

## **Instructions for Completing LSBN Out of State School Louisiana APRN Student Clinical Experience Spreadsheet**

**LAC 46:XLVII.3541.D.2.** the graduate student clinical experience spreadsheet provided by the board shall be submitted within 2 weeks of initiation of the experience.

1. Complete a spreadsheet for your School of Nursing every semester that you have students in Clinical in Louisiana.
2. Complete the boxes for Student and Rotation
3. All students for that semester can be included on the same spreadsheet- please group according to role and population.
4. The Dean must sign and date the spreadsheet.  
NOTE: Signature verifies that the School of Nursing is meeting the Rules and Regulations regarding Clinical Experiences in Louisiana for out-of-state schools. Signature verifies that the student has an active and unencumbered Louisiana RN License.
5. Mail Original spreadsheet to the following address:

**Louisiana State Board of Nursing  
C/O Patricia Dufrene, PhD, RN  
Director of Education and Licensure  
17373 Perkins Road  
Baton Rouge, Louisiana 70810**