

**TEXAS BOARD OF NURSING
3.12.3.a. EDUCATION GUIDELINE**

**Required Time Frames for Submission of Proposals, Reports, and Notifications and
Estimated Time Frames for Texas Board of Nursing (BON) Staff Review of Proposals,
Reports, and Notifications from Vocational and Professional Nursing Educational Programs**

TYPE OF DOCUMENT	REQUIRED SUBMISSION TIME FRAME	UPON RECEIPT OF DOCUMENT, ESTIMATED PROCESS TIME FOR BON STAFF FIRST REVIEW	UPON RECEIPT OF DOCUMENT, ESTIMATED PROCESS TIME FOR EACH SUBSEQUENT REVIEW BY BON STAFF
Proposal for an Innovative Professional Nursing Educational Pilot Program	At least 6 months prior to desired implementation date	12 weeks	4 weeks
Proposal to Establish a New Nursing Educational Program	9 to 12 months prior to desired implementation date	12 weeks	8 weeks
Notification of Transfer of Administrative Control of a Vocational Nursing Educational Program or a Professional Nursing Educational Program	As early as possible; at least 4 months	2 weeks	If proposal required, 12 weeks
Board Notification Forms - Initiating or Reactivating an Extension Program	4 months prior to implementation date	4 weeks	2 weeks
Board Notification Form - Closing a Nursing Educational Program or an Extension Program	4 months prior to desired implementation date	4 weeks	2 weeks
Proposal for Curriculum Change	4 months prior to desired implementation date	8 weeks	4 weeks
Self-Study Report	Set by BON Staff	8 weeks	4 weeks
Progress Report	Set by Board	4 weeks	2 weeks
Follow-up/Status Report	Set by Board	4 weeks	2 weeks