

**Massachusetts Board of Registration in Nursing**  
Advisory Ruling

**Title:** Full-Time Program Administrator Oversight of Nursing Education Programs

**Advisory Ruling (AR) Number:** 25-04

**Authority:** The Massachusetts (MA) Board of Registration in Nursing (Board) is created and authorized by MA General Laws (M.G.L.) c. 13, §§ 13, 14, 14A, 15 and 15D, and M.G.L. c. 112, §§ 74 through 81C to protect the health, safety, and welfare of the citizens of the Commonwealth through the regulation of nursing practice and education. In addition, M.G.L. c. 30A, § 8 authorizes the Board to make advisory rulings with respect to the applicability to any person, property, or state of facts of any statute or regulation enforced or administered by the Board.

**Date Issued:** November 26, 2025

**Scope of Practice:** Pre-Licensure Nursing Education Programs

**Purpose:** To define full-time responsibilities and expectations of the Nursing Education Program Administrator qualified under 244 CMR 6.04(1)(e) and (2)(a).

**Advisory:**

Regulation 244 CMR 6.04(2)(a) sets forth the eligibility criteria for the Program Administrator in approved nursing education programs, as authorized and required under M.G.L. c. 112, § 81C.

244 CMR 6.04(1)(e) requires the Parent Institution to appoint an Administrator, qualified under 244 CMR 6.04(2)(a), on a full-time basis and to provide adequate resources to effectively administer the nursing education program. It is the Board's position that "full-time" means the Program Administrator must dedicate a minimum of 35 hours per week, or the full number of hours required for full-time employment as defined by the Parent Institution, exclusively to the administration of the nursing education program.

The Board further clarifies that the Program Administrator role expectations, set by the Parent Institution, must not include conflicting duties, such as teaching responsibilities, other administrative appointments, clinical practice, or additional roles within or outside the Parent Institution, that divert time and attention from the full-time oversight of the nursing education program<sup>1</sup>.

Failure of a Program or Program Administrator to comply with the requirement of full-time administrative oversight constitutes noncompliance with 244 CMR 6.04(1)(e).

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<sup>1</sup> This does not include duties and tasks that are *outside* of the program administrator's primary responsibilities as defined by the parent institution.

Pursuant to 244 CMR 6.08(1), such noncompliance may result in Board evaluation of the Program's approval status.

For further details and requirements for nursing education programs, please see 244 CMR 6.00: *Approval of Nursing Education Programs, Standards, and Procedures* and 244 CMR 10.00: *Definitions and Severability*.

#### **References:**

<sup>1</sup>Code of Massachusetts Regulations. Massachusetts Board of Registration in Nursing. 244 CMR 6.00 Approval of nursing education programs. Retrieved at <https://www.mass.gov/regulations/244-CMR-600-approval-of-nursing-education-programs-and-the-general-conduct-thereof>

<sup>2</sup> Code of Massachusetts Regulations. Massachusetts Board of Registration in Nursing. 244 CMR10.00 Definitions and severability. Retrieved at <https://www.mass.gov/doc/244-cmr-1000-definitions-and-severability/download>

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