

Southern Regional Education Board Council on Collegiate Education for Nursing

Steps to Enrollment in Web-based Nurse Educator Preparation Courses

Web-based learning is an effective and cost-efficient way to alleviate the faculty shortage in nursing education while meeting the needs of graduate nursing students interested in teaching. The SREB Nurse Educator Consortium (NEC) gives students instant access to the courses they need to become nurse educators.

Students enroll through an academic advisor and dean. Typically, the graduate program director or dean suggests specific courses to students who want to prepare for the nurse educator role. The courses are designed for, but limited to, graduate students. Clinical instructors can enroll in courses.

How to enroll an interested student

I. The graduate faculty member and dean:

- A.** Visit <http://www.sreb.org/programs/Nursing/nurseeducators/nursingindex.asp> for a description of courses;
- B.** Decide if the course will meet the needs of the student and fit the nursing curriculum requirements;
- C.** Discuss the course requirements with the student; and
- D.** Recommend that the student enroll in the course.

II. The dean (or designee) contacts SREB staff to learn if space is available in the desired course. Call (404) 879-5567 or e-mail eula.aiken@sreb.org.

III. SREB staff sends a copy of the Memorandum of Agreement for the dean to sign and to obtain approval, if warranted, of institutional administrators.

IV. The dean completes the Memorandum of Agreement with SREB, including the necessary signatures at the local institution to accept the terms for participation.

The MOA specifies the responsibilities of the “receiving” and “sending” institutions, those of the Southern Regional Education Board, and the fee structure¹. (The institution responsible for delivering the online courses is known as the sending institution. The institution where students are enrolled is the receiving institution.)

¹ The fee per student is \$800 for members of the SREB Council on Collegiate Education for Nursing; \$1,400 for non-members.

V. The dean assigns a faculty member to serve as the Instructor of Record (IOR) at the receiving institution. The primary role of the IOR is to:

- A. Establish a course locally with the registrar;
- B. Receive the course grades from the instructor at the sending institution;
- C. Serve as a contact person for the instructor at the sending institution;
- D. Report the grades to the local registrar to ensure appropriate credit for the course; and
- E. Inform SREB staff of student withdrawals.

VI. The instructor at the sending institution initiates contact with the student at the receiving institutions and:

- A. Informs the student about how to access the course;
- B. Refers the student to appropriate resources to aid access to the course, if needed;
- C. Informs the IOR at the receiving institution if the student withdraws; and
- D. Submits grades to the IOR upon completion of course requirements.

VII. The student:

- A. Pays registration and fees to the home institution;
- B. Contacts the lead instructor if problems occur during the course;
- C. Receives a grade from the lead instructor at the sending institution; and
- D. Informs the lead instructor and IOR of plans to withdraw from a course.

Through NEC Web-based courses, completing courses for the nurse educator role is easier than ever before. Your institution and your graduate nursing students or faculty are invited to participate in this exceptional opportunity.

For more information about NEC courses, contact Eula Aiken at eula.aiken@sreb.org. For more information about the Council, visit <http://www.sreb.org/programs/Nursing/nursingindex.asp>.