



1. Board Member Informational Forum: Program Approval Process

Program Item	Presenter
Welcome and Introduction of Board Members	Dr. Carel Mountain
Introduction of Board Staff	Elaine Yamaguchi
Instructions for Session	Elizabeth Coronel, SOLID
BVNPT Program Approval Process	Elaine Yamaguchi
Challenges with Current Process	Marie Cordeiro Beth DeYoung
Proposed Program Matrix	Vicki Lyman
Panel Discussion	Marie Cordeiro Efren Aquino - Northern California Nursing Academy Renee Aumua - Contra Costa Medical Career College Kimberly Cooper - Career Development Institute Carla Gard - Bakersfield College Meagan Jackson - Moriah Medical College Larisa Revzina - Gurnick Academy of Medical Arts Matthew Wanta - Cerro Coso Community College

Board Discussion

SOLID Facilitation

Next Steps and Closing Remarks

Dr. Carel Mountain

2. Adjourn Session

3. Recess until Friday, May 21, 2021

New Program Approval Process

New Program Application (16 CCR § 2526)

Application process only.	Half hour to one hour
---------------------------	-----------------------

Program Director Application (16 CCR § 2529)

Time per review – process may have to be repeated multiple times before the program submits an approvable application.	Half hour to one hour (multiple times per application)
--	---

New Director Orientation

Provide orientation materials to director. After director review, NEC discusses and answers questions. NEC completes CEU certificate and emails to director.	1 - 3 hours
--	-------------

Review Proposed Curriculum (16 CCR § 2533)

Usually requires multiple reviews/revisions.	60 -100 hours
--	---------------

Review Policies and Procedures (16 CCR § 2530)

Usually requires multiple reviews/revisions.	60 - 80 hours
--	---------------

Faculty Applications (16 CCR § 2529)

Time per single application review. Revisions necessitate multiple reviews of single application. Number of total faculty applications varies depending on size of school.	Half hour to one hour (multiple times per application)
--	---

Clinical Facility Applications (16 CCR § 2534)

Time per single application review. Revisions necessitate multiple reviews of single application. Number of total facility applications varies depending on size of school.	1-3 hours (multiple times per application)
---	--

Review of School Resources (16 CCR § 2530(a))

Review clinical schedules/resource documentation submitted.	8 -12 hours
---	-------------

Site Inspection (Cal. Bus. & Prof. Code § 2883)

Travel time and time spent with program is a minimum of two days based on travel/findings.	24 - 48 hours
--	---------------

Board Report (Cal. Bus. & Prof. Code § 2883) (16 CCR § 2526(c))

Analysis of completed data and preparation of report for Board approval. Average length of report is 12 pages.	7 - 10 hours
--	--------------

Second Board Report after required Site Inspection (Cal. Bus. & Prof. Code § 2883)

Analysis of completed data inclusive of any violations identified and preparation of second Board report after site inspection. Report may be written with request to replace the initial class.	17 - 20 hours
--	---------------

Total Hours

Low: 179	High: 309
-----------------	------------------

Total number of working hours in one month = 168.

At a minimum, it takes over one month to approve one new program. This excludes the NECs' time working with their existing schools, answering questions, reviewing documents, responding to complaints, etc.

Program Continued Approval Process

Review Program Records Survey (PRS) tool (16 CCR § 2526)

<p>The PRS, approximately 36 pages, assesses program’s viability for continued approval. The PRS identifies the VN and PT program regulations including all elements of Article 5 of the California Code of Regulations. The PRS also includes indicators that demonstrate and document program compliance with each regulation.</p> <p>The program director completes and emails the information and required documents to the NEC. The NEC reviews the documents and contacts the program director with any questions. The time required to review the documents varies greatly based on the director’s knowledge, skills, and abilities. Less time is required for more experienced directors; more time is required for less-experienced directors.</p>	<p>60-80 hours</p>
---	--------------------

Review of Updated Faculty (16 CCR § 2529) and Clinical Facility Applications (16 CCR § 2530)

<p>Time per single application review. Revisions necessitate multiple reviews of a single application. The number of total faculty and facility applications varies depending on the size of the school.</p>	<p>Faculty Application Half hour to one hour (multiple times per application)</p> <p>Facility Application 1-3 hours (multiple times per application)</p>
--	--

Site Inspection (Cal. Bus. & Prof. Code § 2883)

<p>NEC travel to program, and review of files, and interviews with staff and students.</p>	<p>24 - 48 hours (2 - 4 days depending on location)</p>
--	---

Board Reports (Cal. Bus. & Prof. Code § 2883)

<p>Analysis of data submitted by programs for continued approval and report preparation for Board Approval. Number of reports varies.</p>	<p>20 - 25 hours</p>
---	----------------------

Faculty Applications

Time required for document review varies based on the director's knowledge, skills and abilities. If the director is experienced, less time required is less than if the director has no experience as a director.	Half hour to one hour (multiple times per application)
--	--

Clinical Facility Applications

The NECs confirm the clinical facilities and programs provide correct and complete information. NECs notify the facility and program of deficiencies.	1-3 hours
---	-----------

Consultations and Additional Services to Program (16 CCR 2533(f))

<p>Analyze Curriculum Changes: Review of entire curriculum to determine that the changes are in accordance with the regulations related to curriculum content and hours and reflect the programs approved Philosophy, Conceptual Framework and Objectives.</p> <p>Complaint Investigations: NEC investigates complaint. Investigation may require talking to involved persons by phone and/or a site visit at the school to look for evidence that proves or disproves allegation(s).</p> <p>Other Tasks:</p> <ul style="list-style-type: none">• Consult with program director to answer questions about issues that come up re "active administration of program." Examples: how to handle specific issues re student admission and remediation• Annual report preparation• Quarterly analysis of pass rates• New Director orientation• Legal advice letters• Program name/address change• School closure• Simulation requests• Workstat tracking	<p>Analyze each Curriculum Change 60-80 hours</p> <p>Per Complaint Investigation 60-68 hours</p> <p>Other Tasks 350-400 hours</p>
---	---

Current Approved Program Moves to New Location

New Program Application (16 CCR § 2526)

Time for one review	Half hour
---------------------	-----------

Faculty Applications – if new faculty (16 CCR § 2529)

Time per one application review. Revisions sometimes necessitate multiple reviews of one application. Number of total faculty applications varies depending on size of school.	Half hour to one hour (multiple times per application)
--	--

Clinical Facility Applications – if changes (16 CCR § 2530)

Time per one application review. Revisions sometimes necessitate multiple reviews of one application. Number of total facility applications vary depending on size of school.	1-3 hours (multiple times per application)
---	--

Review of School Resources (16 CCR § 2530(a))

Review clinical schedules/resource documentation and student handbook.	2-4 hours
--	-----------

Site Inspection

Two days at site plus travel time	24-48 hours If needed after NEC analysis
-----------------------------------	---

Program Substantive Changes

Analyze Major Curriculum Changes

Review of entire curriculum to determine that the changes are in accordance with the regulations related to curriculum content and hours and reflect the programs approved Philosophy, Conceptual Framework, Daily Lesson Plans and Objectives.	60-100 hours
---	--------------

Review Policies and Procedures

Usually requires multiple reviews with director revisions being needed.	60-100 hours
---	--------------

Review of School Resources (16 CCR § 2530(a))

Review clinical schedules/resource documentation, handbook changes, documentation and pictures submitted	2-4 hours
--	-----------

Programs on Provisional Approval

Monitoring and Oversight

Review, approve, and monitor corrective action plans and comprehensive analysis program reports. Assess reports and monitor the program's progress in implementing approved action plans. There may be one to eight or more reviews needed during the program's provisional approval period.	175-200 hours
--	---------------

Board Report(s)

Prepare report for Board each time program requests admission of a class plus at each meeting the program is scheduled for review related to their approval status. Reports regarding class requests may be required for every Board Meeting during the Provisional Approval Period. Review regarding provisional approval is required at the end of each approval period. Approval periods vary from three months to two years.	20-25 hours per report
--	------------------------

Site Inspection

Two - three days at site plus travel time	24-48 hours
---	-------------

Faculty Applications

Time per one application review. Revisions sometimes necessitate multiple reviews of one application. Number of total faculty applications vary depending on size of school.	Half hour to one hour (multiple times per application)
--	--

Clinical Facility Application

The NECs confirm the clinical facilities and programs provide correct and complete information. NECs notify the facility and program of deficiencies.	1-3 hours (multiple times per application)
---	--

Consultation

NECs continue monitoring the program's compliance with regulations; processing all faculty and facility applications submitted; and consulting with program when needed. The NECs follow up on complaints against the program submitted by students, faculty, facilities, or other consumers. The NEC consults with the program director to answer questions about issues that come up regarding "active administration of	80-95 hours (for two-year period)
--	-----------------------------------

program." Examples: how to handle specific issues re student admission, remediation, potential textbook changes, addition of simulation, potential changes to school name and/or address, etc.	
--	--

Additional NEC Responsibilities

Scope of Practice

Respond to e-mails/phone calls received regarding scope of practice and general questions related to VN or PT practice. Each NECs has a monthly two-week assignment review/respond to e-mails/phone calls with information requested.	1440-1800 hours (per year for all NECs combined)
---	--

Director Forums

Develop relevant topics of discussion, prepare presentations, attend via WebEx or at a location prior to Board meetings.	180-200 hours (per year)
--	--------------------------

Development of Educational Materials (Videos, Guidelines)

As needed, the NEC consult on developing educational materials for the Board's website, programs and licensees.	50-75 Hours (per year)
---	------------------------

Approve CEU's and IVBW Courses

NEC must approve courses for continuing education units (CEUs) and intravenous and blood withdrawal courses (IVBW).	360 hours (per year)
---	----------------------

Meetings

The NECs meet bi-monthly with the Executive Officer for program approvals, attend and present written reports at quarterly board meetings, and conducts weekly NEC meetings.	296 hours per year per NEC
--	----------------------------



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
www.bvnpt.ca.gov



<p>BVNPT RESPONSE TO THE LEGISLATURE’S SUNSET REVIEW BACKGROUND PAPER</p>
--

ISSUE #13: PROGRAM APPROVAL BACKLOG. The BVNPT currently has a large backlog of VN programs awaiting approval. What changes are needed to clear the backlog and prevent future backlogs?

Staff Recommendation: The BVNPT should continue to work with the Committees to develop and implement a plan to improve its school approval processes and clear the backlog.

BVNPT RESPONSE:

The BVNPT believes that the following concepts would create a more efficient system, allowing for more schools to operate, and produce more qualified nurses for the workforce. The obstacle is the amount of time these changes would require for legislation and rulemaking. The BVNPT respectfully suggests that the Legislature consider authorizing a three-year pilot program that takes effect immediately.

CURRENT PROCESS

When an organization wants to open a new program, it files a rudimentary letter of intent with the Board. Little detail is required other than the name of the program and the proposed location. Upon receipt, staff acknowledges receipt of the letter, notifies the proposer of their position on the waiting list, an estimated waiting time, forwards the Practice Act, and encourages them to review the laws and regulations to understand the overall process.

Prior to the 2017 Sunset Review, the BVNPT management imposed a moratorium on accepting new proposals; this policy was broadly criticized, and essentially restricted opportunities for programs to apply for approval.

The existing waiting list policy was intended to ensure fairness and equity, allowing big and small, public and private programs to compete on a first-in-first-out basis. The BVNPT welcomes a collaborative discussion on a re-structured policy that maintains fairness and equity.

The amount of time involved in approving programs varies widely from proposal to proposal. For example, if a program does not have the required documents,

i.e., curriculum, and resources in place when it is their turn, there is a back-and-forth communication between the program and the NEC that can take months and even up to 18 months before the program is approved. If the program has the documents and resources, the approval time may take as little as eight months.

POSSIBLE IMMEDIATE CHANGES:

- Consider public and private programs separately.
 - The public programs tend to have strong results in terms of graduation and NCLEX-PN passage, often located in areas of higher need (rural) and charge considerably lower fees.
 - Private schools generally have greater resources and charge students between \$32,000 and \$38,000 in tuition for their programs. This means that a program with four cohorts of 20 students each year charging \$34,000 makes more than \$2.7 million in gross revenues. Unlike the public programs, private for-profits have the ability to increase their tuition at any time.
 - The amount of work involved does not vary greatly between public and private programs, or even large or small programs. This change would move the public programs (i.e., those at Community Colleges or through County Offices of Education) to a separate list, decreasing their wait time. The NECs would be assigned at least one public school at a time until that list is resolved. In other words, when the SNEC assigns three new programs to NECs, they would each receive one public and two private programs to work on until there were no pending public programs.
 - This change could be implemented immediately, via Board action.
 - Time frame: Approve final policy at November 2021 Board Meeting.
- If the BVNPT is authorized to charge the programs a fee, establish a filing fee of 25% of the total approval fee.
 - The BVNPT believes that an active school fee structure, like the one the Board of Registered Nursing (BRN) implemented in 2014, would ensure that proposers have the necessary documentation and resources in place to be successful. The BRN requires the entire school approval fee with the letter of intent. It is likely that the current lack of fees and awareness that such are anticipated, may prompt programs to apply before the fees go into effect.
 - This change would require statutory action, and subsequent rulemaking.
 - Time frame: If the fee is approved via the BVNPT Sunset bill, and chaptered in October 2021, this could be implemented as early as January 2022.
- The BVNPT must be more transparent with list status and process information.

- Twice a year, staff reaches out to the programs on the list to provide status updates and ascertain whether they wish to continue to wait. If the Board cannot contact the proposers within 60 days, the proposal is dropped from the list.
- Once the proposal reaches #10, staff reaches out to inform the applicant that they should start to prepare the curriculum, develop policies and hire a qualified Program Director. Proposers are free to contact the BVNPT any time to inquire about their status.
- The Approval process starts when an NEC is assigned a program. This approval process moves quickly if the program demonstrates they have the necessary resources and all required documentation is submitted completely, correctly, and in a timely manner. Staff estimates that the best-case scenario at this phase is approximately seven months. The worst-case scenario to date exceeded 18 months. The process slows or comes to a halt when programs do not respond to the NEC with the required information.
- The Board should upload the waiting list on its website with a comprehensive list of required documents/resources, the region of the proposed programs, and a brief description of the approval process.
- Time frame: Within 30 days.
- The BVNPT should engage with DCA's Organizational Improvement Office to analyze all processes and create new efficiencies.
 - The BVNPT starts this process in June 2021.

NEW APPROVAL PROCESS: SCENARIO FOR DISCUSSION

- Step 1: Initial application: Filing Fee=\$5,000
 - To propose a new program, a school/organization must submit letter of intent and completed questionnaire with fee. The fee reflects the NECs work in assessing the application.
- Step 2: Application Assessment
 - Within 30 days of receipt, the BVNPT will assess and score questionnaire based on an established scale, including but not limited to regional supply and demand, equity considerations, and program readiness.
 - The questionnaire(s) and ranking will be discussed and approved at the next regularly-scheduled Education and Practice Committee meeting.
 - Targeted time from receipt of application to assignment: four to six months
- Step 3: Assignment to an NEC: Fee=\$5,000
 - Assigned NEC provides a list of deliverables with suggested parameters and provides orientation on Practice Act. This list includes the following elements:

- A qualified Program Director (PD), who is the principal point of contact with the BVNPT.
- PD completes BVNPT's Orientation.
- Complete curriculum.
- Complete set of policies (e.g., admissions, attendance, student tuition, grievances, graduation).
- When PD training is completed and fee is received, application moves to last phase.
- Targeted time: six to twelve months
- Step 4: Final Approval: Final fee= \$10,000
 - Assigned NEC works with the Program Director to complete all required information, and confirm finalization of all resources, staffing, facilities and information. Upon confirmation and receipt of fee, program is forwarded to Executive Officer (EO) for approval of an initial cohort admission.
 - Targeted time: Up to three months

MANDATORY COMMUNICATION POLICY

Programs must respond to NECs within two weeks of each inquiry or request during all phases. At a minimum, this response must confirm receipt of request and provide an estimate of time needed to complete the request. A program should respond within the week to the NEC and provide complete and correct information

SUGGESTED STEPS:

- NEC emails specific request with a deadline.
- If the Program Director does not respond within two weeks, the NEC follows up with a phone call.
- If the Program Director does not respond to the phone call within two weeks, they are placed on an Inactive list, and the NEC ceases work on this proposal until all requested information is received and approved.
- If a Program remains on the Inactive list for 90 days, they are taken out of consideration for a new program and may only reapply after six months.
- This must be approved by the Board and established in regulations.
- Targeted time to implement regulations: At least one year.

INTERNAL ISSUES TO EXPLORE:

- Create a Universal Curriculum.
- Focus some NECs solely on Program Approval work, rotating this responsibility allowing for consistency.
- Create a new policy for existing programs to create expansion campuses.
- Set a temporary (two-year) moratorium on accepting new applications.

- Establish a policy aimed at equalizing the system i.e. public programs vs. private programs.
- Create a public service incentive program.
- Explore alternatives such as third-party services to process and approve schools.
- Examine labor-intensive work processes, i.e., programs on provisional status.
- Increase and/or diversify staff involved in the approval process.
- Work with DCA Budgets to establish a system of need-based fee reductions or waivers.

OTHER FACTORS REQUIRING STATUTE AND RULEMAKING:

- Maximum proportion of simulation hours allowed for Clinical Experience.
- Policy on admissions and time limits for schools on Provisional Approval.
- School and Program Fees.
- Cite and Fine authority over educational programs.

EXTERNAL FACTORS OF INTEREST:

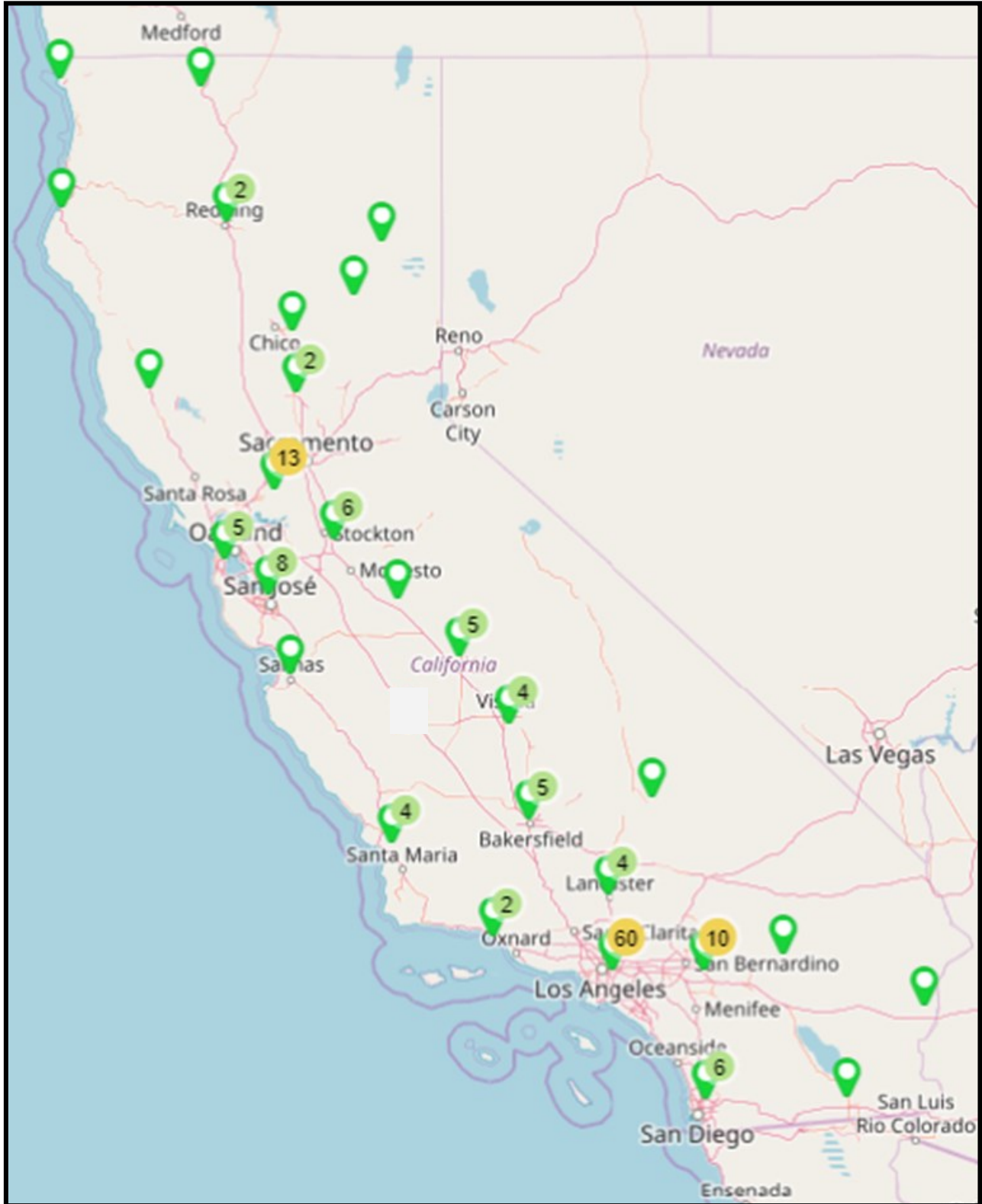
- Work with Legislature and stakeholders to discuss:
 - Budget offset for public program fees.
 - Ceiling on student tuition for private institutions.
 - Increased/enhanced Cal Grants for Career Technical program students.
 - Possible partnerships with nonprofits serving emancipated foster youth or other disadvantaged individuals to encourage career choices.
 - Partnerships with all health care licensing entities, workforce investment board and career technical education providers.

QUESTION OF ACCREDITATION:

When the BVNPT approves a program, it evaluates new material and information. When an accreditor evaluates a program or school, they receive finished and approved information, and base their decisions on the regulatory board's approval. Schools and programs pay for accreditation, and since the BVNPT has already approved their program, there is a quicker approval process for accreditation.

- Recommendation: Work with BRN and BPPE to establish consistent policies for information sharing, and possible fee waivers for national accreditation.
- Targeted Time frame: No later than September 30, 2021.

Existing Education Programs in California



As of April 30, 2021, this map of California shows approximately VN 54 programs north of Bakersfield and approximately 95 VN programs south of Bakersfield.

DRAFT - New Program Rating Matrix - DRAFT

	Program Affordability	Geography	Saturation	Community Partners	Clinical Site Availability	Readiness to Start Program	Sustainability	Score
	<p>Cost of tuition for students: \$0-\$5,000= 5 pts. \$5,001-\$10,000= 4 pts. \$10,001-\$25,000 = 3 pts. \$25,001 and above = 2 pts.</p>	<p>Rural = 5 pts. Suburban = 4 pts. Urban = 3 pts.</p>	<p>0 programs w/in 10-mile radius = 5 pts. 1 program w/in 10-mile radius = 4 pts. 2 programs w/in 5-mile radius = 3 pts. 3+ programs w/in 5-mile radius = 2 pts.</p>	<p>Submitted 3+ letters of intent from community partners = 3 pts. Submitted 2 letters of intent from community partners = 2 pts. Submitted 1 letter of intent from community partner = 1 pts. Did not submit letter of intent from community partner = 0 pts.</p>	<p>Submitted 3+ letters of intent from 3+ clinical sites = 3 pts. Submitted 2 letters of intent from 2 clinical sites = 2 pts. Submitted 1 letter of intent from 1 clinical site = 1 pt. Did not submit letters of intent = 0 pts.</p>	<p>Secured facility or submitted letter of intent from landlord. Submitted letters of intent from program administrator and faculty. Submitted draft of policies/procedures = 3 pts. Submitted most of the documents listed above = 2 pts. Submitted a few of the documents listed above = 1 pt. Did not submit any of the documents listed above = 0 pts.</p>	<p>Submitted documentation articulating solvency = 3 points Did not submit documents articulating solvency = 0 pts.</p>	
	max points = 5	max points = 5	max points = 5	max points = 3	max points = 3	max points = 3	max points = 3	total points = 27

Program Affordability

Program affordability is a student's ability to pay the cost of program tuition. This cost, as used in this rubric, does not take into consideration the cost of living while the student is enrolled in a program. This cost does not include any type of financial incentives, student loan programs or other forms of financial assistance.

- California federal and private student loan borrowers owe an average of \$34,187 in debt, 7% less than the U.S. average of \$36,689.¹

- National estimates for Licensed Practical and Licensed Vocational Nurses²

Employment*	Mean Hourly Wage	Mean Annual Wage**
676,440	\$24.08	\$50,090

- California estimates for Licensed Practical and License Vocational Nurses³

Employment*	Mean Hourly Wage	Mean Annual Wage**
71,320	\$30.81	\$64,090

*Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.

**Annual wages have been calculated by multiplying the corresponding hourly wage by 2,080 hours.

- Vocational Nursing (VN) programs charge a variety of tuition and fees. For example:
 - A Job Corps in Southern California does not charge students and the VN program provides:
 - Housing
 - Food
 - Program clothing

¹ California Student Loans: Debt Stats, Repayment Programs and Refinancing Loans. Student Loan Hero. Jennifer Calonia. December 27, 2020. <https://studentloanhero.com/featured/california-student-loans/#student>

² U.S. Bureau of Labor Statistics: Occupational Employment and Wage Statistics Query System, release date May 2020. <https://data.bls.gov/oes/#/occGeo/One%20occupation%20for%20multiple%20geographical%20areas>

³ Ibid.

- Some medical care
- A Northern California junior college charges approximately \$4,000 for a VN program which includes:
 - Tuition
 - Uniforms
 - Books
 - Nurse kit
 - Physical examination
 - Background check and drug screen
 - Immunizations
 - Immunization tracker
 - CPR certification
 - Malpractice insurance
 - Badges
 - Graduation
 - Licensing fees
- A VN adult education program in Southern California charges approximately \$26,500 which includes:
 - Tuition
 - Books,
 - School uniforms
 - Basic nursing supplies
 - Livescan fingerprints (x2)
 - NCLEX-PN prep
 - VN application fee
 - NCLEX-PN testing fee
- A private VN program in Southern California charges approximately \$36,192 which includes:
 - \$33,752 for tuition
 - \$2,440 for supplies
- A psychiatric technician (PT) program in Southern California charges \$6,137 which includes:
 - Name tag
 - Registration fundamentals (non-refundable \$1,000)
 - Insurance
 - CPR/BLS

Program Affordability Rating Criteria

Cost of tuition for students:

\$0 - \$5,000 = 5 points	\$5,001 - \$10,000 = 4 points	\$10,001 - \$25,000 = 3 points	\$25,000 and above = 2 points	Tuition costs not provided = 0 points
The cost of tuition is affordable and may not put the student into long-term student debt. A \$5,000 loan payable in 10 years at five percent interest yields \$53.03 monthly payments. Loan interest is \$1,363.93.	The cost of tuition is somewhat affordable and may not put the student into long-term debt. A \$10,000 loan payable in 10 years at five percent interest yields \$106.07 monthly payments. Loan interest is \$2,727.86.	The cost of tuition may put the student in long term debt. A \$25,000 loan payable in 10 years at five percent interest yields \$265.16 monthly payments. Loan interest is \$6,819.65.	The cost of tuition puts the student in long term debt. A \$35,000 loan payable in 10 years at five percent interest yields \$371.23 monthly payments. Loan interest is \$9,547.52	The program did not submit requested information.

Interest rate on loans varies based on the type and length of the loan.

Geography

Give programs recognition for locations in rural counties. Typically, rural communities lack access to vocational or higher education opportunities and students have to travel outside their community for educational opportunities.

The California State Association of Counties designated the 58 counties as Urban, Suburban and Rural.⁴

- **Urban California Counties:** Alameda, Contra Costa, Fresno, Los Angeles, Orange, Riverside, Sacramento, San Bernardino, San Diego, San Francisco, San Joaquin, San Mateo, Santa Clara and Ventura
- **Suburban California Counties:** Butte, Imperial, Kern, Marin, Merced, Monterey, Napa, Placer, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Solano, Sonoma, Stanislaus, Tulare, and Yolo.
- **Rural California Counties:** Alpine, Amador, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, San Benito, Sierra, Siskiyou, Sutter, Tehema, Trinity, Tuolumne and Yuba.

Geography Rating Criteria

Rural County Designation = 5 points	Suburban County Designation = 4 points	Urban County Designation = 3 points
Program located within rural county listed above. There are less services and educational opportunities located within urban counties.	Program located within suburban county listed above. There are more services and educational opportunities located within suburban counties.	Program located within urban county listed above. There are ample services and educational opportunities located within urban counties.

⁴ The California State Association of Counties. <https://www.counties.org/sites/main/files/file-attachments/2020-june3-countycaucusesinfographic-4-final.pdf>

Saturation

Saturation is too many programs physically located within close proximity. In this instance a twenty-mile radius, while arbitrary, appears to level the field.

Saturation Rating Criteria

0 Programs within 10-mile radius = 5 points	1 Program within 10-mile radius = 4 points	2 Programs within 5-mile radius = 3 points	3 + programs within 5-mile radius = 2 points

Community Partners

Programs have the opportunity to be a community partner to better the community in which they establish a program. Partners include and not limited to: Tribal Councils, workforce organizations, high school Regional Occupation Programs (ROP), faith-based organizations, non-profit organizations, earn and learn programs, local businesses, national corporations (i.e. healthcare organizations, retailers), local hospitals (separate from clinical sites), and hospice. Letters of intent from the community partners includes specifics as to how the partnership benefits the students and community.

Community Partners Rating Criteria

Submitted 3+ letters of intent from community partner = 3 points.	Submitted 2 letters of intent from community partner = 2 points.	Submitted 1 letter of intent from community partner = 1 point.	Did not submit any letters of intent from community partners = 0
Program is actively engaged with the community partners to benefit the community and improving the student's overall educational experience. Securing 3+ partners shows excellent	Program is engaged with the community and improving the student's overall educational experience.	Program is somewhat engaged with the community and improving the student's overall educational experience.	Program did not submit proof of engagement with community partners.

engagement with the community and offers the community the opportunity to see the benefit of having the program in their community.			
---	--	--	--

Clinical Site Availability

Programs must develop a relationship with healthcare institutions that provide clinical sites. Students must have personal interaction with patients to successfully complete their education. Clinical site availability is based on the number of students enrolled in the cohort. This rating criteria will be based on the program enrollment pattern.

Clinical Site Availability Rating Criteria

Submitted letter(s) of intent for Maternity, Pediatrics and Medical/Surgical to accomplish the clinical objectives for all students of the initial class = 3 points	Submitted letter(s) of intent for Maternity or Pediatrics and Medical/Surgical to accomplish the clinical objectives for all students of the initial class = 2 points	Submitted letter(s) of intent for Medical/Surgical clinical site(s) to accomplish the clinical objectives for all students of the initial class = 1 point	Did not submit letters of intent = 0 points
Indicates the program is actively engaged in securing 3+ clinical sites so the student's education is not delayed by lack of sites.	Indicates the program is engaged in securing clinical sites so the student's education is not delayed by lack of sites.	Indicates the program secured a clinical site so the student's education is not delayed by lack of sites.	May indicate the program is not ready to start a new program due to lack of clinical sites.

Readiness to Start Program

Traditionally, programs on the Board of Vocational Nursing and Psychiatric Technician (BVNPT) wait list know that it takes approximately 2.5 years before a program is assigned to a Nursing Education Consultant (NEC). With this in mind, many programs have not secured a building or recruited and administrator or faculty. With this new program approval, all programs on the wait list are rated based on many factors including readiness to start a program.

Readiness to Start Program Rating Criteria

<p>Secured facility or submitted letter of intent from landlord. Submitted letters of intent from program administrator and faculty. Submitted draft of policies, methodologies, curriculum, and student handbook = 3 points.</p>	<p>Submitted most of the requested documents/letters of intent = 2 points</p>	<p>Submitted a few of the requested documents/letters of intent = 1 point</p>	<p>Did not submit any of the documents/letters of intent = 0 points</p>
<p>Program is ready to start within the next two months. They secured a building (or provided letter of intent from landlord with occupancy pending), have letters of intent from an administrator and faculty and provided a draft of the required documents.</p>	<p>Program is approximately three to four months from starting. They provided most the requested letters of intent and draft of the policies/procedures</p>	<p>Program is approximately six to ten months from starting. They provide a few of the letters of intent and requested documents.</p>	<p>The program does not show readiness to start.</p>

Sustainability

Unfortunately, programs closed their doors without notifying faculty and students. This created chaos as faculty and students scrambled to find a program that could provide a “teach out” and ensure the students successfully completed a

program. Sustainability looks at a program's solvency and makes a broad determination that the program can financially meet the needs of the faculty and students.

Sustainability Rating Criteria

Submitted documentation articulating solvency = 3 points	Did not submit documents articulating solvency = 0 pts.
Program submitted documentation articulating solvency.	Program did not submit documentation articulating solvency.

DRAFT