

Instructions for Completing a New Program Application

1. From the West Virginia Board of Registered Nurses website at [www.wvrnboard.wv.gov](http://www.wvrnboard.wv.gov) .
  - a. Go to the law/scope tab download WV Code/law Chapter 30-7-1 et. seq at <http://www.legis.state.wv.us/WVCODE/code.cfm?chap=30&art=7#1>.
  - b. Got to the law/scope tab download the Code of Legislative rule 19-01 at <http://apps.sos.wv.gov/adlaw/csr/rule.aspx?agency=Registered%20Professional%20Nurses> .
  - c. From the education tab download and complete the New Program application located under the Education tab in the Nurse Education Program resources area at <http://wvrnboard.wv.gov/education/Documents/APPLICATION%20FOR%20A%20NEW%20NURSING%20EDUCATION%20PROGRAM%207-26-18.pdf> .Pursuant to 19-01-9.2 the program shall provide the Board verification that the following program components and processes have been completed:
    - i. Employment of a program administrator to develop the program
    - ii. Overview of the total curriculum, including the content, sequence of courses. Course description, contracts with clinical agencies, program evaluation plan and course syllabi for the first year with identified timeline for the submission of syllabi for the next years.
    - iii. Establishment of student policies for admission, progression, retention, and graduation.
2. Pursuant to 19-01-9 establishment of a new prelicensure nursing education program new program application submission. Submit 1 hardcopy of the completed application in a 3-ring notebook or notebooks inclusive of all addendum documents and accompanied by the fee to:

West Virginia Board of Registered Nurses  
5001 MacCorkle Avenue, S.W.  
South Charleston, West Virginia 25309

and,

Submit 1 electronic (i.e., .pdf copy or USB) of the application inclusive of electronic addendum documents to [rnboard@wv.gov](mailto:rnboard@wv.gov) .