

Commonwealth of Massachusetts Board of Registration in Nursing

Distance Education for Didactic Component of Curriculum

Approval of a change in the number of credit hours or the number of clock hours of the nursing curriculum delivered via distance education is required.

The Board must approve a change in distance education for didactic component of a nursing education program before implementation of such change.

Approval requests must be submitted by nursing education programs (programs) in accordance with current Board guidelines a minimum of three months before the planned implementation date for such changes. Board approval is not required for editorial changes, redistribution of content within a course or changes in electives.

Section A.

Please complete ALL of the following sections.

Parent Institution Information

Date:	
Parent Institution:	
Address:	
City, State, Zip:	
Chief Executive Officer Name and Credentials:	
Email:	

Parent Institution Accreditation Status

Agency:	
Last Review:	
Outcome:	
Next Review:	

Nursing Education Program Information

Nursing Education Program:	
Address:	
City, State, Zip:	
Nurse Administrator Name and Credentials:	
Email:	
Nursing Program Type:	<input type="checkbox"/> Practical <input type="checkbox"/> Associate Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Direct Entry Masters

Nursing Program Accreditation Status

Nursing Accreditation Agency:	
Last Review (Accreditation Cycle and Year):	
Outcome:	<input type="checkbox"/> Initial Accreditation <input type="checkbox"/> Not Accredited <input type="checkbox"/> Continuing Accreditation
	<input type="checkbox"/> Continuing Accreditation with Conditions Follow-Up Report due: _____
	<input type="checkbox"/> Continuing Accreditation with Warning Follow-Up Report/Follow-Up Visit due: _____
	<input type="checkbox"/> Continuing Accreditation for Good Cause Follow-Up Report/Follow-Up Visit due: _____
Next Review (Accreditation Cycle and Year):	

Nursing Program Options

Program Option Name:	
Location Name:	
Delivery Method:	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education
Percentage of Nursing Credits Delivered by Distance Education:	<input type="checkbox"/> 0% <input type="checkbox"/> 1–24% <input type="checkbox"/> 25–49% <input type="checkbox"/> 50–100%
Current Student Enrollment	

Program Option Name:	
Location Name:	
Delivery Method:	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education
Percentage of Nursing Credits Delivered by Distance Education:	<input type="checkbox"/> 0% <input type="checkbox"/> 1–24% <input type="checkbox"/> 25–49% <input type="checkbox"/> 50–100%
Current Student Enrollment	

Program Option Name:	
Location Name:	
Delivery Method:	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education
Percentage of Nursing Credits Delivered by Distance Education:	<input type="checkbox"/> 0% <input type="checkbox"/> 1–24% <input type="checkbox"/> 25–49% <input type="checkbox"/> 50–100%
Current Student Enrollment	

Majority of Courses Distance Education

Current Total Nursing Program Student Enrollment (all program options/cohorts/locations combined)

Current Student Enrollment:	
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Current Total Number of Faculty

Full-time:	
Part-time:	

Section B. Curriculum Change Information

Provide a brief narrative for each question/prompt. **This section should not exceed 50 pages.**

Planned Implementation Date

Month/Date/Year:

Rationale for the Change

Provide a brief description of why the program faculty decided to implement a new delivery method.

Narrative:

Current/Existing Delivery	
Delivery Method:	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education
Percentage of Nursing Credits Delivered by Distance Education:	<input type="checkbox"/> 0% <input type="checkbox"/> 1–24% <input type="checkbox"/> 25–49% <input type="checkbox"/> 50–100%
Number of Nursing Credits Offered Via Distance Education:	
Length of Academic Term (in weeks; e.g., 15 weeks):	
Total Credits/Hours:	
Nursing Credits:	
General Education/Prerequisites:	
Proposed Distance Education Delivery	
Delivery Method:	<input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education
Percentage of Nursing Credits Delivered by Distance Education:	<input type="checkbox"/> 0% <input type="checkbox"/> 1–24% <input type="checkbox"/> 25–49% <input type="checkbox"/> 50–100%
Number of Nursing Credits Offered Via Distance Education:	
Length of Academic Term (in weeks; e.g., 15 weeks):	
Total Credits/Hours:	
Nursing Credits:	
General Education/Prerequisites:	

Majority of Courses Distance Education

Describe the delivery method to be implemented for the didactic components (e.g., lecture).

Narrative:

How does distance education fit within the mission and philosophy of the program and the parent institution? (244 CMR 6.04(1)(a))

Narrative:

Describe the faculty's preparation and/or expertise in distance education pedagogy. (244 CMR 6.04(2)(b)5)

Narrative:

What methods are used for verifying student identification for those students enrolled in distance modalities?

Narrative:

Describe the faculty involvement in developing the distance education curriculum. (244 CMR 6.04(4)(a))

Narrative:

Describe how faculty-to-student and student-to-student interactions are facilitated in each course.

Narrative:

Identify any changes from the currently approved curriculum in length of time, credit hours, or clock hours for the total program of study, the nursing courses, and/or the general education courses (244 CMR 6.04(4)).

Narrative:

Are there any changes to the amount of time required to complete the program requirements? (244 CMR 6.04(4)(b)1)

Narrative:

Majority of Courses Distance Education

Describe the credit-to-contact hour ratios for didactic/lectures, laboratory, and clinical experiences (e.g., 1:1 for didactic, 1:2 for laboratory/simulation, and 1:3 for clinical components) (244 CMR 6.04(4)).

Narrative:

Has there been a significant change in the total number of didactic or clinical/practice hours? If so, describe and include a rationale.

Narrative:

For Registered Nursing Programs: Total number of credit hours (244 CMR 6.04(4)(b)4)

Narrative:

For Practical Nursing Programs: Total number of hours of theory, laboratory and clinical practice. Number of hours allocated to nursing courses and clinical experiences. (244 CMR 6.04(4)(b)4)

Narrative:

Describe the teach-out plan for the previous curriculum, if applicable.

Narrative:

Describe any changes, if any, to the learning resources and technology accessible to faculty and students. (244 CMR 6.04(5)(c))

Narrative:

Will clinical learning experiences been impacted by the change? If so, describe.

Narrative:

Provide, *if applicable*, any additional commentary of how the change in the nursing program affects the program's compliance with 244 CMR 6.04.

Narrative:

Section C. Outcomes

Please complete ALL of the following sections for the three (3) most recent years. For expected levels of achievement (ELAs), include a timeline (e.g., 70% of students will complete the program in 150% of the program length).

First-time Performance on Licensure/Certification Examination Aggregated for Entire Program		
Expected Level of Achievement	Year	Licensure Examination Pass Rate
	20__	%
<input type="checkbox"/> Same as above	20__	%
<input type="checkbox"/> Same as above	20__	%

Performance on Program Completion – Aggregated for Entire Program		
Expected Level of Achievement	Year	Program Completion Rate
	20__	%
<input type="checkbox"/> Same as above	20__	%
<input type="checkbox"/> Same as above	20__	%

Performance on Job Placement – Aggregated for Entire Program		
Expected Level of Achievement	Year	Program Completion Rate
	20__	%
<input type="checkbox"/> Same as above	20__	%
<input type="checkbox"/> Same as above	20__	%

Admission Rates Reported on Annual Reports – Aggregated for Entire Program		
Expected Level of Achievement	Year	Number of Admissions

Majority of Courses Distance Education

	20__	%
<input type="checkbox"/> Same as above	20__	%
<input type="checkbox"/> Same as above	20__	%

Section D. Required Documentation

(to be included as an Appendix)

- ☐ Distance Education Worksheet (included on next page)
- ☐ Faculty Profile Table
- ☐ Documentation of final approval from the parent institution
- ☐ Documentation of final approval, acceptance, or notification of the substantive change from the parent institution accrediting agency (if applicable)
- ☐ Documentation of final approval, acceptance, or notification of the substantive change from the nursing program accrediting agency (if applicable)

Signature:	
Date	

Distance Education Worksheet

*Add additional rows as necessary

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