

INTERNATIONAL CANDIDACY APPLICATION

When completing the international candidacy application, please refer to the following definitions:

- **Faculty:** Persons who teach and evaluate students and are academically and experientially qualified.
 - Full-Time – Person who teaches and has full-time faculty employment status as defined by the governing organization and the nursing education unit.
 - Part-Time – Person who teaches and whose appointment is less than full-time as defined by the governing organization and the nursing education unit.
 - **Governing Organization:** The institution or agency with overall responsibility and authority for the nursing education unit (example: college, university, hospital, vocational/technical school, or other).
 - **Nurse Administrator:** The individual with responsibility and authority for the administrative and instructional activities of the nursing education unit within the governing organization (example: dean, chairperson, director).
 - **Nursing Education Unit:** A school, division, department, or other specific unit offering a nursing program(s) within the structure of the governing organization.
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SECTION I.

Governing Organization

Name: _____

Address: _____

City: _____

State/Province/Region: _____

Zip/Postal Code: _____

Country: _____ Website: _____

Chief Executive Officer of the Governing Organization *(President, Chancellor, Provost, Rector, Head of School)*

Name: _____

Title of CEO: _____

Address: _____

City: _____

State/Province/Region: _____

Zip/Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

Nurse Administrator

Name: _____

Title: _____

Credentials:
(Degrees, Licensure,
Certifications, etc.) _____

Address: _____

City: _____

State/Province/Region: _____

Zip/Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

What is the primary language spoken in your country? _____

What is the primary language used to teach within the nursing education program? _____

Governing Organization:

Check the box that best describes the governing organization:

- University
- College
- Hospital/Medical Center/Health Center
- Technical/Vocational School
- Other; please describe:

Check all the boxes that describe the type of financial support the governing organization receives:

- Public (supported by the government)
- Private (receives some government funds)
- Private (receives no government funds; students or families pay fees/tuition)
- Religious affiliated (receives funds from a church or other religious organization)
- Other; please describe:

SECTION II.

1. Eligibility for NLNAC accreditation requires the nursing education unit to be located within an accredited and/or approved governing organization. Include a copy of the documentation for your governing organization's approval/accreditation.
2. Eligibility for NLNAC accreditation requires the governing organization to have degree-granting authority from an appropriate government agency or agencies. Include official documentation that verifies degree-granting authority of the governing organization and includes the dates or term period of authority and the name and address of the granting agency.

List the degrees, certificates, or diplomas that are granted/conferred by the governing organization:

List any agreements the governing organization has with other countries, regions, or organizations for recognition of standardized degrees (example: Bologna Process).

3. State the number of students enrolled in the governing organization: _____
4. The governing organization must have a mission, set of goals and objectives, and/or statement of values that support nursing education. Include a copy of the governing organization's mission, goals, or statement of values.
5. Include an organizational chart that details the governance of the nursing education unit and its relationship to other entities within the governing organization.
6. The governing organization must have adequate and stable financial resources to maintain its purpose/mission and the scope of its programs and services. Include the following information:
 - a. Annual operating budget with explanation/narrative that addresses the ability of the governing organization to employ an adequate number of full-time faculty; purchase and maintain equipment; procure supplies; and provide for adequate reference material and teaching aids
 - b. Narrative that discusses the ability of the governing organization to recruit and retain qualified faculty and provide for innovations and changes necessary to incorporate emerging information, best practices, and evidence-based teaching
7. The governing organization must have sufficient and qualified administrative personnel to ensure the effective administration of admissions, student services, academic services, business and planning, and other administrative/leadership functions to support the educational programs. Include the following:
 - Position descriptions for administrative personnel who oversee the areas listed above
 - Curriculum vitae of all current administrative officers who oversee the areas listed above

Nursing Program:

8. Eligibility for NLNAC accreditation requires the program to be approved without qualification by the agency that has legal authority for education programs in nursing. Include a copy of the documentation for your nursing education program's approval/accreditation.

9. What month and year did the first students take nursing (clinical) classes? _____

10. What year did the first students graduate from the nursing education program? _____

11. List the degree or credential that is granted upon completion of the nursing education program:

12. How many students have graduated from the nursing education program? _____

13. State the total number of students currently enrolled in the nursing education program: _____

14. Provide narrative that describes all of the methods of instruction utilized in the nursing program including lecture, seminar, skills laboratory, clinical, online, videotaping, compressed video, etc.

Nurse Administrator:

15. Provide narrative that indicates compliance with the following requirements related to the program's nurse administrator:
- a. The nursing education unit is administered by a nurse with the appropriate academic and experiential qualifications. (See Standard 1 in the Accreditation Manual for qualifications of the nurse administrator)
 - b. The nurse administrator has authority and responsibility for the development and administration of the program.
 - c. The nurse administrator has adequate time and resources to fulfill the role responsibilities.
 - d. The nurse administrator has authority to prepare and administer the program budget.

Include a curriculum vitae for the program's nurse administrator.

Faculty:

16. Provide the total number of individuals in each faculty category below:

Number of Full-Time Faculty: _____

Number of Part-Time Faculty: _____

Include a completed Faculty Profile Form (Sample Table: Faculty Profile available online at <http://www.nlnac.org/resources/FacultyProfile.htm>) and a curriculum vitae for each faculty member

teaching in the program that specifically includes academic credentials and experience in nursing.

Curriculum:

17. Provide narrative that addresses the following:

- a. What are the requirements for admission to the program?
- b. What general education courses are required prior to beginning nursing-specific content/courses?
- c. What is the typical length of time it takes to complete the nursing program?
- d. Describe the practice laboratory environments available to students for learning nursing skills.
- e. Describe the practice learning environments available to students for clinical experiences in which care is provided to patients.

Include the following additional information:

- A list of all the required courses (program of study) with a description of the course and learning objectives.
- A chart that lists clinical agencies (hospitals, clinics, medical centers) utilized for student learning experiences and a brief description of the types of clinical experiences.

Complete the chart below as it relates to the nursing-specific program of study:

Instructional Method	Number of Clock Hours/Units*	Number of Credits/ Units**
Lecture/Class/Seminar: Scheduled time in which students are expected to complete instructional modules, computerized instruction, attend lectures/seminars/clinical conferences, or participate in small group learning or discussion.		
Laboratory: Instructional method in which an instructor works closely with small groups of students who actively participate in learning exercises in a laboratory setting or practice behavior or nursing skills in a simulated environment.		
Patient Care/Clinical: time spent in clinical settings performing patient care.		

*Clock Hours or actual time measured in hours refers to the amount of time that students are required to participate in faculty or instructor-supervised time in classroom, clinical, or laboratory settings. This does not include time the student spends preparing for class or doing study on their own.

**Credit Hours refers to the unit of academic credit awarded by the governing organization.

18. Define the method used to determine the time required by the student to achieve/earn one (academic) credit.

19. Provide a detailed narrative as to why your nursing program should be considered by the NLNAC Board of Commissioners for accreditation (two page limit).

Name, Credentials, and Title of Person Completing this Application:

Date Completed (mm/dd/yyyy): _____

Checklist of Required Attachments:

(These materials must accompany the completed application.)

- Application Fee
- Governing Organization's Approval/Accreditation Documentation
- Governing Organization's Documentation of Degree-Granting Authority
- Governing Organization's Mission, Goals, Objectives, or Statement of Values
- Organizational Chart for Nursing Education Unit
- Budget and Narrative for Application Items 6a and 6b
- Position Descriptions for Administrative Personnel
- Curriculum Vitae for Administrative Personnel
- Nursing Education Unit's Approval/Accreditation Documentation
- Narrative for Application Item 14
- Narrative for Application Items 15a, 15b, 15c, and 15d
- Curriculum Vitae for the Program's Nurse Administrator
- Faculty Profile Form
- Curriculum Vitae for all Nursing Faculty Members
- Narrative for Application Items 17a, 17b, 17c, 17d, and 17e
- List of Program of Study
- List of Clinical Agencies
- Narrative for Application Item 18
- Narrative for Application Item 19