NURSING EDUCATION NEW PROGRAM APPROVAL PROCESS

The Ohio Board of Nursing must issue "approval" status prior to the implementation of a new prelicensure nursing education program in Ohio. Chapter 4723-5, OAC, establishes the regulations for education programs. These administrative rules are available on the Board website at www.nursing.ohio.gov under the "Law and Rules" link.

Pursuant to Section 4723.06(A)(17), ORC, the Board may deny approval if the program or a person acting on behalf of the program submits or causes to be submitted to the Board false, misleading, or deceptive statements, information or documentation in the process of applying for approval of the program.

The Board may deny Conditional approval to a new prelicensure nursing education program or program that is being reestablished after having ceased to operate if the program is controlled by a person who controls or has controlled a program that had its approval withdrawn, revoked, suspended or restricted by the Board or a board of another jurisdiction that is a member of the National Council of State Boards of Nursing. (*Section 4723.06(C)(1), ORC)*

The RN and PN New Program Proposal Packets are located at www.nursing.ohio.gov and contain Part I, Part II and Form C.

Step 1: Submit a Letter of Intent (LOI)
To obtain Conditional (initial) approval, a program applicant submits a letter of intent to the Board. The LOI must include the following information and records:

A statement as to whether the intended prelicensure nursing education program is controlled by a person who controls or has controlled a program that had its approval withdrawn, revoked, suspended, or restricted by the Board or a board of another jurisdiction that is a member of the National Council of State Boards of Nursing (Reference Section 4723.06(C)(1), ORC) and attach certified copies of restricted by the Board, as applicable.

And:

1) The type of program the applicant intends to establish;
2) The location of the program and a detailed assessment of the need for a new nursing education program in the area;
3) The name and credentials of the registered nurse who will serve as the program administrator, if known at the time the letter is submitted, as well as the program administrator's:
   a) Resume; and
   b) Official transcripts verifying academic preparation that satisfies the requirements set forth in rule 4723-5-10 of the Administrative Code if the proposed program is a registered nursing education program or rule 4723-5-11 of the Administrative

Code if the proposed program is a practical nursing education program;

4) A list of potential sites for students to obtain clinical experience as required by rule 4723-5-13 of the Administrative Code for a registered nursing education program, and rule 4723-5-14 of the Administrative Code for a practical nursing education program.
5) A certified copy of a document indicating that the applicant is approved, authorized, or has a certificate of registration issued by:
   a) The Ohio department of higher education;
   b) The Ohio department of education; or
   c) The state board of career colleges and schools

If information about the program administrator is not available at the time of submission of the letter of intent, the applicant shall submit a subsequent letter at the time of appointment of an individual to serve as program administrator that includes the information required by paragraph (A)(1)(c) of this rule.

Applicants seeking registration but not yet registered by the State Board of Career Colleges and Schools may submit a copy of its application for a certificate of registration, filed with that agency if:

1) The state board of career colleges and schools has not made a decision regarding the certificate of registration at the time the applicant submits a letter of intent to the board; and
2) At least thirty days before the board considers the program for full approval status, as set forth in paragraph (A) of rule 4723-5-04 of the Administrative Code, the program submits a certified copy of certificate of registration from the state board of career colleges and schools demonstrating that the program has been approved by the state board of career colleges and schools.

The RN who is appointed to the role of administrator of a nursing education program is responsible and accountable for all aspects of the program. Therefore, the RN in this role must have working knowledge and understanding of the requirements established in Chapter 4723-5, OAC.

Step 2: The Board reviews the LOI and qualified program administrator acknowledged
When the Board receives the required information (Rule 4723-5-09(A), OAC) and verified that the program administrator meets the minimum qualifications, the entity and the administrator will be notified.

Step 3: Program Administrator submits the new program proposal to the Board according to the Part II Instructions
To obtain conditional approval, the applicant program administrator must submit a signed and completed "PN New Program Proposal Application" or "RN New Education Program Proposal Application" that is accompanied by the following:

1) The defined target region from which the student population will be drawn;
2) The planned strategy for establishing the proposed program within the defined target region that includes, but is not limited to, documentation with referenced data addressing the following:
   a) The shortage or surplus of existing registered nurses if the proposal is for a

registered nursing education program;

b) The shortage or surplus of existing licensed practical nurses if the proposal is for a practical nursing education program;
c) Copies of letters of intent from proposed clinical education sites to the applicant, indicating that the site should be able to accommodate the applicant's students. The letters of intent submitted by the applicant to the board must demonstrate that the proposed program would be able to provide students clinical experiences that meet course objectives or outcomes, provide students the opportunity to practice skills with individuals or groups across the life span, and provide students clinical experience at sites concurrent with related theory instruction.

The documents accompanying the “RN New Education Program Proposal Application” or the “PN New Program Proposal Application" must also include the following information and documents:

1) Organization and administration of the program as set forth in rule 4723-5-09 of the Administrative Code;
2) Qualifications of administrators, faculty, teaching assistants and preceptors for a registered nursing education program as set forth in rule 4723-5-10 of the Administrative Code, or for a practical nursing education program as set forth in rule 4723-5-11 of the Administrative Code;
3) Proposed policies as set forth in rule 4723-5-12 of the Administrative Code;
4) Proposed curriculum for a registered nursing education program as set forth in rule 4723-5-13 of the Administrative Code, or for a practical nursing education program as set forth in rule 4723-5-14 of the Administrative Code;
5) Proposed evaluation plan of the program as set forth in rule 4723-5-15 of the Administrative Code;
6) The program contractual relationships as set forth in rule 4723-5-17 of the Administrative Code;
7) Responsibilities of faculty teaching a nursing course as set forth in rule 4723-5-19 of the Administrative Code;
8) Responsibilities of faculty, teaching assistants and preceptors in a clinical setting involving the delivery of care to an individual or group of individuals as set forth in rule 4723-5-20 of the Administrative Code;
9) Program records maintenance plan as set forth in rule 4723-5-21 of the Administrative Code; and
10) Any other information the Board may request.

Step 4: Board reviews the proposal for completeness
Board staff notifies the program administrator if the proposal is complete, or if incomplete, identifies information that needs to be completed.

Step 5: The Board will conduct a Survey either prior to, or soon after the Board's approval
The proposed program shall be subject to a survey visit in accordance with paragraph (A)(3) of rule 4723-5-06 of the Administrative Code. The Board has discretion to conduct the initial survey either before the program is granted conditional approval, or after approval and within the first eight months of the program's operations as provided in paragraph (A)(3) of rule 4723-5-06 of the Administrative Code. A report of the survey visit shall be provided to the administrator of the program.

Step 6: **The proposed nursing education program information is submitted for Board consideration and approval**
The Board, at a regularly scheduled meeting, will review and consider the approval status of the proposed program. The initial approval status granted by the Board to a new nursing education program is Conditional approval. Conditional approval is granted when the Board determines the requirements of Chapter 4723-5, OAC have been met.

The Board will consider that the letter of intent or the program proposal has been withdrawn if the applicant fails to communication with the Board for one year after submission of either the LOI or proposal.

Step 7: Conditional approval
After Conditional approval is granted, the Board will notify the program administrator. The notification letter will include due dates of progress reports. Once Conditional approval has been granted and the new program may begin enrolling students and implement the program according to the submitted proposal, including implementing the program on the stated implementation date. Should the Conditionally approved program determine the need to change its implementation date, the program administrator is required to submit a written request to the Board for an extension of the implementation date.

Step 8: Conditional approval progress reports
During the period of conditional approval, the administrator of the program shall submit progress reports to the Board as stated in the Conditional approval notification letter. Forms for these types of progress reports are available on the *Education Programs* page of the Board website; however, the progress report submitted shall include information as cited in Rule 4723-5-08(K), OAC.

Step 9: Program approval status after first class completes program
The approval status of a program with Conditional approval shall be reconsidered by the Board after completion of the program by the first class that entered the program immediately after conditional approval was granted. Prior to completion of the program by the first class who entered the program after conditional approval was granted, a survey visit shall be conducted by a representative of the board in accordance with rule 4723-5-06 of the Administrative Code to determine whether the program is meeting and maintaining the requirements of this chapter. The Board will review the survey and consider the program's approval status at a regularly scheduled meeting. The Board may also conduct a survey of the nursing education program at anytime, either announced or unannounced.

PART I: PN New Program Proposal Application (2017)

The Program Administrator must complete and sign this Part I Application Form

CONTACT INFORMATION:

Legal/Official Name of Nursing Education Program

Name & Title of Program Administrator

Program Address | City | State | Zip

Program Phone | Program Fax | Program Website Address

Program Administrator Address | City | State | Zip

Program Administrator Phone | Program Administrator Fax | Program Administrator E-mail

PROGRAM INFORMATION:

Projected date for admitting the first class: _____

Projected enrollment for first admitted class: _____

Number of classes to be admitted annually: _____

Number of weeks in program: _____

Anticipated completion date for first class: _____

This nursing education program is divided into *(check one)*:

Semesters ☐ Quarters ☐ Trimesters ☐ Other (Please Explain) _____

The applicant is approved, authorized, or has a certificate of registration issued by: *(check one)*: Ohio Dept. of Higher Education ☐ Ohio Dept. of Education ☐ State Board of Career Colleges and Schools ** ☐

** ☐ Check here if application with State Board of Career Colleges and Schools (SBCCS) for certificate of registration is pending (Board staff will verify that applicant submitted required copy of SBCCS with letter of intent.)

Signature of Program Administrator | Date

Type name, credentials, and title

Part II: PN New Education Program Proposal Instructions and Content

The Ohio Board of Nursing requires that submissions of large-volume documents be submitted electronically through the SharePoint system. Please follow the instructions below.

Prepping Folders/Files

- Folder and File names should be **short (no more than 3-4 words)** but still easily depict the content of the document
- When creating file names, you cannot use the following characters: <, >, ”, /, \, |, #, &, *, (,), {, }, ~
- Folder Layout: You should only upload one main folder (**Abreviated Program Name_Content**) into SharePoint, with all other items organized into subfolders. Below is an example of the expected layout. Please note you may have more or less folders depending on the submission.

    - OBN PN_Proposal or OBN RN_Requested Docs
        - Folder Name 1
            - Documents (Applications)
        - Folder Name 2
            - Rule 4723-#-#
                - Documnets
            - Rule 4723-#-#
            - Rule 4723-#-#
            - Rule 4723-#-#
            -

Accessing SharePoint & Dropping a large File

- To access SharePoint, you will need a **Microsoft account.**
- A Microsoft account is free to create, and no paid subscription is required.
- If your program/organization does not already have Microsoft, you may create a free account: Create your Microsoft account

You will need to receive an email permitting you to upload folders and files directly to SharePoint. If you have not received the email, please submit a request to Education@Nursing.Ohio.gov.

Once your submission is complete, you must notify the Board’s Education Unit by emailing Education@Nursing.Ohio.gov.

Please review the *File Sharing in SharePoint* document for step-by-step instructions.

Requirements for New Program Proposals

Rules	Information To Be Included In The New Program Proposals
4723-5-08(C), OAC: Requirements for seeking conditional approval	A complete proposal submitted by the program administrator shall include the following: (1) The defined target region from which the student population will be drawn; (2) The planned strategy for establishing the proposed program within the defined target region that includes, but is not limited to, documentation with referenced data addressing the following: (a) The shortage or surplus of existing registered nurses if the proposal is for a registered nursing education program; (b) The shortage or surplus of existing licensed practical nurses if the proposal is for a practical nursing education program; (c) Copies of letters of intent from proposed clinical education sites to the applicant, indicating that the site should be able to accommodate the applicant's students. The letters of intent submitted by the applicant to the board must demonstrate that the proposed program would be able to provide students clinical experiences that meet course objectives or outcomes, provide students the opportunity to practice skills with individuals or groups across the life span, and provide students clinical experience at sites concurrent with related theory instruction; (3) The official name and address of the proposed program and the proposed program's controlling agency; (4) The planned date for admission of the first class and a projected date of completion for the first graduate of the proposed program;
4723-5-09, OAC: Organization and Administration of the program	(1) A narrative summary and overview of the organization and administration of the program, addressing the requirements of Rules 4723-5-09(A), (B), and (C), OAC, in their entirety; (2) Organizational charts for both the organization as a whole, clearly demonstrating reporting and communication relationships, and (3) The organizational chart for the proposed program;

	(4) The position description for the Program Administrator, which includes, at a minimum: (a) All role and responsibilities required in Rule 4723-5-09(B), OAC (b) The qualifications for the position required in Rule 4723-5-10(A)(1), OAC. (5) The resume for the Program Administrator; (6) The nursing program faculty by-laws, demonstrating faculty, student, and Program Administrator involvement in the organizational structure and function of the nursing program; (7) Process by which faculty and students are involved in determining academic and program policies and procedures, planning curriculum, and program evaluation; (8) A proposed budget for the initial period of conditional approval for the program, estimating all major costs for: salaries, equipment, building, and other start-up and infrastructure cost, and anticipated income from tuition and any other sources, to demonstrated that if approved, the Program will be financially viable; (9) The orientation process for new faculty, including a checklist or other instrument used to document individuals' orientation to the nursing program (10) Documents or narratives setting forth the manner in which faculty are recommended for appointment, promotion, tenure or retention, or termination; (11) Narrative for facilitation faculty development, including enhancing educational competencies; (12) Narrative for Establishing the faculty or teaching assistant to student ratio for direct patient care experiences at no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care by students, faculty, and teaching assistants; (13) Narrative of method the Program Administrator will use to assure for each student who is an applicant for licensure in Ohio that each applicant successfully completed the

	requirements of a program and the date the applicant completed the program requirements; (14)A plan for verifying that each nurse teaching a course in the program holds a current, valid license; (15)A plan for maintaining resources, including but not limited to classroom and skills laboratory equipment and supplies necessary for students to successfully complete the program.
4723-5-11, OAC: Qualifications of administrators, faculty, teaching assistants and preceptors for a practical nursing education program	(1) Include position descriptions for: (a) Associate Program Administrator, (if utilized) (b) Faculty; (c) Teaching Assistants; and (d) Preceptors, (if utilized) • The position descriptions must be consistent with the qualifications found in Rule 4723-5-10, OAC, and responsibilities as found in Rules 4723-5-19, OAC, and 4723-5-20, OAC. (2) Submit, in a single chart format, for all faculty and teaching assistants employed by or under contract with the proposed nursing program: (a) Full name and license number as it appears on their nursing license; (b) Title (Program administrator, associate administrator, faculty teaching a nursing course, or teaching assistant); (c) Academic preparation; (d) Year and month of appointment; (e) Years of experience as faculty teaching a nursing course (if applicable) and type of program(s) taught RN or LPN; (f) All states in which a current active nursing license is held (g) Nursing courses for which individual was responsible to teach as faculty (if applicable); and (h) The names of teaching assistants (if applicable) that Faculty supervise.
4723-5-12, OAC: Program policies	Submit written proposed policies for the following: (1) Admission; (2) Readmission;

	(3) Advanced Standing, including a process for review of an individual's military experience and training, and awarding of credit for any substantially equivalent military education or skills training; (4) Progression; (5) Completion; (6) Student notification of program policy changes (7) Payment of fees and expenses, and refunds associated with the program; (8) Procedure for student illness in the classroom and clinical setting; (9) Availability of student guidance and counseling services; (10) Process for students filing grievances and appeals; (11) Faculty responsibilities related to the supervision of students; (12) Periodic evaluation of each student's progress in each course; and (13) All Student Codes of conduct in accordance with 4723-5-12(C), OAC. • Policies are to be written in a "policy" format, not as a narrative, although a general, brief explanatory narrative may begin the section.

4723-5-14, OAC: Proposed curriculum for a practical nursing education program	Submit the following: (1) The Program's philosophy or assumptions; (2) The Program's conceptual framework or organizing theme; (3) The Program's objectives or outcomes; (4) The curriculum plan showing the sequence of courses and the number of clock hours allotted to class, clinical, and laboratory experience within each course; (5) Location of Curriculum (Form C). (6) A chart or form summarizing internal consistency between the philosophy or list of assumptions, conceptual framework or organizing theme, program objectives or outcomes, course objectives or outcomes, teaching strategies, and evaluation methods. (7) A chart explaining each clinical course and the corresponding clinical agency intended for use by students to meet the course's clinical objectives. (8) Provide the template used as a testing component and means to verify that a student has successfully completed the course in intravenous theory.
4723-5-15, OAC: Evaluation plan of the program	Submit the following: (1) The written systematic plan of evaluation (SPE), including the requirements specified in Rule 4723-5-15, OAC; (2) A narrative describing how the SPE will be carried out; and (3) A description of how the findings and actions will be summarized and documented. (4) Submit forms for the evaluation of clinical sites, student evaluation of faculty, and student and faculty evaluation of courses

4723-5-17, OAC: The program contractual relationships	Submit the following: (1) Copies of letters of intent from proposed clinical education sites to the applicant, indicating that the site should be able to accommodate the applicant's students. The letters of intent submitted by the applicant to the board must demonstrate that the proposed program would be able to provide students clinical experiences that meet course objectives or outcomes, provide students the opportunity to practice skills with individuals or groups across the life span, and provide students clinical experience at sites concurrent with related theory instruction; (2) In chart format, list all proposed agencies used for student clinical experiences and include (a) Name of agency; (b) Address of agency (c) Type of agency (acute care, long term care, home health care, etc.); (d) Corresponding course in which agency is used; (e) Indicate whether or not preceptors are to be utilized at the agency. (3) Sample contract (4) If facilities are to be used for clinical experiences in another jurisdiction (another jurisdiction includes federal facilities that are located in Ohio), documentation that the program is complying with any and all requirements of the jurisdiction in which the clinical experience is held. Include documentation of contact with the Board of Nursing or other entity that regulates nursing in the other jurisdiction
4723-5-19, OAC: Responsibilities of faculty teaching a nursing course	Provide a syllabus or outline for each course that includes at least: (1) The title of the course; (2) The number of theory hours, if applicable; (3) The number of clinical and laboratory hours combined, if applicable; (a) The total number of planned clinical hours; (b) The total number of planned laboratory hours; (4) The number of clinical hours, if applicable; (5) The course description;

	(6) The course objectives or outcomes; (7) The teaching strategies, including the job title, credentials or other information describing the background of an individual providing course content, whose qualifications are directly related to the course; (8) The methods of evaluation; (9) The name of the faculty who will be teaching the course; (10) The name of teaching assistants that will teach the course, or provide instruction in laboratory or clinical settings, as directed by faculty; and (11) The required textbooks and other bibliography of learning resources; (12) Include laboratory and clinical competency evaluation tools of students for each course that contains laboratory or clinical hours. (13) The template used to track the data required in Rule 4723-5-19(F), OAC: name of course, dates course was taught, faculty's name, and the number of planned laboratory and clinical hours, and the actual number of laboratory and clinical hours provided to students.
4723-5-20, OAC: Responsibilities of faculty, teaching assistants and preceptors in a clinical setting	Include: (1) A narrative or description, which includes, the role of faculty, teaching assistants and preceptors in the clinical setting. (2) If preceptors are to be utilized, a narrative of procedures used to identify qualified preceptors, including any forms used.
4723-5-21, OAC: Program records maintenance plan	Include: (1) A narrative discussing the planned location for record maintained, and the maintenance plans for student, faculty and preceptor records.
Any other information requested by the Board	

Form C: PN Education Programs
Location of Curriculum Content

Please complete the information below to identify the content, as specified in **Rule 4723-5-14** of the Ohio Administrative Code (OAC), included in your program proposal.

Rule 4723-5-14 is that the curriculum for a practical nursing education program shall include but not be limited to the following areas of study that may be integrated, combined, or presented as separate courses.	**Identify the course(s) in your curriculum where this content is clearly and explicitly demonstrated**
1. Basic biological, physical, and technological sciences, human anatomy and physiology, chemistry, microbiology, nutrition, pharmacology, mathematics, and computer operations;	
(a) Human anatomy and physiology;	
(b) Chemistry;	
(c) Microbiology;	
(d) Nutrition;	
(e) Pharmacology;	
(f) Mathematics; and	
(g) Computer operations.	
2. Social and behavioral sciences that are necessary for a basic understanding of the effect of a patient's religious, spiritual, cultural, gender identity, sexuality, and growth and developmental experiences on the patient's health, the patient's attitude toward health maintenance, and to effectively communicate with the patient;	
3. Basic nursing art and science practiced in a variety of structured settings, with courses and clinical experiences sufficient to prepare the graduate to safely deliver nursing care to individuals and groups across the life span, that include but are not limited to:	

(a) The nursing process:	
• Collection and organization of relevant health care data;	
• Assisting in the identification of health needs and problems;	
• Contributing to the interdisciplinary health care team in addressing patient physiological, psychological, cultural, and spiritual needs;	
(b) The application of nursing care concepts in addressing the physiological, psychological, cultural and spiritual needs of patients;	
(c) Communication with patients, families and significant individuals;	
(d) Documentation of nursing care within various health information systems;	
(e) Information management as it pertains to health records, nursing science, and evidence-based practice;	
(f) Concepts of teaching and learning;	
4. Safe and effective care environment and coordinated care:	
(a) Collaboration with patients, families, other members of the health care team, and other individuals significant to the patient	
(b) Delegation of nursing tasks in accordance with Chapter 4723-13 of the Administrative Code;	
(c) Demonstration of knowledge of legal, ethical, historical, and emerging issues in nursing that include but are not limited to the law and rules regulating nursing practice in Ohio	
5. Safety and infection control;	
6. Health promotion and maintenance;	

7. Psychosocial integrity;	
8. Physiological integrity, including:	
(a) Basic care and comfort;	
(b) Pharmacological therapies, including but not limited to safe pharmacotherapeutics, and safe medication administration;	
9. Reduction of risk potential, including but not limited to patient safety strategies;	
10. Physiological adaptation;	
11. Application of principles of clinical judgment in the delivery of nursing care;	
12. A combination of clinical and laboratory experiences concurrently with related theory instruction	
13. Professionalism and acting as a mentor for other nurses.	
In addition to the content set forth in paragraph (E) rule 4723-5-14, all practical nursing education programs shall include a course or content in intravenous therapy. A course or content in intravenous therapy to be included in a practical nursing education program shall have, at a minimum, didactic, laboratory, and supervised clinical practice that covers the following:	
1. The law and rules related to the role, accountability, and responsibility of the licensed practical nurse in intravenous therapy;	
2. Policies and procedures related to intravenous therapy and affiliating clinical agencies;	
3. Sciences related to intravenous therapy, including, but not limited to anatomy, physiology, microbiology and standard precautions, principles of physics, pharmacology, and pharmacology mathematics;	
4. Nursing care of individuals receiving intravenous therapy, including the clinical experience required in paragraph (E)(12)(b) of this rule	

5. Documentation related to intravenous care;	
6. Any other training or instruction the board considers appropriate;	
7. A testing component through which a student is able to demonstrate competency related to intravenous therapy;	
8. A means to verify that a student has successfully completed the course in intravenous therapy as set forth in this rule.	

File Sharing in SharePoint

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Prepping Folders/Files

- Folder and File names should be **short (no more than 3-4 words)** but still easily depict the content of the document
- When creating file names, you cannot use the following characters:
  <, >, ”, /, \, |, #, &, *, (,), {, }, ~
- Folder Layout: You should only upload one main folder (**Abreviated Program Name_Content**) into SharePoint, with all other items organized into a few subfolders. Below is an example of the expected layout. Please note you may have more or less folders depending on the submission.

  - OBN PN_Proposal or OBN RN_Requested Docs
    - Folder Name 1
      - Documents (Applications)
    - Folder Name 2
      - Rule 4723-#-#
        - Documnets
      - Rule 4723-#-#
      - Rule 4723-#-#
      - Rule 4723-#-#

Accessing SharePoint & Dropping a large File

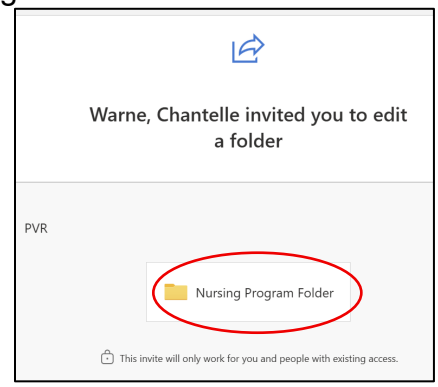
- To access SharePoint, you will need a **Microsoft account.**
- A Microsoft account is free to create, and no paid subscription is required.
- If your program/organization does not already have Microsoft, you may create a free account: Create your Microsoft account

You will need to receive an email permitting you to upload folders and files directly to SharePoint. If you have not received the email, please submit a request to Education@Nursing.Ohio.gov.

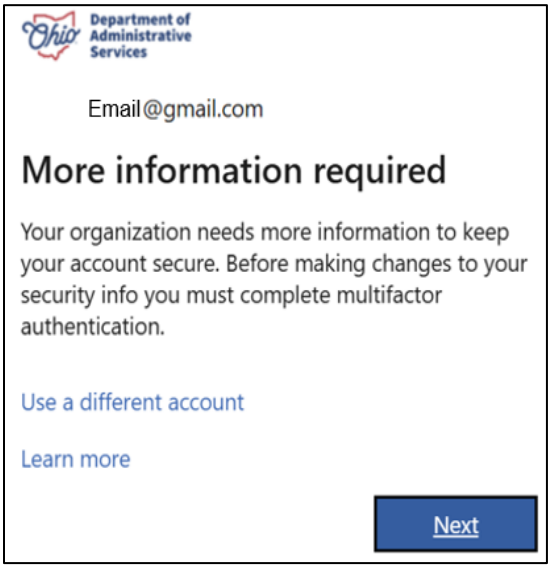
Once your submission is complete, you must notify the Board’s Education Unit by emailing Education@Nursing.Ohio.gov.

Uploading Documents to a Shared Folder

1. Click on the link in the email. If you are not already logged into an account, you will be instructed to sign in.



2. You will then be directed to the Department of Administrative Services (DAS) authentication steps. Click **Next**



8995 East Main Street
Reynoldsburg, OH 43068 U.S.A.

Phone: 614 | 466 3947
Fax: 614 | 466-0388

Board@Nursing.Ohio.gov
Nursing.Ohio.gov

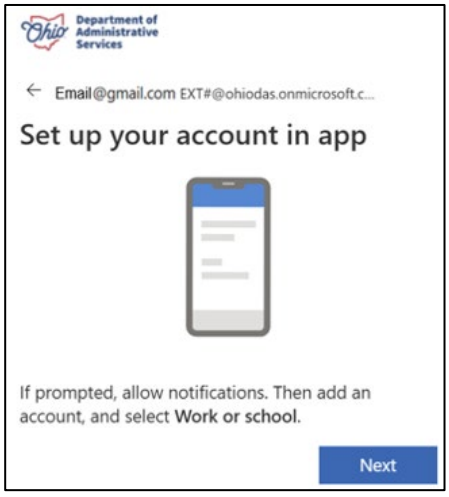
The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services.

3. You will be asked to install Microsoft Authenticator onto your mobile device, if you do not have it already. You may also utilize other authenticator applications(apps) (DUO, Google Authenticator, etc.)
    a. If you are using Microsoft Authenticator, click **Next**
    b. If you are using a different authentication app, click on **Set up a different authentication app**.

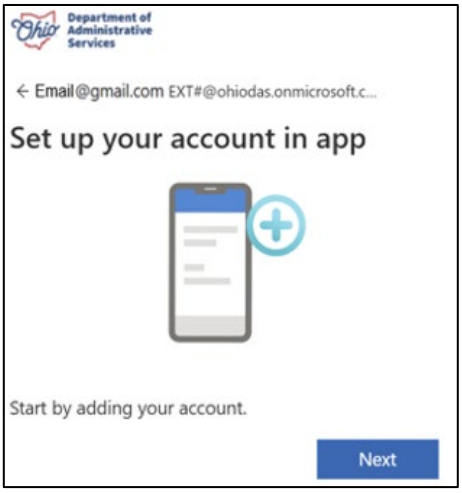


4. The next screen will instruct you to set up your authenticator app on your mobile device, once complete and ready, click **Next**.

Microsoft Authenticator



Different Authentication App



8995 East Main Street
Reynoldsburg, OH 43068 U.S.A.

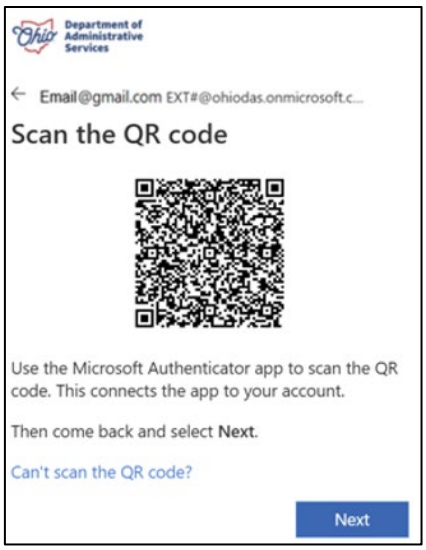
Phone: 614 | 466 3947
Fax: 614 | 466-0388

Board@Nursing.Ohio.gov
Nursing.Ohio.gov

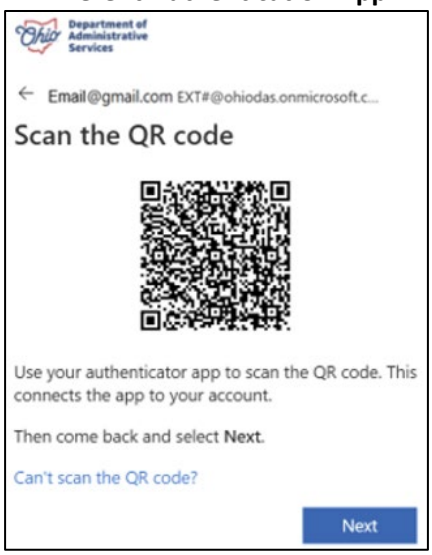
The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services.

5. While in the authenticator app, scan the QR Code on your screen. This will connect the app to your account. Once complete, select **Next**.

Microsoft Authenticator



Different Authentication App



6. Complete the remaining authentication steps, which will then take you into SharePoint to drop your Program Folder.