

## New Pre-Licensure Nursing Program Approval Process Instructions for Completing a New Program Application

“New program” means any education program planning to prepare individuals for initial licensure that has not been Board approved and has not received a unique NCLEX-RN program code by the Board. This includes but is not limited to diploma, associate, baccalaureate, generic master's, second-degree programs, accelerated programs, cohorts, sites/locations, and distance education through technology, Internet, or web-based programs.

1. From the West Virginia Board of Registered Nurses website at [www.wvrnboard.wv.gov](http://www.wvrnboard.wv.gov) .
  - Go to the law/scope tab and 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>.
  - Go to the law/scope tab and download the Code of Legislative Rule 19-01 at <http://apps.sos.wv.gov/adlaw/csr/rule.aspx?agency=Registered%20Professional%20Nurses>.
  - From the education tab, download and complete the New Program application located under the Education tab in the Nurse Education Program resources area at <https://wvrnboard.wv.gov/education/Documents/NEW%20NURSING%20EDUCATION%20PROGRAM%20APPLICATION.pdf>. Under 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 and sequence of courses. Course description, contracts with clinical agencies, program evaluation plan, and course syllabi for the first year, with an identified timeline for submitting syllabi for the following years.
    - iii. Establishment of student policies for admission, progression, retention, and graduation.
2. WV Code §19-1-9 delineates the establishment of a new prelicensure nursing education program and a new program application proposal. Submit one (1) hard copy of the completed application in a 3-ring notebook(s), inclusive of all addendum documents.

Use the following link to pay the \$50 fee for the New Nursing Program:

[New Nursing Program Fee Payment Gateway](#)

and,

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