

OKLAHOMA BOARD OF NURSING

**2915 N. Classen Blvd., Suite 524
Oklahoma City, Oklahoma 73106
405/962-1800**

FACULTY QUALIFICATION RECORD

*A Faculty Qualification Record shall be submitted for all instructional staff (full-time, part-time, classroom, or clinical), and shall include educational preparation and employment experience [OAC 485:10-3-5(1)(A)]. The Faculty Qualification Record **must** be submitted to the Board office on a form provided by the Board within two weeks of day of appointment by the Nurse Administrator, a change in title or status of position, and any time an advanced degree is attained [OAC 485:10-3-5(1)(B)].*

Name of Employing Nursing Program _____ City _____

Full Licensure Name _____

Oklahoma License # _____ Date of Appointment _____ Full Time (FT) Part-Time (PT)

Title Change _____ Status Change to PT _____ to FT _____ Advanced Degree _____

Title of Position: _____ Areas of Teaching Responsibility: _____

Educational Preparation*

| | <u>Name of School</u> | <u>City & State</u> | <u>Graduation Date Month/Year</u> | <u>Major</u> | <u>Degree</u> |
|-------------------------|-----------------------|-------------------------|---------------------------------------|--------------|---------------|
| Basic Nsg. Education | _____ | _____ | _____ | _____ | _____ |
| Advance Education | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |

***Please attach copies of official transcripts on file at the employing institution.**

Previous Employment** Begin with last position held. Evidence must be provided of a minimum of two (2) years full-time equivalent practice as a Registered Nurse in a clinical setting.

| <u>Dates of Employment To/From-Month/Year</u> | <u>Employer</u> | <u>City & State</u> | <u>Position</u> | <u>FTE (in Years)</u> |
|---|-----------------|-------------------------|-----------------|---------------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

**** These sections must be completed even if a curriculum vita and transcripts are attached to include employment in Academic setting.**

I certify that I am the faculty member who is referred to in the foregoing *Faculty Qualification Record* and that the statements therein contained are true in every respect. I certify that I have met the requirements established in the *Oklahoma Nursing Practice Act and Rules* for nursing faculty or as acting administrator, including requirements for Oklahoma licensure, level of education, and clinical experience [59 O.S. §567.12(B); OAC 485:10-5-3.2(d); and OAC 485:10-5-5.2].

Signature of Faculty Member

Date

I certify that I have verified the Oklahoma nursing license of the faculty member. In addition, I have reviewed the official transcripts and work experience, and have verified that the faculty member meets the qualifications of the *Oklahoma Nursing Practice Act and Rules*.

Signature of Nurse Administrator

Date