



## LOUISIANA STATE BOARD OF PRACTICAL NURSE EXAMINERS

131 AIRLINE DRIVE, SUITE 301  
METAIRIE, LA 70001-6266  
(504)838-5791  
FAX (504) 838-5279  
[www.lsbpne.com](http://www.lsbpne.com)

### RECORD OF PRACTICAL NURSING FACULTY

(Rev 11/2018)

Faculty members in a practical nursing program must meet the approval of LSBPNE prior to teaching in any practical nursing educational setting (clinical or didactic). Please reference the rules and regulations per the Louisiana Administrative Code. A program's failure to secure approval prior to a faculty member teaching will be cited for noncompliance. Noncompliance of the administrative code, rules and regulations of LSBPNE may result in the program's accreditation status being amended.

#### Application Instructions:

1. The registered nurse applying for approval to teach in a PN program must complete the application in its entirety. Incomplete applications will be returned without processing.
2. The PN program coordinator or campus director shall review and verify the accuracy of the applicant's prior employment.
3. Submit the following to LSBPNE, Education Dept, 131 Airline Dr, Suite 301, Metairie, LA 70001:
  - the completed 2 page application, signed by the applicant with additional pages if needed;
  - narrative statements and supporting documents, if applicable;
  - \$25 application fee (money order or school check payable to LSBPNE). **CASH or PERSONAL CHECKS ARE NOT ACCEPTED.**

The PN program coordinator/ director's responsibilities:

- Verify the accuracy of employment background and references.
- Verify the licensure status of EVERY faculty member, upon hire and annually.
- Report any change(s) in the licensure status to LSBPNE immediately.
- Insure every faculty member attends the mandatory instructor in-service, conducted by LSBPNE staff.
- Inform LSBPNE of faculty resignations/terminations immediately.
- Submit a new application for faculty rehires. Approval of faculty rehires are not automatic.

Notes:

- Faculty approvals are valid per program; and are not transferable from program to program, even if within the same region. A new application and fee must be submitted for a faculty member requesting approval at a different campus.
- LSBPNE may rescind a faculty member's approval at any time.



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NAME OF SCHOOL/PN PROGRAM: \_\_\_\_\_

NAME OF PN COORDINATOR/DIRECTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

*Street address*

*City*

*State*

*ZIP code*

ANTICIPATED DATE OF FACULTY'S APPOINTMENT: \_\_\_\_\_

### Applicant Information

APPLICANT'S NAME: \_\_\_\_\_

OTHER NAMES USED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

*Street address*

*apartment/unit#*

*City*

*State*

*ZIP code*

TELEPHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_

### Educational Preparation

Institution	Location	Credential Received	Date Received

### Staff Nurse Experience – MEDICAL-SURGICAL or SPECIALTY

Facility Name	Address	Clinical Unit (Med Surg, Ortho, etc.)	Employment Dates



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<b>Other Nursing Experience – ALL other (including teaching experience)</b>			
<b>Facility/ Program Name &amp; Address</b>	<b>Position/Title</b>	<b>Clinical/Professional Area</b>	<b>Employment Dates</b>

**Applicant’s Licensure History**

1. Do you currently hold a current, valid license to practice as a registered nurse in Louisiana? Yes \_\_\_ No \_\_\_  
 Louisiana RN LICENSE # \_\_\_\_\_

2. Do you currently hold, or have you ever held, a license to practice as a registered nurse (RN) or practical nurse (LPN/LVN) in any other state or U.S. territory? Yes \_\_\_ No \_\_\_

<b>RN LICENSE #</b>	<b>STATE</b>	<b>ACTIVE?</b>

<b>LPN/LVN LIC#</b>	<b>STATE</b>	<b>ACTIVE?</b>

3. Has your RN or LPN license ever been disciplined in Louisiana or any other jurisdiction? Yes \_\_\_ No \_\_\_  
 If yes, attach a detailed narrative statement and a copy of consent order/board directives.

4. Are you currently under investigation by any board of nursing? Yes \_\_\_ No \_\_\_  
 If yes, attach a detailed narrative statement.

5. Have you ever been arrested, convicted of, plead guilty or no contest and/or nolo contendere, or been sentenced for any criminal offense in any state? (This includes the participation or offer of a district attorney pre-trial intervention) Yes \_\_\_ No \_\_\_ If yes, attach a detailed narrative statement.

6. Do you have any criminal charges pending against you? Yes \_\_\_ No \_\_\_ If yes, attach a detailed narrative explanation.

7. Are you currently in an impaired nurse program? Yes \_\_\_ No \_\_\_  
 If yes, attach a detailed narrative statement explaining your condition(s).

I hereby certify that the above answers/statements are true and correct, and that I have not withheld any information that might affect this application. I understand that I may not participate in instruction, in a didactic or clinical setting, until board approval has been granted.

\_\_\_\_\_  
*Applicant’s Signature*

\_\_\_\_\_  
*Date*



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Reference: Louisiana Administrative Code Title 46:XLVII Subchapter A. Faculty and Staff

### §901. Faculty

A. The program shall have a faculty of sufficient size and expertise to fulfill the program objectives. At no time shall a faculty consist of less than two fulltime nurse members, one of whom shall be designated as coordinator/department head. Programs with two fulltime nurse faculty members shall admit a maximum of 36 students per class. The board may, upon application by the school administrator, permit program expansion. Expansion approval must be obtained in writing from the board.

#### B. Application and Qualifications

1. Application. Each applicant for a faculty position in a practical nursing program shall be approved by the Louisiana State Board of Practical Nurse Examiners prior to employment in the program.

2. Licensure. Each nurse faculty member shall hold a current, valid license to practice as a registered nurse in the state of Louisiana, which license shall be visually inspected annually by the nurse coordinator/department head of the practical nursing program and the administrator of the school. The board may deny and/or rescind approval to a faculty applicant and/or current faculty member whose license has been or is currently being disciplined in any jurisdiction.

3. Nurse Coordinator/Department Head. The coordinator/department head shall be a registered nurse with a minimum of four years experience in medical-surgical nursing or nursing education. At least one of these four years must have been as a medical-surgical hospital staff nurse providing direct patient care. An applicant for nurse coordinator must have practiced as a nurse for a minimum of six full-time months during the three years immediately preceding application.

4. Nurse Instructor. A nurse instructor shall be a registered nurse with a minimum of three years of nursing experience. At least one of these three years must have been as a medical-surgical hospital staff nurse providing direct patient care. An applicant for nurse instructor must have practiced as a nurse for a minimum of six full-time months during the three years immediately preceding application.

5. Specialty Nurse Instructor. The board may consider an applicant for a specialty nurse instructor with experience in one of the clinical specialty areas (maternity, neonatal, pediatric, mental health) provided that this instructor is hired in addition to two full time nurse faculty members who meet the qualifications for nurse coordinator and/or nurse instructor. The specialty nurse instructor must have a minimum of four years of clinical experience in the specific specialty area. The specialty nurse instructor may be utilized only for instruction in the specific specialty area for which application was made.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:969 and R.S. 37:976.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Board of Practical Nurse Examiners, LR 3:194 (April 1977), amended LR 5:355 (November 1979), LR 10:338 (April 1984), amended by the Department of Health and Hospitals, Board of Practical Nurse Examiners, LR 16:133 (February 1990), LR 18:1127 (October 1992), repromulgated LR 18:1260 (November 1992), amended LR 21:1244 (November 1995), LR 26:2617 (November 2000), LR 33:1869 (September 2007).

### §903. Faculty Responsibilities

A. Coordinator. Shall be responsible for the implementation of the program plan within the institutional organization.

B. Instructors. Shall be directly responsible to the coordinator and shall be responsible for selecting, teaching, guiding and evaluating all learning experiences in the classroom and clinical facilities. All learning experiences and methods of instruction shall provide opportunity for fulfilling the objectives of the practical nursing courses.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:969 and R.S. 37:976.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Board of Practical Nurse Examiners, LR 10:338 (April 1984).



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### §905. Staffing

A. Instructor-Student Ratio. One instructor shall be responsible for no more than 10 students in the clinical area.

B. Provision shall be made for clerical assistance for the program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:969 and R.S. 37:976.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Board of Practical Nurse Examiners, LR 5:355 (November 1979), amended LR 10:338 (April 1984), LR 12:678 (October 1986).

### §907. Faculty Meetings

A. Faculty meetings shall be scheduled regularly to evaluate and improve the program progressively and continually. Minutes of the meetings shall be recorded and filed for review at the time of the board survey.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:969 and R.S. 37:976.

HISTORICAL NOTE: Promulgated by the Department of Health and Human Resources, Board of Practical Nurse Examiners, LR 3:194 (April 1977), amended LR 10:338 (April 1984).