



## **Instructions to Institutions**

The Nursing Student Disclosure Form must be completed by any prospective student or student re-entering a nursing program approved by the Florida Board of Nursing. Institutions must complete the form with all applicable information before having the document signed by a student. The form must be signed by both the student and an institutional official. A copy of the signed form must be maintained in the student's file.

Passage rates for first time test takers and probationary status of the program must be provided for the most recent calendar year published by the Florida Board of Nursing. Each institution must update the disclosure form within 30 days of the date when the information is published on the Board of Nursing's website.

Insert the number of students who took the examination for the first time in the first blank following the phrase "In the same year." Insert the percentage of those students who passed the examination as reported on the Board of Nursing's website in the second blank.

If the institution had no students take the particular examination during the year, insert "n/t" for number of students and "n/a" for the percentage of students who passed the examination.

The percentages and numbers shown on an institution's Nursing Student Disclosure Form must be identical to the information shown for that institution on the Board of Nursing's website.