Education Forms

- The following education forms can be found on KSBN website:
  - Faculty Qualification Report
  - Faculty Degree Plan
  - Faculty Hire Exception Form
  - Major Curriculum Change Request
  - Minor Curriculum Change Request
  - Test Before Transcript

Faculty Qualification Report

- Faculty Qualification Report (FQR)
  - Should be submitted when a new faculty member is hired or current faculty member status changes
  - Submit within 30 days of appointment
  - Include transcripts for original RN licensure degree and any further education
  - Copy of FQR will be returned to you after KSBN approval for your records
  - http://www.ksbn.org/cne/Faculty%20Clinical%20Instructor%20Record.pdf

Faculty Degree Plan

- Faculty Degree Plan:
  - If the faculty member does not have the appropriate degree as defined in 60-2-103 a faculty degree plan should be submitted
  - Should reflect planned completion of degree within six years of appointment date
  - Upon completion of the degree, a transcript showing completion of the program shall be submitted
  - Notification and rational for each faculty member who is not following the submitted degree plan should be sent to KSBN
  - Submit faculty degree plan with FQR
  - http://www.ksbn.org/cne/Faculty%20Degree%20Plan.pdf

Faculty Hire Exception Form

- Faculty Hire Exception Form
  - Should be submitted when faculty member does not meet criteria as stated in 60-2-103 and is not completing education to meet criteria
  - Hire exception will be reviewed by Education Specialist and approved/not approved/deferred to board
  - If approved, hire exception expires after one year of approval date
  - Submit form with FQR
  - http://www.ksbn.org/cne/Faculty%20Hire%20Exception%20Form.pdf

Major Curriculum Change Request

- Should be submitted for the following:
  - Any change in the plan of nursing curriculum organization that involves philosophy, number of semesters of study, or delivery method of nursing courses
  - Any change in content requiring a change of clock-hours or credit hours in nursing courses
  - Any change in the number of students to be admitted to the nursing education program
  - Should be submitted at least 30 days before a scheduled board meeting

  http://www.ksbn.org/cne/Major%20Curriculum%20Changes%20Dec%2004%20%2060.pdf

Minor Curriculum Change Request

- Should be submitted for minor curriculum changes that involve:
  - Content
  - Title
  - Objectives or outcomes
- Education Specialist reviews and approves/not approves/defers to board
- http://www.ksbn.org/cne/Minor%20Curriculum%20Change%20Dec%2004.pdf

Test Before Transcript

- Should be filled out by Dean or Director of Nursing School for each student that they authorize to complete NCLEX before transcript is received by KSBN

- Student will NOT be licensed before transcript is received by KSBN

- http://www.ksbn.org/forms/Test%20Before%20Transcript.pdf