



## Checklist for Clinical Placement Requests – Out of State Students

In accordance with [21 NCAC 36 .0233](#), unlicensed nursing students enrolled in out of state education programs may participate in clinical experiences at North Carolina healthcare facilities only after receiving approval from the North Carolina Board of Nursing (NCBON). To ensure out of state student requests are complete and meet all submission requirements, follow this step-by-step checklist.

Checklist Item	Rule Reference	Required Document(s)	Completed
Submit request from chief nursing officer (CNO) or RN designee of NC agency at least <b>30 days</b> before the clinical start date	21 NCAC 36 .0233(a)	Letter of request with proposed start and end dates that includes CNO information	
Verification of nursing program approval in the home state	21 NCAC 36 .0233(a)(2)	Documentation of program approval by home state Board of Nursing	
Identify faculty coordinator for student experience	21 NCAC 36 .0233(a)(3)	Name, qualifications, CV, and proof of active, unencumbered RN license	
Identify on-site preceptor (if applicable)	21 NCAC 36 .0233(a)(4)	Name, qualifications, resume, and proof of active, unencumbered NC RN license	
Identify on-site faculty in NC (if applicable)	21 NCAC 36 .0233(a)(4)	Name, qualifications, resume, and proof of active, unencumbered NC RN license	
Provide institutional licensure documentation if applicable	21 NCAC 36 .0233(a)(5)	Evidence of licensure from UNC Board of Governors (per G.S. 116-15)	
Exemption from state authorization requirements	21 NCAC 36 .0233(a)(5)	Letter of approval - State Authorization and Reciprocity Agreement (SARA)	

It is acceptable to include more than one student in the same request.

After collecting all necessary documents, you may upload them [here](#).