

Commonwealth of Massachusetts Board of Registration in Nursing

244 CMR 6.04 (1)(c) and (1)(f) Notification of Change in Program Administrator

Relevant Regulations at 244 CMR 6.04

(1)(c) A program administrator, qualified under 244 CMR 6.04(2)(a), shall be appointed to administer the program on a full-time basis.

(1)(f) The Board shall be notified immediately in writing of a change in administrative personnel within the program, or a change in the chief executive officer of the parent institution, or both.

(2)(a) Administrator. The program administrator shall:

1. hold a current Massachusetts Registered Nurse license in good standing;
2. possess an earned masters degree in nursing or an earned entry level doctorate in nursing;
3. possess a minimum of five years full-time nursing experience, or its equivalent, within the last eight years, with at least three years experience in nursing education; and
4. maintain expertise appropriate to administrative responsibilities.

The Board must approve the appointed program administrator.

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:	

Nursing Education Program Information

Nursing Education Program:	
Address:	
City, State, Zip:	
Nursing Program Type:	<input type="checkbox"/> Associate Degree <input type="checkbox"/> Direct Entry Master's <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Diploma <input type="checkbox"/> Practical

New Program Administrator

First Name:	
Last Name:	

Change in Program Administrator

Credentials:	
Position Title:	

New Program Administrator Contact Information

Telephone:	
Fax:	
Email:	

Section B. Program Administrator Change Information

Provide a brief narrative for each question/prompt.

Effective Date

Month/Date/Year:

Provide a brief summary of the events leading to the change.

Narrative:

Provide plans for mentoring/orientation of the program administrator.

Narrative:

Required Documentation

(to be included as an Appendix)

- ☐ Letter of Appointment
- ☐ Program Administrator Transcripts for Graduate Degree in Nursing
- ☐ Program Administrator CV/Résumé
- ☐ Program Administrator Job Description

Signature:	
Date	