



# IDFPR

## Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

<https://idfpr.illinois.gov>

**JB PRITZKER**  
Governor

**MARIO TRETO, JR.**  
Secretary

**CAMILE LINDSAY**  
Director

### The Letter of Intent

To obtain the Nursing Education Program Feasibility Study and Curriculum forms, a Letter of Intent must be emailed to:

Nurse Coordinator / Michele Bromberg at [Michele.Bromberg@illinois.gov](mailto:Michele.Bromberg@illinois.gov)  
cc: Administrative Assistant / Reid Paxson [Reid.paxson@illinois.gov](mailto:Reid.paxson@illinois.gov)

- If submitting more than one document, it must be named in numeric order following your outline.
- Your submission can be broken down into several emails or zipped if necessary.
- DO NOT send hard copy via U.S. Mail unless requested.

#### **Briefly indicate/include:**

- 1. Name of the Nursing Program Dean/Administrator.**
  - Direct phone number
  - Email address
  - Resume and/or Vitae
- 2. The affiliation you represent and location.**
  - Complete current physical address clearly stated for correspondence purposes if necessary.
  - Complete physical address of proposed nursing program, if the same as above please indicate.
- 3. Type of nursing school (LPN/ADN/ BSN/ MSN Entry).**
  - Expected enrollment/class size.
  - List of schools and hospitals in the surrounding area.
  - Support from the community.
    - i. Two letters from healthcare agencies / hospitals.
    - ii. Letter from the Administrator of a Sponsoring Institution.
- 4. Plans for recruitment.**
  - student body
  - faculty
- 5. Proof of approval:** IBHE [Academic Affairs Overview](#)

A current letter of intent must be on file before a feasibility study can be reviewed. Letters of Intent will remain active for a period of one **(1) year** after which you will need to resubmit.

To review the Act and Rules for Illinois go to: [Nursing Act/Rules](#)