

Virginia Board of Nursing
Jay P. Douglas, RN, MSM, CSAC
Executive Director

March 16, 2004

Board of Nursing (804) 662-9909
Nurse Aide Registry (804) 662-7310
FAX (804) 662-9512

Dear (applicant):

Enclosed is an application to establish an advanced nurse aide education program and a copy of the Board of Nursing's Statutes and Regulations pertaining to the advanced nurse aide education program requirements. Since the application form was developed directly from the requirements included in the Regulations, please refer to the Regulations for clarification when completing the application. The application form should be completed in its entirety, **including the requested attachments**, and signed by the Administrative Officer of the program or the Program Coordinator. You may only submit an advanced application if you already have an approved nurse aide education program.

Please be advised that you must also submit a copy of the proposed competency evaluation (both written and skills) that will be used at the completion of the program.

One copy of the completed application with attachments should be sent to the Board office at least **ninety (90) days prior** to the first anticipated program offering. The material will be reviewed for completeness by a member of the Board staff. Upon hearing from staff, seven (7) copies of the final version of the application should be forwarded to the Board office at least four weeks prior to a regular meeting of the Board.

The application will be considered at a regular meeting of the Board of Nursing, and shortly thereafter the Administrative Officer of the program will be informed of the Board's decision. You must have Board approval prior to starting your program. Please do not hesitate to call me at (804) 662-7315 if you have questions or need assistance in completing the application.

Sincerely,

Paula B. Saxby, R.N., Ph.D.
Deputy Executive Director, Education

Enclosures