



## Blue Mountain Community College *Administrative Procedure*

---

**Procedure Title:** Nursing Instructors Credential Verification  
**Procedure Number:** 03-2010-0001  
**Board Policy Reference:** IV.B.

---

**Accountable Administrator:** Director Human Resources  
**Position responsible for updating:** Director Human Resources  
**Original Date:** 05-12-10  
**Date Approved by Cabinet:** 07-02-19  
**Authorizing Signature:** *Signed original on file*  
**Dated:** 07-02-19  
**Date Posted on Web:** 07-02-19  
**Revised:** 07-19  
**Reviewed:** 06-19

---

### **Purpose/Principle/Definitions:**

The Nurse Administrator, Nurse Educators and Nurse Educator Associate are required to be licensed by the Oregon State Board of Nursing (OSBN) Human Resources (HR) will verify licensure status via the online license verification site(s) for initial hiring of nursing instructors.

Prior to each academic term, a list of full-time and part-time nursing instructors for the upcoming term will be submitted to HR by the Nurse Administrator. HR will use the list of instructors to verify that all hold current, unencumbered nursing license(s) in Oregon . In the event that a nursing instructor does not hold current, unencumbered licenses, HR will notify the Nurse Administrator no later than one week prior to the term's start date.

ORS Ref: 851-021-0045