

## Important Information Needed for Site Visit

1. Please read the Instructions for Completing the Nursing Education Program Report carefully.
2. On the day of the site visit please have a current copy of the demographic/NCLEX data form, the faculty list (the list should be those faculty members employed at the time of the visit), contractual agreement form (the list should include those clinical agencies being used at the time of the visit) and Chapter 2 curriculum requirement forms.
3. For the meeting with students, there should be student representation from all programs offered within the Nursing Department of the Community College, College or University.
4. The day of the visit, please have all contractual agreements of every clinical agency being used (current) signed and dated for review by the visitors. Please make these documents readily available and in order.
5. Very Important - Please have all employed faculty member's (at the time of the visit) educational transcripts, denoting their highest degree, readily available and in order for review by the visitors. The transcript must show the date of graduation and the degree conferred.

If the highest degree is awarded in another field, we will check this degree and the highest nursing degree.

For those faculty members who are enrolled in a required nursing degree program, we will review evidence for annual progress and their plan of study, which should be current in their employee file.

6. Last Reminder – Please have all documents readily available and in order.