



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
Bureau of Health Professions Licensure  
**Board of Registration in Nursing**  
239 Causeway Street, Suite 500, Boston, MA 02114

**CHARLES D. BAKER**  
Governor

**KARYN E. POLITO**  
Lieutenant Governor

Tel: 617-973-0900

TTY : 617-973-0988

<http://www.mass.gov/dph/boards/rn>

**MARYLOU SUDDERS**  
Secretary

**MONICA BHAREL, MD, MPH**  
Commissioner

September 22, 2017

Please review this notification carefully as it provides directions for submitted the program Annual Report to the Board. Attached you will find the required forms and instructions for your program's 2017 Annual Report to the Board of Registration in Nursing for the Academic Year 2016-2017. Please note:

- The Board Annual Report has been revised and reformatted to a PDF format with fillable spaces including text and numbers for most required field.
- Adobe Reader is required an available as free software at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>
- Excel workbook pages are now included for as faculty summary pages, Program graduates, Curriculum, cooperating clinical placements and preceptor lists, allowing for most spaces and improved data collection. The Program must submit the excel worksheets as formatted and as an attachment to your email.
- New this year is the addition of a direct email address mail box to submit the 2017 Program Annual Report;  
<https://email.state.ma.us/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2femail.state.ma.us%2fowa%2fnursingannualreports@massmail.state.ma.us>
- Massachusetts Board of Registration in Nursing (Board) regulation 244 CMR 6.07(3) requires the program administrator of a Board-approved nursing education program to notify the Board of all program changes (e.g. admission of 10 or more additional students; change in the overall length of the program; change in physical facilities/location).
- The Program's curriculum plan(s) in effect during the **2016- 2017** academic years is included in the excel workbook as a separate worksheet.
- The Annual Report includes a final check list verify that the report has been reviewed, prior to the Program Administrator signature.
- Please provide the published links to the institution catalog and the Program Student Handbook,( if not currently published you may attach a PDF of both). Hard copies are no longer required.
- You must "save as" and rename the document to apply your digital signature
- The Annual Report due date is extended to November 15, 2017.