

Non-Oregon Based Program Information

NEW PROCESS

Effective 12/1/14

The Oregon State Board of Nursing has considered all of your comments and suggestions and has restructured its forms and processes. It is OSBN's goal to be supportive of your efforts to further your education.

Definition:

- 1) Home State = The state where the educational institution is located.
- 2) Host State = The state where the student participates in clinical or didactic courses.

➤ **Program Requirements - ODA and OSBN Approval:**

- **ODA Approval:** The first step for an educational institution whose home state is outside of Oregon is to obtain approval from the Oregon Office of Degree Authorization (ODA) prior to any actual student enrollment(s). You will find the information available on the website at: <http://www.oregonstudentaid.gov/oda-degree-authorization-academic-programs-apply-outofstate.aspx>.
- **OSBN Approval:** The second step for an education institution is to receive Oregon State Board of Nursing (OSBN) clinical placement approval prior to commencement in the host state. See Clinical Placement Requirements below.

➤ **Clinical Placement Requirements in Oregon:** As of December 1, 2014, there are three steps in the process for approval of clinical placements by the OSBN:

- 1) **OSBN Petition for Non-Oregon Based Programs Offering Clinical Experience in Oregon** – The required petition must be submitted *annually*. This petition requests information to verify that the nursing program meets Oregon requirements.
- 2) **Student List***– Prior to the start of each term (Quarter or Semester), submit to the OSBN a list of students who will be completing clinicals in Oregon. The required Clinical Preceptor Agreement for each student must be attached. The educational institution will receive one approval letter within fourteen business days.

During the term, if there are additions or changes to the Student List, resubmit the list in its entirety with the updates indicated (highlighted, underlined, or different color type, etc.) and the appropriate Clinical Preceptor Agreements that correspond with the revisions.

* The Student List must include the following information:

- ✓ Student's Name, Oregon License Number and Degree Specialty Area
- ✓ Each Preceptor's Name, Oregon License Number and Specialty Area
- ✓ An attached Clinical Preceptor Agreement for Each Student's Clinical Placement

A sample list is available on the OSBN website: www.oregon.gov/OSBN - on left in grey area, click on Non-Oregon Based Programs and Student Information.

3) **Clinical Preceptor Agreement** – The OSBN Clinical Preceptor Agreement is now ***required*** to be submitted for each student who is included on the submitted Student List. While the form requires signatures of the preceptor, faculty and program representative, electronic signatures are acceptable. The form is available on the OSBN’s website: www.oregon.gov/OSBN along with a *sample* of a completed preceptor agreement.

➤ **OSBN APRN LICENSING:** For information regarding licensing, please see the application packet on the website: [Nurse Practitioner Application Packet](#) or [CNS Application Packet](#). (Click on Forms in left side in grey area – then scroll to the Advanced Practice section.)

∞ If you have additional questions on APRN licensing, please contact Jennifer Tschacher, Licensing Tech, via email at jennifer.tschacher@state.or.us.

Please feel free to contact me if you have additional questions on Non-Oregon Based Programs.

Sincerely,

Ginger Simmons
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RESOURCES

- **Programs:** For information regarding **Non-Oregon Based Programs requesting OSBN approval** for student clinical placements in Oregon, please visit our website at www.oregon.gov/OSBN. On the left side in the grey area, click on **Non-Oregon Based Programs and Student Information**.

- **Students:** It is recommended that students also review the **Publications** link (grey area on left side of webpage) and the ***Sentinel*** articles regarding nursing education in the March 2011 & 2012, September 2012, and December 2012 issues. The publications direct link is: <http://www.oregon.gov/OSBN/Pages/publications.aspx>.

- **List of Non-Oregon Based Programs Granted Clinical Placement Positions** –This is a list of colleges and universities with APRN nursing programs that currently have students completing clinicals in Oregon. Please note that there are other universities that are working toward meeting Oregon requirements and this is not an all-inclusive list. OSBN website direct link to list: <http://www.oregon.gov/OSBN/pdfs/ApprovedOutOfStatePrograms.pdf>.