting minutes to the West Virginia Board of Examiners for Registered Professional Nurse's office on or before close of business on a date that is no less than 1 month in advance of the scheduled onsite or virtual visit.
5. A tentative agenda for the on-site or virtual evaluation visit should be sent as soon as available for visitor review and approval. The agenda should include separate 30 to 45-minute meetings with the nurse administrator, faculty, students, and administrator(s) i.e. president and or provost or

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designee(s). The final agenda is to be sent with the evaluation document for visitor review and preparation.

6. Documents will be reviewed by visitors prior to the visit.
7. The evaluation visit team will be comprised of at least two or more of the following individuals: Executive Director of the Board, Director of Practice and Education of the Board, Board Member, and a faculty from another nursing education program in the state.
8. During the visit, standards will be reviewed and validated by the visit team.
9. An electronic pdf copy of the Nursing Education Program Evaluation Report document will be returned to the nursing education program nurse administrator with comments of the visit team.
10. School faculty may send comments, questions or supplementary materials that address findings of the visit team to the Board office. Comments, questions, or materials received at least fourteen (14) days prior to the date of the Board meeting when the report is to be reviewed, will be included in materials for consideration during Board review.
11. Contact the Board office if you have questions concerning the nurse education program evaluation.