

**[PRC BOARD OF NURSING RESOLUTION NO. 104,
SERIES OF 1996, December 18, 1996]**

**GUIDELINES FOR THE ESTABLISHMENT OF REVIEW CENTERS
FOR PROSPECTIVE EXAMINEES IN NURSE LICENSURE
EXAMINATIONS HERE AND ABROAD**

R.A. No. 7164, otherwise known as the "Philippine Nursing Act of 1991", has advisedly criminalized the act of "any person who undertakes in-service educational programs or who conducts review classes for both local and foreign examinations without permit/clearance from the Philippine Nursing Association, the Board of Nursing and appropriate office or officer of the Department of Labor and Employment" (Sec. 30 [b], R.A. 7164) with the end in view of checking the proliferation of review centers which operate without permits or licenses and yet exact exorbitant review fees from reviewees.

The establishment and operation of nursing review centers should be regulated in order to prevent scheming and unscrupulous persons from taking advantage of reviewees.

WHEREFORE, the Board of Nursing hereby promulgates the following Guidelines for the establishment and operation of review centers for prospective nurse examinees pursuant to Section 30(b) of R.A. No. 7164.

SECTION 1. Authority to establish and operate — Any person, whether natural or juridical, may be authorized to establish and operate a nursing review center by the Board of Nursing subject to the approval of the PRC upon observance and compliance with the conditions and requirements provided herein:

SEC. 2. Categories of Applicants — Applicants who desire to establish and operate a nursing review center to conduct review classes for both local and foreign examinations for nurses may be classified into two (2) categories:

a) Schools, colleges or universities established/created by the State or by operation of law recognized by the Government and authorized to offer the Nursing Course

b) Natural or juridical persons whose primary purpose is to conduct review classes for prospective examinees in local Nurse Licensure Examination (NLE), for prospective examinees (Registered Nurses) for the issuance of Certificate of Graduate of Foreign Nursing Schools (CGFNS) and prospective examinees (Registered Nurses) in Nursing Commission Licensing Examination (NCLEX) in the USA.

SEC. 3. Procedure for the issuance of a permit —

a) Application for permit to establish and operate a Nursing Review Center shall be filed with the Board of Nursing (BON). An inspection fee shall be charged and collected by the Professional Regulation Commission (PRC) in accordance with its rules and regulations.

b) The applicant shall, before filing the application, secure clearances from the Philippine Nurses Association and the appropriate office or officer of the Department of Labor and Employment.

c) The application shall be accompanied by an authentic or authenticated copy of the certificate of registration from the Securities and Exchange Commission if registered as a corporation or partnership or an authentic or authenticated copy of certificate of registration of trade/business name from the Bureau of Domestic Trade if registered as a sole proprietorship.

In the case of State colleges and universities, the application shall be accompanied by a copy of their charters and in the case of private colleges and universities, an authentic copy of their certificate of registration issued by the SEC and authentic or authenticated copy of certificate of recognition issued by the DECS/CHED.

SEC. 4. Additional documents to be appended to the application — In addition to the documents required to be appended under Section 3, hereof, the applicants shall likewise append the following documents:

a) Organizational set-up of the Review Center which will manage the review program;

b) Syllabus of fundamental subjects for review showing the topics/contents/areas covered as well as indicating the contents/areas/topics by the review covered by the local Nurse Licensure Examination (NLE), CGFNS and NCLEX;

c) Schedule of fees to be collected from reviewees;

d) Bio-data of Director/Head of Staff of Review Center and Reviewers and their latest (2 x 2) photographs.

In addition to the above enumerated requirements, natural or juridical persons whose primary purpose is to conduct nursing review classes, shall submit the following:

a) Financial Statement prepared and signed by a Certified Public Accountant;

b) Proof of ownership of or lease contract of building or portion of building where the review center is established or to be established and operated;

c) Inventory of facilities used or to be used in the review center.

SEC. 5. Inspection — The Board of Nursing shall, within 30 days from the filing of the application with all the documents required appended thereto, inspect or cause to be inspected the premises of the review center to determine compliance with the requirements and conditions for the establishment and/or operation of the Nurse Review Center.