

Guide to Approval OR Review of Refresher Programs:

1. Provide the following to the **Board of Examiners for Nursing (BOEN)**:
 - a. Participant eligibility/requirements.
 - b. Syllabus for the Refresher Program including the theory and clinical components.
 - c. Format(s) of the Refresher Program.
 - d. Length of the Refresher Program.
 - e. Cost of the Refresher Program, including any textbooks and/or technology programs.
 - f. Technology requirements.
 - g. Evaluation methods.
 - h. A summary of the review and/or request.

2. Attend & participate in the **BOEN** meeting including answering any questions from the **BOEN** members regarding the request.
 - a. Provide any additional information as requested by the **BOEN** and take note of the **BOEN**' s response to the request.

3. Provide **the Department** with the contact information, including a direct phone number, e-mail & mailing address for the Refresher Program.