



Georgia Board of Nursing (GBON)
Nursing Education Programs Substantive Change Manual
Pursuant to Chapter 410-8 Registered Nursing Education Programs and
Chapter 410-9 Licensed Practical Nursing Education Programs

GBON Nursing Education Program Requirements:

It is the responsibility of each nursing program in Georgia to report any major substantive change to the GBON. A substantive change is a significant modification or expansion in the nature and scope of an approved nursing program. Approval is defined as any and all nursing programs who have a Developmental Approval, Provisional Approval, Initial Approval, Conditional Approval, or Full Approval status. The substantive changes only relate to pre-licensure nursing education programs. Post licensure programs and graduate programs are not regulated by the GBON.

Many substantive changes require prior Board approval, as well as required documentation *before* implementation. This document will provide guidance on the reporting of substantive changes, as well as information related to prior approval requirements and specific documentation required for each substantive change. Additionally, there are prospectus guides available for each substantive change requiring a prospectus submission. The guide may be utilized as a resource by the nursing education program(s) and are available upon request.

Substantive Change Documentation Requirements:

All cover letters must be submitted on institutional letterhead and signed by the nurse administrator. If a prospectus is required for documentation, the prospectus must include specific information and supporting documentation related to compliance with all applicable GBON Rules and Regulations as outlined in Chapter 410-8 and Chapter 410-9. The program may choose to submit accreditation documentation reporting the change. All required documentation, as well as any additional supporting documentation, must be submitted via email to the Nursing Education Consultant (NEC) or designee. The required documentation must be submitted as one document in searchable, PDF format. ***Submissions must be submitted to the NEC or designee at least four (4) weeks prior to the scheduled GBON meeting education session.*** Education sessions are conducted on a bi-monthly (occurring every other month) basis unless otherwise specified. Any submissions received after the four (4) week deadline will be reported during the next scheduled bi-monthly GBON meeting and scheduled education session.

GBON Substantive Change Reporting:

Substantive changes are reported to the GBON by the NEC or designee during bi-monthly GBON meetings which include scheduled education sessions. The program will receive official correspondence via email following the scheduled meeting in which the substantive change is reviewed.

Substantive Change Reporting Requirements:

Type of Substantive Change	GBON Prior Approval Required	Submission Timeline	Site Visit	Required Documentation for Submission
Change in the ownership, legal status, and/or governing organization	No	Immediately	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Acquiring (consolidating/ merging) another governing organization with an approved or non-approved nursing program	No	Within 4 months of change	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Acquiring (consolidating/ merging) another governing organization with an off-campus instructional site where an approved or non-approved nursing program is offered	No	Within 4 months of change	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Relocation of or changing the physical address/ location of the governing organization	Yes	Immediately upon consideration	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Relocation of or changing the physical address/ location of any satellite/ instructional site(s)	No	Within 4 months of change	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Change in the Nurse Administrator	No	Within 30 days of change	No	Cover Letter Curriculum vitae verifying compliance with rule requirements License Verification
Significant change in organizational structure of the nursing program that could result in non-compliance with the GBON rule and regulations	No	Within 4 months of change	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Change in method of academic measurement (clock hours/credit hours/contact hours)	No	Within 4 months of change	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Change in delivery of the nursing program - offering >25% of total credit/clock hours via distance education	Yes	Within 4 months of change	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Addition of courses or nursing programs of study at a degree or credential level different from what is currently offered	Yes	Immediately upon consideration	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Addition of an additional track/nursing program option within the nursing program leading to pre-licensure degree	Yes	Immediately upon consideration	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change

Type of Substantive Change	GBON Prior Approval Required	Submission Timeline	Site Visit	Required Documentation for Submission
Curriculum revision resulting in an increase, decrease, or substitution of number of credit hours/ clock hours, either in content or delivery model that is required for program completion	No	Within 4 months of change	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Inactivation of a program or track currently approved by the GBON	Yes	Within 4 months of change	Possible	Cover Letter Teach out plan and/or the nursing education program's accreditation report of change
Closure of a program currently approved by the GBON	Yes	Within 4 months of change	Possible	Cover Letter Teach out plan and/or the nursing education program's accreditation report of change
Closure of a track/option currently approved by the GBON	Yes	Within 4 months of change	Possible	Cover Letter Teach out plan and/or the nursing education program's accreditation report of change
Enrollment increase 25% or greater, by headcount, in one academic year, for each nursing program offered	No	Within 4 months of change	No	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Addition of a new satellite/instructional site to deliver the nursing program	Yes	Within 4 months of change	Possible	Cover Letter Prospectus and/or the nursing education program's accreditation report of change
Inactivation or closure of a satellite/instructional site currently utilized to deliver the nursing program	Yes	Within 4 months of change	No	Cover Letter Teach out plan and/or the nursing education program's accreditation report of change
Change in the approval status by the programmatic nursing accrediting agency (ACEN, CCNE, CNEA)	No	Immediately upon receipt of notification	Possible	Cover Letter Accreditation documentation received pertaining to the change in approval status of the nursing education program
Change in the status/ affirmation of the governing organization's institutional accreditation	No	Immediately upon receipt of change	Possible	Cover Letter Accreditation documentation received pertaining to the change in status/affirmation of the governing organization

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