

1 21 NCAC 36 .0323 is adopted as published in NCR 31:01, pages 33, as follows:

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3 **21 NCAC 36 .0323 RECORDS AND REPORTS**

4 (a) The controlling institution's publications describing the nursing program shall be accurate.

5 (b) There shall be a system for maintaining official records. Current and permanent student records shall  
6 be stored in a secure manner that prevents physical damage and unauthorized access.

7 (c) Both permanent and current records shall be available for review by Board staff.

8 (d) The official permanent record for each graduate shall include documentation of graduation from the  
9 program and a transcript of the individual's achievement in the program.

10 (e) The record for each currently enrolled student shall contain up-to-date and complete information,  
11 including the following:

12 (1) documentation of admission criteria met by the student;

13 (2) high school graduation, high school equivalent, or earned credits from post-secondary  
14 institution approved pursuant to G.S. 90-171.38(a); and

15 (3) transcript of credit hours achieved in the classroom, laboratory, and clinical instruction for  
16 each course that reflects progression consistent with program policies.

17 (f) The nursing program shall file with the Board records, data, and reports in order to furnish information  
18 concerning operation of the program as prescribed in the rules in this Section including:

19 (1) an Annual Report to be filed with the Board by November 1 of each year;

20 (2) a Program Description Report for non-accredited programs filed with the Board at least  
21 30 days prior to a scheduled review; and

22 (3) notification by institution administration of any change of the registered nurse responsible  
23 for the nursing program. This notification shall include a vitae for the new individual and  
24 shall be submitted within ~~20~~ 10 business days of the effective date of the change.

25 (g) All communications relevant to accreditation shall be submitted to the North Carolina Board of  
26 Nursing at the same time the communications are submitted to the accrediting body.

27 (h) The Board may require additional records and reports for review at any time to provide evidence and  
28 substantiate compliance with the rules in this Section by a program and its associated agencies.

29 (i) The part of the application for licensure by examination to be submitted by the nursing program shall  
30 include a statement verifying satisfactory completion of all requirements for graduation and the date of  
31 completion. The nursing program director shall submit ~~the~~ online verification form to the Board within one  
32 month ~~[10 business days]~~ following completion of the [graduation from a] Board approved nursing  
33 program.

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35 *History Note: Authority G.S. 90-171.23(b)(8); 90-171.38;*

36 *Eff. February 1, 1976;*

1                    *Amended Eff. December 1, 2016; January 1, 2015; December 1, 2005; January 1, 2004;*  
2                    *June 1, 1992; January 1, 1989; January 1, 1984.*