**New York State Department of Civil Service**
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 3517200***

**Assistant In Nursing Education, Grade 22 3517200**
**Associate In Nursing Education, Grade 26 3517400**

Brief Description of Class Series

Assistants and Associates in Nursing Education perform various duties related to education, certification and registration, and other aspects of nursing professions. These positions are classified only in the State Education Department, Office of the Professions.

Distinguishing Characteristics

Assistant in Nursing Education: performs the full range of professional duties described for Associate in Nursing Education, but works independently on smaller projects or as part of a team on more complex assignments.

Associate in Nursing Education: under direction of higher-level staff, performs the full range of professional duties; may lead a team on more complex assignments.

Related Classes

Assistants and Associates in Professional Education review programs, master plan amendments, academic field visits and investigation of student complaints in collegiate undergraduate and graduate programs leading to licensure in various other professions.

Illustrative Duties

*Assistant in Nursing Education*

Assists in monitoring nursing programs performance on licensure examination, including licensure examinations results to ascertain national, State, and individual program trends.

Assists in evaluating proposals or changes for new or modified nursing or other professional education programs.

Assists in drafting proposed regulations and supporting documentation relating to nursing and other health professions.

Assists in conducting professional education program registration reviews and site visits.

Assists in researching and analyzing proposed legislation, regulations, standards, and issues affecting nursing and other health care professions.

Assists in interacting with accrediting organizations regarding the development and implementation of professional licensure examinations and analyze licensure examination results to ascertain national, State, and individual program trends.

*Associate in Nursing Education*

Monitors nursing programs performance on licensure examination, including analyzing licensure examination results to ascertain national, state, and individual program trends.

Evaluates proposals or changes for new or modified nursing and other professional education programs.

Drafts proposed regulations and supporting documentation relating to nursing and other health professions.

Conducts professional education program registration reviews and site visits.

Researches, drafts, and analyzes proposed legislation, regulations, standards, and issues affecting nursing and other health care professions.

Interacts with accrediting organizations regarding the development and implementation of professional licensure examinations and analyze licensure examination results to ascertain national, State, and individual program trends.

Responds to inquiries regarding health care practitioner licensing laws and other health related issues.

Investigates and responds to complaints about an institution’s adherence to its written academic policies and procedures and compliance with the related Education Law, rules, and regulations.

Prepare draft responses for letters or information on behalf of higher-level staff.

May supervise staff.

Minimum Qualifications

*Assistant in Nursing Education*

Open Competitive: current New York State license as a registered nurse (RN), a master's degree in nursing, and two years of professional administrative or educational experience in a college, university, education agency, or professional association having oversight, regulatory, or coordinative responsibility for higher or professional education. Two years of this experience must have been related to either the regulation and/or licensure of nurses or to the development, review, or offering of nursing education programs.

*Associate in Nursing Education*

Promotion: one year of permanent service as an Assistant in Nursing Education.

Open Competitive: current New York State license as a registered nurse (RN), a master's degree in nursing, and four years of professional administrative or educational experience in a college, university, education agency, or professional association having oversight, regulatory, or coordinative responsibility for higher or professional education. Three years of this experience must have been related to either the regulation and/or licensure of nurses or to the development, review, or offering of nursing education programs.

Attachment

**Note**: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 4/2026

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Parenthetic Attachment

*Associate in Nursing Education (Addictions)*

This position assists in the implementation of Chapter 290 of the Laws of 2010 and analyze proposed State legislation. The incumbent advises Professional Assistance Program participants, licensees, and employers on policies and procedures; develops course work for presentation to Professional Assistance Program members and presents speeches at professional conferences; prepares materials for Regents approval on regulatory changes in the Professional Assistance Program, monitors Professional Assistance Program participants, and supervises lower-level professional and clerical staff.

Minimum Qualifications

Open Competitive: current New York State license as a registered nurse (RN), a master's degree in nursing, and four years of nursing experience of which two years must have been in the field of substance abuse (drugs including alcohol) services involving intake, evaluation, and/or assessment of patients with substance abuse problems.