

MEMORANDUM

TO: Non-Licensed Nurse Training Programs Seeking to Offer Clinical Sites within the District and DC-based Clinical Training Programs for DC Board of Nursing-Regulated Nursing Students

FROM: Camesha Thompson, RN, ACRN, CPH
Executive Director, DC Board of Nursing

DATE: August 6, 2025

SUBJECT: Clinical Placement Opportunities of DC Board of Nursing-Regulated Nursing Students

On December 4, 2024, the DC Board of Nursing (BON) issued an Alert indicating that the Board was temporarily not accepting applications for distance education or clinical placements of students from distance education programs not approved to operate within the District of Columbia.

Effective immediately, DC Health is reauthorizing healthcare facilities to extend clinical placement opportunities to students participating in nursing distance education programs that meet compliance guidelines established in 17 District of Columbia Municipal Regulations (DCMR) § 5611. Specifically, 17 DCMR § 5611.2 requires that online nursing education programs licensed and operating in another state seeking to offer clinical placement in the District meet the following requirements:

- The Institution is approved and in good standing to provide education in the District by the District of Columbia as granted by the Higher Education Licensure Commission (HELC); or via participation in State Authorization Reciprocity Agreements (SARA) to offer distance education programs.
 - Institutions must provide documentation of current approval which includes but is not limited to an approval letter from HELC or the State Portal Entity (SPE) approving participation in SARA.
 - If the institution approved for distance education is offering clinical placements via participation with SARA, the placement at the clinical site cannot exceed ten (10) students at any given time. If the institution wishes to place more than ten (10) students, approval must first be received from HELC, which is SARA's (SPE) for the District.

- A full nursing education program approval from the Board of Nursing in the state where the program operates; and
- Current accreditation by a national nursing accrediting agency recognized by the U.S. Department of Education.

Under 17 DCMR § 5611.3, campus-based nursing education programs licensed and operating in another state seeking to offer clinical placements in the District, shall meet the following requirements:

- A full nursing education program approval from the Board of Nursing in the state where the program operates, if applicable; and
- Current accreditation by a national nursing accrediting agency recognized by the US Department of Education.

Nursing education programs must notify the BON *before* placing students in clinical placements in compliance with standards listed above and detailed in 17 DCMR § 5611. Educational programs must email the required documentation to education.bon@dc.gov before placing students in the clinical opportunity. Following review for completion, DC Health will provide the educational program with a Letter of Authorization (LoA), valid for up to one year, acknowledging that DC Health was notified and that the educational program met the requirements defined in the DCMR (see attached Sample LoA).

Moving forward, DC Health and the BON are interested in ensuring that we prioritize nursing students enrolled in DC-based programs and residents who are enrolled in distance education nursing programs but reside in the District of Columbia. DC Health intends to issue guidance in the immediate future that prioritizes DC-based training programs and DC residents participating in distance education nursing training programs.

[Date (Format: Month DD, YYYY)]

[Recipient Name]

[Recipient Title, if applicable]

[Recipient Organization Name, if applicable]

[Recipient Address]

[Recipient City, State, and Zip Code]

[Email address, if sending electronically]

RE: Letter of Authorization for Non-Approved Nursing Educational Program

[Salutation],

The District of Columbia Board of Nursing (BON) staff are issuing this Letter of Authorization to signify that your nursing education program has appropriately notified DC Health and the BON in compliance with 17 District of Columbia Municipal Regulations (DCMR) 5611 *et seq.*

Your nursing education program is now authorized to place up to ten (10) students per clinical site simultaneously at any given time. This authorization is set to expire on [DATE] at 11:59 PM EST. If you seek to continue placing students in clinical opportunities within the District after this time, please resubmit the required information as defined in the DCMR at least 30 days in advance of this expiration to ensure no lapse in authorization.

If you or any of your clinical sites have any questions, comments, or concerns, please don't hesitate to contact the BON at education.BON@dc.gov.

Respectfully,

[Signature]

[Sender's Name]

[Sender's Title]