



Rules of Department of Commerce and Insurance

Division 2200,,State Board of Nursing Chapter 3,,Minimum Standards for Approved Programs of Practical Nursing

Title	Page
20 CSR 2200-3.001 Definitions	3
20 CSR 2200-3.010 Approval	4
20 CSR 2200-3.020 Discontinuing and Reopening Programs	6
20 CSR 2200-3.030 Change in Sponsorship	6
20 CSR 2200-3.035 Multiple Campuses	7
20 CSR 2200-3.040 Program Changes Requiring Board Approval, Notification, or Both	7
20 CSR 2200-3.050 Organization and Administration of an Approved Program of Practical Nursing	7
20 CSR 2200-3.060 Administrator/Faculty	8
20 CSR 2200-3.070 Physical Facilities and Instructional Resources	9
20 CSR 2200-3.080 Clinical Experiences.....	9
20 CSR 2200-3.085 Preceptors.....	10
20 CSR 2200-3.090 Students	10
20 CSR 2200-3.100 Educational Program.....	11
20 CSR 2200-3.110 Records.....	12
20 CSR 2200-3.120 Publications.....	12
20 CSR 2200-3.130 Program Evaluation	13
20 CSR 2200-3.180 Licensure Examination Performance	13

Title 20, DEPARTMENT OF
COMMERCE AND INSURANCE
Division 2200, State Board of Nursing
Chapter 3, Minimum Standards for
Approved Programs of Practical Nursing

20 CSR 2200-3.001 Definitions

PURPOSE: This rule defines terms used in 20 CSR 2200-3 and throughout this chapter.

(1) When used in 20 CSR 2200-3, the following terms mean:

(A) Accredited, The official authorization or status granted by an agency for a program or sponsoring institution through a voluntary process;

(B) Administrator, Registered professional nurse with primary authority and responsibility for administration of the program regardless of job title;

(C) Approved, Recognized by the board as meeting or maintaining minimum standards for educational programs preparing practical nurses;

(D) Annual report, Report submitted annually by the administrator of the program that updates information on file with the board and validates continuing compliance with minimum standards;

(E) Appeal policy and procedure, An established procedure for processing complaints; may also be known as a complaint procedure, due process, appeals procedure or problem resolution;

(F) Board, Missouri State Board of Nursing;

(G) Campus, A specific geographic program location with a distinct student body and coordinator at which all appropriate services and facilities are provided;

(H) Certificate of approval, Document issued by the board to programs of nursing which have met minimum standards;

(I) Class, A discrete cohort of students admitted to a nursing program, designed to begin a course of study together on a specific date and to graduate together on a specific date;

(J) Clinical experience, Faculty planned and guided learning activities designed to meet course objectives or outcomes and to provide a nursing student with the opportunity to practice cognitive, psychomotor, and affective skills in the delivery of nursing care to an individual, group, or community;

(K) Clinical simulation, Any activity that models direct patient care in a controlled environment, led by a qualified facilitator with oversight by nursing faculty. Activities include assessment, competencies, terminology, evaluation, and debriefing, based on

standards of best nursing practice. The purpose of simulation as a teaching pedagogy is to mimic and practice competencies not able to be acquired in a clinical setting or to augment direct patient care experiences;

(L) Clinical skills laboratory, Designated area where skills and procedures can be demonstrated and practiced;

(M) Conditional approval, Status of a program that has failed to meet or maintain the regulations or requirements, or both, set by the board. This status is subject to the program conforming to the requirements and recommendations and within a time period set by the board;

(N) Cooperating agency, A corporation, hospital, or other organization which has a written agreement with the program to provide clinical education opportunities;

(O) Coordinator, Registered professional nurse with authority and responsibility for a campus nursing program as delegated by the administrator of the nursing program;

(P) Course objectives, Measurable statements that guide experiences and activities that help learners meet established requirements for a specific course;

(Q) Curriculum, Planned studies and learning activities designed to lead students to graduation and eligibility for application

(R) Debriefing, An activity that follows a simulation experience that encourages participants reflective thinking, and provides feedback regarding the participant's performance;

(S) Direct care, A clinical experience in which patient care is given by the student under the direction of the faculty member or preceptor;

(T) Distance learning, Curriculum provided from a main campus location to another geographic location primarily through electronic or other technological methods;

(U) Endorsement, Process of acquiring licensure as a nurse based on original licensure by examination in another state, territory, or country;

(V) Faculty, Individuals designated by sponsoring institution with responsibilities for development, implementation, and evaluation of philosophy and/or mission, objectives, and curriculum of nursing program;

(W) Full-time, Those individuals deemed by sponsoring institution to meet definition for full-time employment;

(X) Governing body, Body authorized to establish and monitor policies and assume responsibility for the educational programs;

(Y) Graduate competency, Individual graduate behaviors;

(Z) Initial approval, Status granted a program of practical nursing until full approval status is granted or denied;

(AA) Information technology, The study designed for development, implementation, support, or management of computer-based information systems, particularly software applications and computer hardware;

(BB) Minimum standards, Criteria which nursing programs shall meet in order to be approved by the board;

(CC) Mission, Overall statement of purpose that faculty accept as valid and is directly related to curriculum practices;

(DD) Multiple campuses, Distinct and separate geographic locations offering the same program, providing the same services, and operated by the same sponsoring institution;

(EE) National Nursing Accreditation, Accreditation by a national agency specific to nursing education that is recognized by the board;

(FF) NCLEX-PN® examination, National Council Licensure Examination for Practical Nurses;

(GG) Objectives, Measurable statements describing anticipated outcomes of learning;

(HH) Observational experiences, Planned learning experiences designed to assist students to meet course objectives through observation;

(II) Part-time, Individuals deemed by the sponsoring institution to meet the definition for part-time employment;

(JJ) Philosophy, A composite of the beliefs that the faculty accept as valid and is directly related to curriculum practices;

(KK) Pilot program/project, Educational activity which has board approval for a limited time and which otherwise would be out of compliance with minimum standards;

(LL) Preceptor, Registered professional or licensed practical nurse assigned to assist nursing students in an educational experience which is designed and directed by a faculty member;

(MM) Pre-licensure, Initial educational program in nursing leading to entry-level licensure;

(NN) Program, Course of study leading to a diploma or certificate;

(OO) Program outcomes, Measurable statements defining aggregate student achievements;

(PP) Proper supervision, The general overseeing and the authorizing to direct in

to comply with minimum standards;

(RR) Satellite location,,A site geographically separate from but administered and served by a primary program campus;

(SS) Sponsoring institution,,The institu-



portions shall be included. If utilized, credit hours allocated to theory, lab, and clinical instruction shall be included.

(V) Systematic evaluation plan.

(VI) Evidence of eligibility for

(C) On-Site Surveys. At least two (2) representatives of the board will make on-site surveys. On-site surveys are conducted on a regular basis throughout the conditional approval period as directed by the board. A program may request additional visits.

(D) A program's approval may be withdrawn pursuant to section 335.071.3., RSMo, for noncompliance with minimum standards. A program which fails to correct identified deficiencies to the satisfaction of the board shall, after notice and hearing, be removed from the board's listing of approved programs.

RSMo 2016.* This rule originally filed as 4 AUTHORITY: sections 335.036 and 335.071, CSR 200-3.030. Original rule filed Jan. 29, RSMo 2016.* This rule originally filed as 4 1974, effective Feb. 8, 1974. Amended: Filed CSR 200-3.035. Original rule filed March Dec. 12, 1975, effective Dec. 22, 1975. 25, 1993, effective Dec. 9, 1993. Amended: Rescinded and readopted: Filed Oct. 14, Filed Aug. 6, 1998, effective Feb. 28, 1999. 1981, effective Jan. 14, 1982. Rescinded and Moved to 20 CSR 2200-3.035, effective Aug. readopted: Filed March 25, 1993, effective 28, 2006. Rescinded and readopted: Filed Dec. 9, 1993. Amended: Filed Aug. 6, 1998, April 17, 2007, effective Dec. 30, 2007. effective Feb. 28, 1999. Amended: Filed Dec. Amended: Filed Jan. 11, 2013, effective July 1, 2000, effective May 30, 2001. Moved to 2030, 2013. Amended: Filed Feb. 9, 2018, effective CSR 2200-3.030, effective Aug. 28, 2006. effective Aug. 30, 2018. Rescinded and readopted: Filed April 17, 2007, effective Dec. 30, 2007. Amended: Filed Jan. 11, 2013, effective July 30, 2013. Amended: Filed Feb. 9, 2018, effective Aug. 30, 2018.

*Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995, 1999, 2007, 2008, 2011 and 335.071, RSMo 1975, amended 1981, 1999.

20 CSR 2200-3.040 Program Changes Requiring Board Approval, Notification, or Both

PURPOSE: This rule defines program changes which require board approval, notification, or both.

20 CSR 2200-3.035 Multiple Campuses

PURPOSE: This rule defines the procedure for multiple campuses.

(1) Board approval is required for changes of

(1) Each campus of a program will be treated independently for purposes of compliance with the minimum standards set forth by the board.

(2) Each campus is required to submit a separate annual report, annual registration, and annual registration fee.

(3) The sponsoring institution shall submit a proposal as indicated in 20 CSR 2200-3.010(4)(A) and receive approval from the board before opening an additional campus or expand to additional satellite location(s). Each additional campus and satellite location will be surveyed.

(4) Each campus and satellite location shall have a full-time faculty person designated as the coordinator who reports to the program administrator and meets the faculty requirements for appointment.

(5) Discipline of one (1) campus will not automatically result in discipline of other campuses of the same program or other programs under the same institutional sponsorship. Discipline of a nursing program will apply to satellite expansion site(s) of the program.

(6) Each campus will be evaluated individually concerning licensure examination results.

(7) Satellite locations do not qualify as a campus of an approved program.

program decisions.

2. Baccalaot,, pro

(5) The program shall have a current organizational chart(s) illustrating the relationship of the program to the sponsoring institution and the coordinator and faculty structure within the nursing program.

(6) Finance.

(A) There shall be an annual budget to support the program. Financial resources shall be sufficient to support program outcomes and operation.

(B) The administrator of the program shall manage the budget.

(C) The administrator, with input from the coordinators and faculty, shall make recommendations for the budget.

(7) Clerical Assistance.

(A) Each program and satellite location shall have secretarial and other support services sufficient to meet the needs of the program.

AUTHORITY: sections 335.036 and 335.071, RSMo 2016.* This rule originally filed as 4 CSR 200-3.050. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999. Amended: Filed Dec. 1, 2000, effective May 30, 2001. Moved to 20 CSR 2200-3.050, effective Aug. 28, 2006. Rescinded and readopted: Filed April 17, 2007, effective Dec. 30, 2007. Amended: Filed Feb. 9, 2018, effective Aug. 30, 2018.

*Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995, 1999, 2007, 2008, 2011 and 335.071, RSMo 1975, amended 1981, 1999.

20 CSR 2200-3.060 Administrator/Faculty

PURPOSE: This rule defines the categories, qualifications and competencies, responsibilities, and employment policies of administrator/faculty.

(1) Program Administrator.

(A) The administrator shall have primary responsibility and the authority for the administration of the nursing program and be employed full-time.

(B) Criteria for Appointment,

1. Current active licensure to practice professional nursing in Missouri; the candidate's license to practice professional nursing has never been disciplined in any jurisdiction;

theory, lab, and clinical instruction shall be maintained. (B) The administrator of the program shall have a private office.

(5) Faculty workload shall allow time for class and laboratory preparation, instruction, program evaluation, and professional development. (C) The coordinator(s) and faculty shall have office space sufficient to 5

(6) Non-nurse faculty shall have professional preparation and qualifications in the specific areas for which they are responsible.

(7) Employment Policies.

(A) To the extent required by the law, age, marital status, sex, national origin, race, color, creed, disability, and religion shall not be determining factors in employment.

(B) Nursing Program.

1. Personnel policies shall be available in writing and consistent with the sponsoring institution.

2. Position descriptions shall be in writing and shall detail the responsibilities and functions for each position.

3. A planned orientation shall be in writing and implemented. It shall include a review of the Missouri Nursing Practice Act (NPA). Completed faculty orientation documents shall be maintained.

AUTHORITY: sections 335.036 and 335.071, RSMo 2016.* This rule originally filed as 4 CSR 200-3.060. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999. Moved to 20 CSR 2200-3.060, effective Aug. 28, 2006. Rescinded and readopted: Filed April 17, 2007, effective Dec. 30, 2007. Amended: Filed Jan. 11, 2013, effective July 30, 2013. Amended: Filed Feb. 9, 2018, effective Aug. 30, 2018.

*Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995, 1999, 2007, 2008, 2011 and 335.071, RSMo 1975, amended 1981, 1999.

20 CSR 2200-3.070 Physical Facilities and Instructional Resources

PURPOSE: This rule defines the physical facilities and instructional resources required by practical nursing programs.

(1) Office Space and Equipment.

(A) The institution shall provide space and equipment to fulfill the purpose of the program.

(B) Clinical simulation and clinical skills lab time is at the discretion of the nursing program.

(C) Direct patient care experiences shall be sufficient to achieve identified competencies as well as course and program outcomes.

(D) The ratio of faculty to students in the clinical area shall be designed to promote patient safety and to facilitate student learning with the proper supervision.

(E) There shall be evidence of clinical orientation for each nursing course with a clinical component.

(2) Each program shall have written evidence of an agreement with each clinical site which

be available for managing academic and nonacademic appeals. Due process for student appeals shall include the providing of written notice of all decisions affecting an individual student. An opportunity to contest facts serving as the basis for decisions and the opportunities to appeal decisions to a higher



1. Budgetary support specific to distance learning resources; (1) Transcripts. (2) A nondiscrimination policy shall appear in publications specific to the nursing program.

2. Course management/delivery platform(s) that are reliable and navigable for students and faculty; (A) Transcripts of all courses attempted or completed by each student attending the program shall be maintained permanently. (B) The official transcript shall identify the form(s) that are reliable and navigable for students and faculty to consistently meet program outcomes; (3) The following information shall be available to the applicant by electronic or print publications prior to admission:

3. Sufficient technical support to assist students and faculty to consistently meet program outcomes; 1. Date of admission, date of separation from the program, hours/credits/units earned, and the diploma/degree awarded; and (A) Approval status as granted by the board (initial, full, or conditional approval status);

4. Learning and technology resources, to include library resources, that are selected with input of the nursing faculty and are comprehensive, current, and accessible to students and faculty; 2. Transferred credits, including course titles and credits earned. Name and location of the credit-granting institution shall be maintained as part of official records. (B) National nursing accreditation status, if applicable;

5. Student outcomes consistent with stated mission, goals, and objectives of the program; (C) Transcripts, including microfiche and computer files, shall be stored in a secure area. (C) Admission criteria; (D) Section 335.066, RSMo, of the Missouri Nursing Practice Act with an explanation that completion of the program does not guarantee eligibility to take the licensure examination;

6. Collaborative and interactive learning activities that assist students in achieving course objectives; (2) School Records. (E) Advanced placement policies; (F) Student services;

7. Planned, faculty-guided, clinical learning experiences that involve direct contact with patients; (A) Student records shall be stored in an area which is theft resistant and where confidentiality can be ensured or according to sponsoring institution policies for secure storage of records. (G) Curriculum plan; (H) Program costs; (I) Refund policy; (J) Financial assistance; and (K) Distance learning measures and opportunities.

8. Learning opportunities that facilitate development of students' clinical competence and judgment, role socialization, and transition to nursing practice; (B) The nursing program shall maintain records as required by institutional and nursing program policies.

9. Evaluation of student outcomes at set intervals; (3) Compliance with the Family Education Rights and Privacy Act (FERPA) and any applicable regulations shall be strictly maintained. (4) The following information shall be available to the student by electronic or print publications upon entry:

10. Tracking of student retention and completion rates on ongoing basis; (A) Philosophy and/or mission; (B) Graduate competencies; (C) Grading, promotion, and graduation policies;

11. Faculty and student input into the evaluation process; and (C) Faculty roster with credentials; (E) School calendar; (F) Student policies; (G) Student's rights and responsibilities; (H) Appeal policies and procedures.

12. Evidence that outcome data are consistently utilized to plan and improve distance learning. AUTHORITY: sections 335.036 and 335.071, RSMo 2016.* This rule originally filed as 4 CSR 200-3.110. Original rule filed Jan. 29, 1974, effective Feb. 8, 1974. Amended: Filed Dec. 12, 1975, effective Dec. 22, 1975. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999. Amended: Filed Dec. 1, 2000, effective May 30, 2001. Moved to 20 CSR 2200-3.110, effective Aug. 28, 2006. Rescinded and readopted: Filed April 17, 2007, effective Dec. 30, 2007. Amended: Filed Jan. 11, 2013, effective July 30, 2013. Rescinded and readopted: Filed Oct. 14, 1981, effective Jan. 14, 1982. Rescinded and readopted: Filed March 25, 1993, effective Dec. 9, 1993. Amended: Filed Aug. 6, 1998, effective Feb. 28, 1999. Amended: Filed Dec. 1, 2000, effective May 30, 2001. Moved to 20 CSR 2200-3.120, effective Aug. 28, 2006. Rescinded and readopted: Filed April 17, 2007, effective Dec. 30, 2007. Amended: Filed Jan. 11, 2013, effective July 30, 2013. Amended: Filed Feb. 9, 2018, effective Aug. 30, 2018.

*Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995, 1999, 2007, 2008, 2011 and 335.071, RSMo 1975, amended 1981, 1999.

20 CSR 2200-3.110 Records

PURPOSE: This rule defines records required to be kept by programs of practical nursing.

PURPOSE: This rule defines what must be included in publications published by programs of practical nursing.

(1) Publications shall be current, dated, and internally consistent.

*Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995, 1999, 2007, 2008, 2011 and 335.071, RSMo 1975, amended 1981, 1999.

20 CSR 2200-3.130 Program Evaluation

PURPOSE: This rule provides for evaluation of the practical nursing program by faculty, students, and coordinating agencies.

(1) There shall be a written plan for systematic evaluation of all aspects of the program that includes student objectives, graduate competencies, and program outcomes. The systematic evaluation of the program will document the following:

- (A) Frequency of evaluation;
 - (B) Methods of evaluation;
 - (C) Person(s) responsible for the evaluation;
 - (D) Program-specific benchmarks;
 - (E) Actual outcomes with trended data;
- and
- (F) Program planning and improvement based on analysis of the benchmarks and actual outcomes.

(2) Systematic evaluation of the program shall include evaluation of the following:

- (A) Student achievement of course objectives and graduate competencies program outcomes;
- (B) Adequacy of program resources to include, but not limited to, fiscal, human,



B. Program governance as defined in implementation of the correction plan and 20 CSR 2200-3.050(5); NCLEX-PN[®] pass rates remain below eighty

C. General faculty resources and percent (80%), the board will withdraw approval pursuant to section 335.071.3., workload;

D. Student support services; RSMo.

E. Program admission, progression, and graduation policies; AUTHORITY: sections 335.036 and 335.071, RSMo 2016.* This rule originally filed as 4

F. Program completion rates for the last five (5) years; CSR 200-3.180. Original rule filed Sept. 1,

G. National Council Licensure Examination for Practical Nurses (NCLEX-PN[®]) pass rates for the last five (5) years; 1998, effective Feb. 28, 1999. Amended: Filed Dec. 1, 2000, effective May 30, 2001.

H. Job placement rates for the last five (5) years; Moved to 20 CSR 2200-3.180, effective Aug. 28, 2006. Rescinded and readopted: Filed April 17, 2007, effective Dec. 30, 2007.

I. Program satisfaction, to include student, graduate, and employer data; Amended: Filed Jan. 11, 2013, effective July 30, 2013. Amended: Filed Feb. 9, 2018, effective Aug. 30, 2018.

J. Number of nursing faculty teaching on full-time and part-time basis; to include adjunct clinical faculty and faculty on contingent approval;

K. Use of systematic program evaluation data related to program planning and improvement; and

L. Measures put in place to restore instructional quality and integrity of the program;

(B) Second consecutive year, The program may be placed on conditional approval status. The program administrator shall appear before and present to the board the current plan of correction, which includes a current analysis of program effectiveness, problems identified, and plans of correction;

(C) Side-by-side comparison of first-year and second-year analyses of program effectiveness shall be included. The plan of correction shall be submitted to the board by the deadline indicated.

(5) Conditional Program Approval.

(A) The nursing program placed on conditional approval shall remain on conditional approval (as per 20 CSR 2200-3.010(6)) until it has two (2) consecutive years of pass rates of at least eighty percent (80%) or until the board removes approval pursuant to section 335.071.3., RSMo.

(B) The nursing program shall provide a side-by-side comparison of plans of correction that includes program analyses for each consecutive year that NCLEX-PN[®] pass rates remain below eighty percent (80%). Each year the program administrator shall appear before and present to the board a current analysis of program effectiveness, problems identified, and plans of correction. The board may, at any time, apply a moratorium on student admissions pursuant to 20 CSR 2200-3.010(7)(A).

(C) If, after two (2) years on conditional approval, a nursing program has not demonstrated consistent measurable progress toward

*Original authority: 335.036, RSMo 1975, amended 1981, 1985, 1993, 1995, 1999, 2007, 2008, 2011 and 335.071, RSMo 1975, amended 1981, 1999.