
CLINICAL NURSE SPECIALIST REFRESHER COURSE APPLICATION PACKET

The refresher course is an individually planned and self-directed course of study containing required components for the clinical nurse specialist (CNS) who has not been engaged in Clinical Nurse Specialist practice in greater than two (2) years.



Send all materials via fax, email, or regular mail to:

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TABLE OF CONTENTS

QUESTIONS & ANSWERS

Who must take the CNS Refresher Course?.....	2
What are the CNS Refresher Course Requirements?.....	2
How do I apply for CNS Refresher Course Approval?.....	3
How long does it take to complete the CNS Refresher Course?.....	3
What will happen after I complete the CNS Refresher Course?.....	4
How do I access the online CNS recognition application?.....	4
What do I need to know about CNS laws and rules?	4

DOCUMENTS TO SUBMIT

CNS Refresher Course Checklist and Timeframes.....	5
CNS Refresher Course Application.....	6
EXAMPLE & FORM - Educational Design Documentation Table.....	7 & 8
FORM - Clinical Experience Sheet.....	9
FORM - Agreement for Preceptor.....	10
Example of Midway and Final Assessment.....	11-13

LINKS

Links for Law and Rules	14
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A CNS who has not been engaged in CNS clinical practice for greater than two (2) years. The CNS shall complete a clinical nurse specialist course approved by the North Carolina Board of Nursing in accordance with paragraphs (o) and (p) of 21 NCAC 36.0220 and consisting of common conditions and their management directly related to the CNS's area of education and certification in accordance with 21 NCAC 36.0228 (3) (4)(d)(e).

In order to be eligible to submit the CNS Refresher Course application to the Board, the CNS must meet all other requirements for CNS recognition that were in place at the time of initial recognition and hold current national certification* in the CNS's area of education and practice. The CNS must complete the CNS refresher course prior to seeking recognition.

The refresher course is an individually planned and self-directed course of study containing required components. The components required are based on the number of years the CNS has been out of active clinical CNS practice as follows:

2 Inactive greater than two years	3 Inactive greater than three years	4 Inactive greater than four years	5 Inactive greater than five years
<ul style="list-style-type: none"> • 24 contact hours of pharmacology continuing education • 40 contact hours of continuing education consistent with the CNS's education and area of practice • 160 hours of precepted clinical experience consistent with the CNS's education and area of practice. 	<ul style="list-style-type: none"> • 36 hours of pharmacology continuing education • 60 contact hours of continuing education consistent with the CNS's education and area of practice • 240 hours of precepted clinical experience consistent with the CNS's education and area of practice 	<ul style="list-style-type: none"> • *a graduate level pharmacology course for advanced practice registered nurses • 80 contact hours of continuing education consistent with the CNS's education and area of practice • 320 hours of precepted clinical experience consistent with the CNS's education and area of practice 	<ul style="list-style-type: none"> • *a graduate level pharmacology course for advanced practice registered nurses • 100 contact hours of continuing education consistent with the CNS's education and area of practice • 400 hours of precepted clinical experience consistent with the CNS's education and area of practice

*The graduate level pharmacology course for APRNs can be at least 3 semester credit hours (45 contact hours) or on a continuing education basis (45 contact hours). Proof of a passing grade is required. Graduate level pharmacology courses must to be reviewed by the NCBON. NCBON-accepted online graduate level pharmacology APRN courses are as follows:

One quarter credit = 7.5 contact hours

How Do I Apply for CNS Refresher Course Approval?

STEP 1

Complete and submit the CNS refresher course application via email, fax, or regular mail. The application is divided into the following sections:

CNS Refresher Course Application

- Clinical site(s) which will provide the clinical experience consistent with the CNS's education and area of practice. The clinical experience must be under the supervision of a CSN recognized by the NCBON.
- A plan for obtaining the required graduate level pharmacology course for advanced practice registered nurses or pharmacology continuing education as applicable.
- A plan for obtaining the required number of contact hours of continuing education consistent with the CNS's education and area of practice.

Curriculum Vitae - Personal/Contact Information, Academic Background, Professional Licenses/Certifications, Work Experience, Professional/Academic Honors and Awards, Research/Scholarly Activities, etc.

Educational Design Documentation Form - Use this form to outline the objectives of your individualized plan of study. With prior notification and approval from the NCBON, your plan may be updated as often as necessary to enhance your refresher course experience. Sample and Form included.

Clinical Experience Sheet – Use the sample to guide you in outlining the patient populations that will be included in your clinical preceptorship. Sample included.

Signed Agreement(s) with preceptor(s). Preceptors shall be clinical nurse specialists, other advanced practice nurses, or other inter-professional colleagues with graduate level education including but not limited to physician assistants, physicians, social workers, nutritionists consistent with the applicant's area of CNS education, national certification, if applicable, and scope of practice. Preceptors do not have to be potential employers or employees of potential employers. In the signed agreement(s), the preceptors are to acknowledge in writing that the CNS who is in the NCBON approved Refresher Course will **not** assume the final responsibility for the diagnosis, treatment, writing of prescriptions, and billing for patients in the practice. Form included.

STEP 2

Wait for the NCBON to grant you approval to begin the CNS Refresher Course as an CNS Refresher Course Student. Your Refresher Course application **must** be approved before you begin any component of your refresher course. Allow 2 – 3 weeks for review.

How Long Does it Take to Complete the CNS Refresher Course?

How long CNS has been inactive	Timeframe to Complete CNS Refresher Course
Greater than two or three years	1 year from the date the CNS is approved to begin CNS course
Greater than four or five years	2 years from the date the CNS is approved to begin CNS course

All refresher course requirements must be satisfactorily completed within the required timeframe of Refresher Course application approval. If one of your requirements for recognition is to obtain national certification or re-certification, this must be obtained within the required timeframe for completion of the Refresher Course, or before applying for CNS recognition.

What Will Happen After I Complete the CNS Refresher Course?

Once the Refresher Course Applicant has successfully completed the CNS Refresher Course, the following will occur:

- 1) Your CNS Refresher course materials will be reviewed. Please allow 4 – 6 weeks for this process to be completed.
- 2) You will be emailed a letter from the NC Board of Nursing stating that you have met all the requirements for the CNS Refresher Course. This letter will be copied to the APRN Coordinator to inform her that you are eligible to apply for CNS recognition.
- 3) After receipt of this email, you may submit an application for CNS recognition.

How Do I Access the CNS Recognition Online Application?

You may apply for recognition as a CNS by visiting online services at <http://www.ncbon.com> and follow the links for Licensure/Listing>AdvancedPracticeRegistered Nurse>Clinical Nurse Specialist.

What Do I Need to Know About CNS Laws and Rules?

- 1) You are responsible to know your CNS Laws and Rules.
 - 2) If you have questions, please contact, Paulette Hampton, MA, Education & Practice Coordinator, at paulette@ncbon.com.
 - 3) The CNS's recognition is granted by the NCBON.
 - 4) **RULES:** 21 NCAC 36 .0228 are the rules promulgated by the NC Board of Nursing. Go to www.ncbon.com - (Nursing Practice>Clinical Nurse Specialists>CNS Requirements).
- LAWS:** 90-171.27(b)– www.ncga.state.nc.us and www.ncbon.com – Nursing Practice>Clinical Nurse Specialists>CNS Requirements>Clinical Nurse Specialist Rules - Effective July 1, 2015

Complete and Submit

CNS Refresher Course Checklist and Timeframes

The following table is divided into two components: Clinical Experience and Continuing Competence. For each component you will find listed the forms/additional documents to be submitted.

CLINICAL EXPERIENCE	
Submit with Application	Instructions related to the Clinical Experience Component
<p><input type="checkbox"/> Preceptor Agreement Form(s) Submit signed Preceptor Agreement for each preceptor. Agreement forms included</p> <p><input type="checkbox"/> Clinical Experience Sheet Define the patient population for your clinical experience - Sample included</p> <p><input type="checkbox"/> Educational Design Documentation Form Provide detailed objectives with content outline Example and Form included</p> <p><input type="checkbox"/> Curriculum Vitae</p>	<p>Do not begin precepting until you have been granted approval from the NCBON. Chosen clinical site(s) must be able to provide the MINIMUM number of hours of clinical experience based on years CNS has been inactive. The clinical experience must be in the area of the applicant's CNS education and national certification, if applicable. NOTE: You may have more than one preceptor and more than one site.</p> <p>The NCBON's expectation is that the preceptorship will provide you with <u>direct, hands-on clinical experience</u> wherein you will complete histories, physical exams, and determine the plan of care. <u>Shadowing should be limited to one or two days.</u></p> <ol style="list-style-type: none"> 1. Required Components of Precepted Clinical Experience: <ol style="list-style-type: none"> a. Health assessment and diagnostic reasoning; b. Clinical management of common health problems and diseases that reflect the CNS's formal education program; and national certification, if applicable; and, c. Clinical preventive services and client education.
Submit Midway & End of the Course	Instructions regarding CNS and Preceptor Letters – Midway and Final
<p><input type="checkbox"/> CNS Midway assessment</p> <p><input type="checkbox"/> Preceptor Midway assessment</p> <p><input type="checkbox"/> CNS Final Assessment</p> <p><input type="checkbox"/> Preceptor Final Assessment</p>	<p>MIDWAY</p> <p>Once the CNS has completed half of the required hours with his/her preceptor, the following is to occur:</p> <ul style="list-style-type: none"> • The CNS will notify Paulette Hampton, Education & Practice Coordinator (paulette@ncbon.com) that the mid-way assessment is due. • Ms. Hampton will then email the online mid-way assessment to both the CNS and preceptor at their respective email addresses for completion. <p>COMPLETION OF REQUIRED HOURS</p> <p>Once the CNS has completed all of the required hours with his/her preceptor, the following is to occur:</p> <ul style="list-style-type: none"> • The CNS will notify Paulette Hampton, Education & Practice Coordinator (paulette@ncbon.com) that the final assessment is due. • Ms. Hampton will then email the online final assessment to both the CNS and preceptor at their respective email addresses for completion and preceptor at their respective email addresses for completion. <p>NOTE: A midway and final assessment must be submitted for each preceptor.</p>
Submit CE once completed	
<p>Pharmacology Course - Provide Course Name and Location below:</p> <p>Name: _____</p> <p>Location: _____</p> <p>Continuing Education Hours</p>	<ul style="list-style-type: none"> • For both the pharmacology and continuing education hours, please be certain they are approved by the American Nurses Credentialing Center (ANCC) or Accreditation Council on Continuing Medical Education (ACCME), or other national credentialing bodies. • Lists of contact hours without provider information will not be accepted. • Fax, email or send via regular mail to my attention <u>at the time you have completed all CEs.</u>

Complete and Submit

CNS Refresher Course Application

Demographic Information		NCBON Office Use	
Date	<input type="checkbox"/> RN Verified <input type="checkbox"/> CV received <input type="checkbox"/> Educational Design Form <input type="checkbox"/> Clinical Sheet <input type="checkbox"/> Preceptor(s) Verified <input type="checkbox"/> Approved to Begin (initials/date)		
Name			
Address (street, city, state, zip code)			
Home Number			
Cell Number	<p>Send all materials via fax, email, or regular mail to:</p> <p>Paulette Hampton, MA Education & Practice Coordinator NCBON - PO Box 2129 - Raleigh, NC 27602 Fax: ATTN-Paulette 919-781-9461 paulette@ncbon.com</p>		
Email Address			
RN License Number Exp Date			
Type of CNS (please select from below):			
<input type="checkbox"/> Adult Health	<input type="checkbox"/> Gerontological	<input type="checkbox"/> CNS Core	
<input type="checkbox"/> Adult Gerontology	<input type="checkbox"/> Home Health	<input type="checkbox"/> Diabetes Mangement-Advanced	
<input type="checkbox"/> Adult Psychiatric-Mental Health	<input type="checkbox"/> Pediatric	<input type="checkbox"/> Other (fill In)	
<input type="checkbox"/> Child/Adolescent Psychiatric-Mental Health	<input type="checkbox"/> Public/Community Health		
How long have you been out of CNS practice?			
<input checked="" type="checkbox"/> greater than 2 years <input type="checkbox"/> greater than 3 years <input type="checkbox"/> greater than 4 years <input type="checkbox"/> greater than 5 years: If greater than 5 years, how many years? _			
I have completed the CNS Recognition Application. <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please be reminded that the <u>CNS Recognition application must be submitted first.</u> Upon written notification by the NC Board of Nursing that her/his Clinical Nurse Specialist Registration has been approved, the Applicant may complete an application for the Refresher Course. Following approval of the refresher course application, the Plan must be satisfactorily completed within one year for CNSs inactive greater than two and less than four years, and two years for CNSs inactive greater than four years.			

I certified that the above information is to the best of my knowledge and belief true, accurate, and complete.

CNS Signature _____

Date _____

SAMPLE - Educational Design Documentation Table

EDUCATIONAL DESIGN DOCUMENTATION FORM

Title: CLINICAL NURSE SPECIALIST REFRESHER COURSE

Purpose: RETURN TO CNS PRACTICE

Educational Design Documentation Form: Refresher Course

Learning Objective (Core Competencies)	Related Content: Outline	Time Frame	Preceptors	Teaching Methodologies
Review and refine assessment skills related to CNS role	<ol style="list-style-type: none"> 1. Comprehensive/problem-focused health history, physical exam and diagnostic tests/procedures <ol style="list-style-type: none"> a. Functional assessment b. Psychosocial c. Cognition d. Skin integrity e. Nutrition f. Ethnic, cultural, spiritual g. Pain h. Abuse, neglect i. Addictive behaviors j. Sexual well-being k. At-risk populations l. Multiple-system problems m. Immunization status 2. Differentiate normal, age-related and abnormal findings <ol style="list-style-type: none"> a. Common acute and chronic conditions 3. Health issues related to environmental factors 4. Urgent/emergency care 5. Appropriate/age-specific assessment instruments and techniques 6. Screening tools 7. Special populations: frail, institutionalized, end-of-life 	Ongoing throughout refresher course	Dr. Dr. Dr.	<ol style="list-style-type: none"> 1. Independent study <ol style="list-style-type: none"> 1. Review current texts and literature regarding: <ol style="list-style-type: none"> 1) Mid-late life developmental stages 2) Pathophysiology: normal, age-related changes, abnormal 3) Epidemiology 4) Pharmacotherapeutics 5) Infectious disease 6) Behavioral theory 2. Review role of the CNS; inclusive of the ethical and legal implications 3. Review current recommendations and best-practice clinical guidelines, i.e., AHA, etc. 4. 100 hours CEU specific to gerontology 2. Work with preceptors <ol style="list-style-type: none"> a. Dr. . Primary and palliative care <ol style="list-style-type: none"> 1) Nursing home 2) Assisted Living Facility b. Dr. Primary and palliative care <ol style="list-style-type: none"> 1) Geriatric Office Practice 2) Nursing Home 3) Assisted Living Facility c. Dr. Primary and palliative care <ol style="list-style-type: none"> 1) Geriatric Office Practice 2) Nursing Home 3) / P.A.C.E. (Program of All-Inclusive Care for the Elderly) 4) (Possible) home visits to clients that are home-bound 5) (Possible) Hospital
Review and refine diagnostic skills related to CNS role	<ol style="list-style-type: none"> 1. Differential diagnoses 2. Typical/atypical presentations 3. Co-morbidities 4. Interpretation of laboratory and diagnostic tests 			
Review and refine skills associated with treatment/formulating plan of care related to CNS role	<ol style="list-style-type: none"> 1. Primary care procedures within scope of practice <ol style="list-style-type: none"> a. Invasive and non-invasive procedures 2. Treatment of acute and chronic illness 3. Palliative care 4. Pain management 5. Principles of prescribing <ol style="list-style-type: none"> a. Current recommendations/guidelines b. Pharmacokinetics c. Efficacy d. Safety 			



Complete and Submit

Learning Objective(s)	Related Content (Outline Form)	Time Frame	Faculty and/or Preceptor	Teaching Methodologies

(Copy additional pages as necessary)

CNS Refresher Course CLINICAL EXPERIENCE SHEET

Please indicate your clinical experience plan suited to your particular scope of practice.

As a/an select your CNS type below

- Adult Health CNS
- Adult-Gerontology CNS
- Adult Psychiatric–Mental Health CNS
- Child/Adolescent Psychiatric–Mental Health CNS
- Gerontological CNS
- Home Health CNS
- Pediatric CNS
- Public/Community Health CNS
- CNS Core
- Diabetes Management—Advanced

my experience will encompass the following genders and age ranges:

(please check all that apply)

- Male
- Female
- Across the life span
- Neonatal (birth to 2 months) Pediatric (birth to
- 21 years of age)
- Geriatric (65 and older)

my experience will focus on the following setting(s):

(please check all that apply).

- Acute Care
- Urgent Care
- Primary Care
- Internal Medicine
- Psychiatric
- In-Pt
- Out-Pt
- Long-Term Care
- Public/Community Health

Complete and Submit

Clinical Nurse Specialist Refresher Course Student and Preceptor Agreement Form

North Carolina Board of Nursing CNS Refresher Course



_____ is currently in the North Carolina Board of Nursing approved refresher course. The purpose of this course is to prepare her/him for approval by the Board of Nursing to resume practice as a/an _____ Clinical Nurse Specialist. The North Carolina Board of Nursing's (NCBON) Clinical Nurse Specialist (CNS) Refresher Course is an individually planned and self-directed course of study containing required components. One such component is that of the clinical experience. The following outlines the NCBON's expectation of the CNS Refresher Course Student's clinical experience:

> The chosen clinical site(s) must be able to provide the _____

NOTE: A midway and final assessment must be submitted for each preceptor.

By signing below, I certify that I have read the above information. My signature also certifies my understanding of and agreement with the above statements.

Printed Name of CNS

CNS Signature

Date

Printed Name of Preceptor

Preceptor Signature

Date

Name of Practice _____

Practice Address _____

(Street)

(City)

(State)

(Zip Code)

Type of Practice _____

Patient Population _____

Phone _____

Email Address _____

Email or fax to Paulette Hampton (paulette@ncbon.com or ATTN Paulette 919-781-9461)

NORTH CAROLINA BOARD OF NURSING CNS REFRESHER COURSE

Example of Midway and Final Assessment to be completed by CNS and Preceptor related to the NCBON CNS Refresher Course **direct, hands-on** clinical experience.

Do not complete this document.

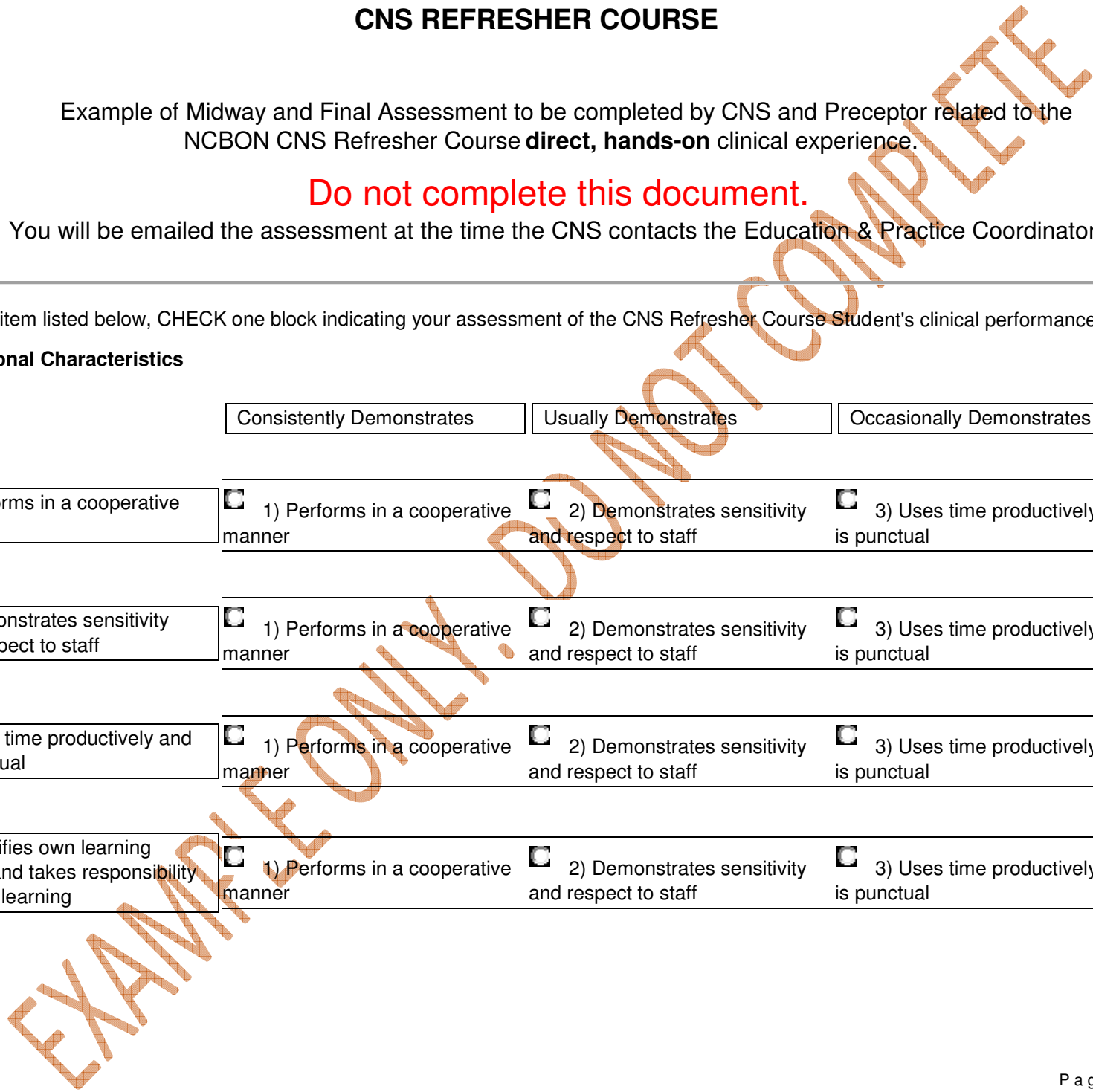
You will be emailed the assessment at the time the CNS contacts the Education & Practice Coordinator at the NCBON.

For each item listed below, CHECK one block indicating your assessment of the CNS Refresher Course Student's clinical performance.

Professional Characteristics

Consistently Demonstrates	Usually Demonstrates	Occasionally Demonstrates
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1) Performs in a cooperative manner	<input type="checkbox"/> 1) Performs in a cooperative manner	<input type="checkbox"/> 2) Demonstrates sensitivity and respect to staff		<input type="checkbox"/> 3) Uses time productively and is punctual
2) Demonstrates sensitivity and respect to staff	<input type="checkbox"/> 1) Performs in a cooperative manner	<input type="checkbox"/> 2) Demonstrates sensitivity and respect to staff		<input type="checkbox"/> 3) Uses time productively and is punctual
3) Uses time productively and is punctual	<input type="checkbox"/> 1) Performs in a cooperative manner	<input type="checkbox"/> 2) Demonstrates sensitivity and respect to staff		<input type="checkbox"/> 3) Uses time productively and is punctual
4) Identifies own learning needs and takes responsibility for own learning	<input type="checkbox"/> 1) Performs in a cooperative manner	<input type="checkbox"/> 2) Demonstrates sensitivity and respect to staff		<input type="checkbox"/> 3) Uses time productively and is punctual



Clinical Skills

	Consistently Demonstrates	Usually Demonstrates	Occasionally Demonstrates
1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards	<p>1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards</p>	<p>2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards</p>	<p>3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care</p>
2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards	<p>1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards</p>	<p>2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards</p>	<p>3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care</p>
3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care	<p>1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards</p>	<p>2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards</p>	<p>3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care</p>
4) Perform and interpret selected screening procedures related to physical examination, laboratory studies, and technical procedures	<p>1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards</p>	<p>2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards</p>	<p>3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care</p>

	Consistently Demonstrates	Usually Demonstrates	Occasionally Demonstrates
5) Collaborate with members of the interdisciplinary health care team to manage complex health problems	<input type="checkbox"/> 1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care
6) Presents orally to the clinical preceptor an assessment of the client's problems, relevant findings, and plan for management in a concise, organized manner	<input type="checkbox"/> 1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care
7) Provides anticipatory guidance and health instruction to the client/family in the target population based on assessed risk factors and health maintenance needs in a culturally competent manner	<input type="checkbox"/> 1) Assess, diagnose, and manage the most common acute episodic illnesses according to the age of the client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 2) Assess and manage stable chronic illnesses according to age of client, legal parameters of practice, and current practice standards	<input type="checkbox"/> 3) Assess and manage psychosocial and mental health concerns (i.e. depression, anxiety, stress, etc.) based on current standards of practice in primary care

Clinical Performance: Please assign one assessment grade using scale as listed below (Overall Preceptor Assessment Grade: ____%)

- Above expected (93-100%) - Demonstrates above average knowledge and performs at a high level of skill.
- Expected (92-86%) - Demonstrates above knowledge and performs in a competent manner.
- Below expected (85-70%) - Performs with minimal knowledge for safe practice. Requires close supervision.
- Unacceptable (Less than 79%) - Demonstrates inadequate knowledge and skill for safe practice.

Links for laws and rules

CNS Law – G.S. 90-171.27(b)	www.ncga.state.nc.us and www.ncbon.com – Practice – APRN – CNS General Statutes
CNS Rules - 21 NCAC 36 .0228 Section	www.ncbon.com – Practice – CNS – Rules www.oah.state.nc.us – Office of Administrative Hearings – Rules Division Administrative Code Online – Title 21 – Chapter 36
Badge Law – G.S. 90-640	www.ncga.state.nc.us and www.ncbon.com – Law and Rules – Badge Law & Exceptions
Badge Law Rule – 21 NCAC 36.0231 – Exceptions to Health Care Practitioners Identification Requirements	www.ncbon.com – Law and Rules – Administrative Code(Rules)