

Instructions for Requesting Program or Course/Clinical Approval in Louisiana (RN and APRN)

1. Proposals for new programs or clinical approval are reviewed by the Board at a regularly scheduled Board Meeting.
<http://www.lsbn.state.la.us/About/BoardInformation.aspx>
2. Complete proposals are requested to be sent to the Director of Education **a minimum of 60 days prior to the scheduled Board meeting** to allow request of supplemental data required for approval to proceed.
3. Rules and Corresponding Checklist for guiding proposal creating regarding new programs or clinical approval request can be found at the following link:

<http://www.lsbn.state.la.us/Education/SchoolsofNursing.aspx>

a. Creating a New Registered Nurse Program in Louisiana

- i. Undergraduate whose administrative control is in Louisiana
- ii. Graduate whose Administrative Control is in Louisiana
- iii. Undergraduate program in Louisiana governed by out of state program
- iv. Graduate program in Louisiana governed by out of state program

b. Approval to hold Clinical course in Louisiana by out of state programs

- i. Approval for out of state program to hold undergraduate clinical in Louisiana
- ii. Approval for out of state programs to hold graduate programs in Louisiana

4. Complete proposals include the following:
Letter of Intent, Completed checklist, Proposal, Evidence of Correspondence with Louisiana programs (please request form from fontenotc@lsbn.state.la.us) and Attachments

NOTE: Checklist is an attachment to the proposal and used to guide Board members to documentation in proposal and evidence in attachments. Checklist sent without full proposal or missing information may be deferred until complete

5. E-mail a copy of the completed proposal to fontenotc@lsbn.state.la.us.

6. Mail required fee to:
***Louisiana State Board of Nursing
C/O Chance Fontenot, MSN, RN
RN Practice Consultant
17373 Perkins Road
Baton Rouge, LA 70810***