

Louisiana State Board of Practical Nurse Examiners

131 AIRLINE DRIVE, SUITE 301  
METAIRIE, LOUISIANA 70001-6266  
(504) 838-5791 Fax (504)838-5279

**REQUEST FOR ADVANCED STANDING APPROVAL**

(Feb 2019)

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**§939. Advanced Standing**

- A. Schools admitting students with advanced standing shall have written criteria for granting course credit.
  - B. A course of study shall be developed and recommended by the nursing faculty to include a minimum of six weeks enrollment in the program to provide sufficient theory and practice to meet the requirements for completion.
  - C. All records included in §939.B shall be submitted to the board for approval.
  - D. At the discretion of the nursing faculty and based upon individual evaluation, a student who has withdrawn and/or dropped from an approved or accredited practical nursing program within the previous three years may be granted advanced credit for units previously completed.
  - E. Records of advanced standing, admission tests, course of study and program achievement shall be maintained in addition to those records maintained for regular students.
- .....

Instructions:

- Ensure the course, taken at an educational institution other than yours, is equivalent in content and clock hours compared to the credited course. Official transcripts or E-scripts should be sent to your institution directly from the transferring school. Do not accept hand delivered transcripts or summaries from students.
- Only courses earning a numerical grade of 80% or higher shall be considered for advanced standing credit. You may have to contact the school or the program director/dean for this information.
- Submit the completed Request for Advanced Standing Approval form upon determination of advanced standing credit (typically within 6 weeks of admission to the PN program).
- Attach and submit reviewed transcripts from the transferring institution along with the form requesting approval for advanced standing credit.
- For courses previously completed in the same program, there is no need to submit a form to request approval for advanced standing. However, the withdrawal and re-entry dates must be reflected on the transcript.
- Although not required, it is advised that a challenge exam/skills competency be administered for all courses you plan to grant advanced standing credit.

Note:

- All students, including RN transfers, are required to complete the course on practical nursing law and administrative code.
- The PN program coordinator shall ensure the student completes all course requirements, mandated clock hours and receives instruction of courses progressing simple to complex throughout the curriculum.

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PN Program \_\_\_\_\_

Cohort date: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

Name of Student \_\_\_\_\_

Anticipated completion date: \_\_\_\_\_

The official transcripts have been received from the educational institution, from which the student has completed coursework. The transcripts have been reviewed and determined suitable for course credit in the above PN program. The student will complete or has completed the course on practical nursing law and administrative code.

\_\_\_\_\_  
 PN program coordinator signature

\_\_\_\_\_  
 date

**CNA Articulation Credit**

*CNA#	State of certification	Challenge exam? Yes or NO If yes, date of exam: _____ Challenge exam grade: _____	
Course # and name	Course grade awarded	Letter grade	# clock hours granted credit for: Theory: _____ Clinical: _____

**\*Submit a copy of the nurse aide registry certification along with the request for advanced standing form.**

PN Program (currently enrolled)	Transferring institution
Course number & name	Name of college/university
Was a challenge exam given? YES NO If yes, date of exam: _____ exam grade: _____	Course number & name
Course grade awarded: _____	Course completion date: _____
# clock hours granted credit for: theory hrs: _____ clinical hrs: _____	Numerical grade

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Course grade awarded: _____	Course completion date: _____
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