

## Chapter N 1

**GENERAL ACCREDITATION AND APPROVAL  
POLICIES FOR SCHOOLS OF NURSING AND  
EXTENDED UNITS**

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**Note:** Chapter N 1 as it existed on December 31, 1979 was repealed and a new chapter N 1 was created effective January 1, 1980.

**N 1.01 Legal authority.** The rules in Wis. Adm. Code chapters N 1 through N 3 are adopted pursuant to the authority granted in s. 441.01 (3), Stats.

**History:** Cr. Register, December, 1979, No. 288, eff. 1-1-80.

**N 1.02 Definition of terms for the purpose of chapters N 1, N 2 and N 3.** (1) "Accreditation" means the process by which the board determines whether a school meets standards.

(2) "Accreditation and approval standards" mean the rules as set forth in chapters N 1, N 2 and N 3, Wis. Adm. Code.

(3) "Appointment" means designation as an assistant instructor, instructor and educational administrator as defined in N 2.02 (3) (a) (b) (c) and N 3.02 (3) (a) (b) (c).

(4) "Accredited school" means an institution which has a school, college, program, department or division of nursing which meets standards.

(5) "Approval" means the process by which the board determines if standards are met by faculty, clinical facilities and related units.

(6) "Approved plan" means a plan to establish a school which meets standards.

(7) "Board" means the state of Wisconsin board of nursing.

(8) "Educational administrator" means the registered nurse faculty member whose primary responsibility is to administer the educational program in nursing regardless of any title assigned by the governing institution.

(9) "Extended unit" means an agency which is approved by the board to be used for student practicum (clinical laboratory experience).

(10) "Faculty" means a group of registered nurses meeting standards and employed by the governing institution for the purpose of administration, teaching, evaluation, guidance and research in nursing.

(11) "Governing institution" means the body, agency or institution which has authority to conduct a school of nursing.

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(12) "Survey" means a planned visit by a board representative to a school, an institution or agency for the purpose of conferring with administrative, instructional and service personnel; visiting educational and service facilities; and reviewing and evaluating program plans, activities, records and reports.

(13) "Transcript" means a legible and official copy of the student's original record which bears the seal of the institution or a notarization and the signature of the registrar or the educational administrator.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

**N 1.03 Accreditation and approval.** Schools and extended units will retain accreditation and approval status until a resurvey is completed.

(1) **ACCREDITATION.** (a) *Purpose.* Accreditation is performed by the board to set minimum standards for schools which prepare nurses and trained practical nurses; to encourage study and to require evaluation within educational programs for the development and improvement of education; to assure graduates of eligibility for admission to the state board test pool examination; and to facilitate licensure by endorsement to other states.

(b) *Types of and requirements for accreditation.* 1. "Initial accreditation" is a status assigned a new school upon admission of the first class provided the date of admission is within 18 months after the board approves the plan.

a. During the period of initial accreditation, the school must submit documentation of having implemented the approved plan.

b. Toward the end of the initial accreditation period, the faculty shall conduct a study evaluating the educational program and submit a written report to the board.

c. Initial accreditation may continue if the school has not made sufficient progress for full accreditation or accreditation may be withdrawn if standards are not met.

2. "Full accreditation" is a status assigned to a school if the school meets standards.

a. A school with initial accreditation is eligible for full accreditation upon graduation of its first class providing there is evidence that standards have been met.

b. The board bases the decision to grant full accreditation upon review of the following: program evaluation by the faculty; state board test pool examination results; survey report by the board representative; other facts that pertain to the school.

c. Accredited schools shall submit reports to the board as deemed necessary to document that standards are being met.

d. Accredited schools shall be surveyed at periodic intervals by a board representative and written reports of the surveys shall be submitted to the board.

e. If standards are not met, the board shall specify the deficiencies and state a time limit for correction.

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3. "Conditional accreditation" is a status assigned to a school when standards are not met.

a. The board shall notify the governing institution and the program when being assigned conditional accreditation.

b. The board shall specify a period of time in which standards must be met.

(2) **WITHDRAWAL OF ACCREDITATION.** The board may withdraw all recognition of a school assigned conditional accreditation if standards are not met within the specified time, and if a class is not admitted for one year.

(3) **CERTIFICATE OF ACCREDITATION.** (a) A certificate of initial or full accreditation shall be issued to an accredited school.

(b) The certificate shall be posted in a public area of the school.

(c) The certificate remains the property of the board.

(4) **LIST OF ACCREDITED SCHOOLS.** The board shall periodically issue a list of schools showing the accreditation status of each.

(5) **APPROVAL.** "Approval" is a status assigned an agency used as an extended unit.

(a) An agency used for student education must be approved by the board.

(b) To be approved as an extended unit, an agency must meet the standards in sections N 2.08 or N 3.08, Wis. Adm. Code.

**History:** Cr. Register, December, 1979, No. 288, eff. 1-1-80.

**N 1.04 Establishment of a school.** (1) The governing institution planning the establishment of a school may consult with the board concerning accreditation standards.

(2) The governing institution planning to apply for approval to conduct a school of nursing shall:

(a) File an application and submit to the board a written program plan including preliminary investigations and evaluations of educational and clinical facilities and resources, projected budget and documentation of need no less than 10 months prior to the anticipated opening date for a school of professional nursing.

(b) File an application and submit to the board a written program plan including preliminary investigations and evaluations of educational and clinical facilities and resources, projected budget and documentation of need no less than 7 months prior to the anticipated opening date for a program of practical nursing.

(c) Appoint an educational administrator sufficiently in advance of the projected date for admission of students to develop an organizational plan and administrative policies and to continue program development for implementation.

(d) Appoint faculty in advance of admission of students to participate in the development of the school's statement of purpose, philosophy and objectives and to determine the structure or design for the curriculum.

Note: See N 2.02 (7) and 3.02 (7), Wis. Adm. Code for schedule of faculty appointments.

(3) The board shall notify the governing institution of action taken by the board.

(4) Approval may be withdrawn if a class is not admitted within 18 months after the board approves the plan. The school is notified in writing of the withdrawal of approval.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

**N 1.05 Approval as an extended unit.** (1) A school shall make the initial contact with an agency for use of clinical facilities as an extended unit for nursing education.

(2) A written faculty evaluation and plan for use of the agency as an extended unit shall be submitted to the board 2 months prior to date of intended use.

(3) An agency being considered for approval shall submit reports as required by the board.

(4) Staff of the board shall review evaluation and plan for use submitted by faculty.

(5) A preliminary approval for use of the facility may be given by staff of the board.

(6) A survey of the agency may be conducted by staff of the board.

(7) The action of the board shall be reported to the agency and the school.

(8) Extended units shall be surveyed periodically and written reports of the surveys shall be submitted to the board.

(9) If standards are not met, the board shall identify the deficiencies and specify a time period for correction.

(10) Approval as an extended unit may be withdrawn if the deficiencies are not corrected within the specified period of time.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

**N 1.06 Voluntary closure of accredited school, change in ownership or organization.** (1) When the governing institution considers the closing of a school, it shall confer with the board and shall notify the board in writing stating the reason, plan and date for closing the school.

(a) Closing procedures. A governing institution may choose one of the following procedures:

1. The school shall continue the program until the last class enrolled is graduated.

a. The school shall continue to meet the standards for accreditation until all the enrolled students have graduated.

b. The date of closing is the date on the diploma of the last graduate.

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c. The board shall be notified by the governing institution of the closing date.

2. The school shall close the program after assisting in the transfer of students to other accredited programs.

a. The school shall continue to meet the standards required for accreditation until all students are transferred.

b. A list of the names of students who have been transferred to accredited schools and the date on which the last student was transferred shall be submitted to the board by the governing institution.

c. The date on which the last student was transferred shall be the closing date of the school.

(b) The educational administrator shall surrender the certificate of accreditation to the board.

(c) Custody of records. 1. If the school closes but the governing institution continues to function, it shall assume responsibility for the records of the students and graduates. The board shall be advised of the arrangements made to safeguard the records.

2. If the governing institution ceases to exist, the academic transcript of each student and graduate shall be transferred to the board for safe keeping.

3. The information on the transcript of the student and graduate shall be attested to by the custodian of records and shall identify the date on which the school was closed.

4. The board shall be consulted about the disposition of all other records.

(2) CHANGE IN OWNERSHIP OR ORGANIZATION. (a) Accreditation of the school shall continue under new control provided the standards for accreditation continue to be met.

(b) When an accredited school changes its organizational structure or program plan, accreditation shall continue after such changes provided the standards for accreditation shall continue to be met.

**History:** Cr. Register, December, 1979, No. 288, eff. 1-1-80.