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October 16, 2023

Riyad Madani, PhD  
Dean, Nursing Department  
City University  
Public Health Building  
Tripoli, North Lebanon  
Lebanon

Dear Dr. Mandani:

Thank you for submitting the International Candidacy Application for the baccalaureate nursing program at City University in Tripoli, North Lebanon. I am pleased to inform you that after a careful review of the International Candidacy Information Form, the baccalaureate nursing program at City University has been deemed eligible to participate in the International Candidacy process. This process is the prerequisite step toward formal review for ACEN initial accreditation. Eligibility for the baccalaureate nursing program is valid for one year and will expire on **October 16, 2024**.

It will be necessary to schedule the mandatory onsite International Candidacy Advisory Visit within this timeframe. During the advisory visit, the site visitors will clarify and verify written information provided in the Candidacy Presentation and will also review components of the other ACEN Accreditation Standards to provide the program with guidance in those Standards in preparation for an initial accreditation visit when Candidacy status is achieved.

Your nursing education unit (NEU) has been assigned the following ID number. Please keep it for your records, as you will need to submit the Candidacy Presentation.

**NEU ID Number: 4600**

In preparation for the onsite advisory visit, the program must submit an International Candidacy Presentation for the baccalaureate nursing program, which is required to be submitted to the site visitors a minimum of six weeks prior to the visit. The program must also notify the ACEN of its request for the onsite advisory visit a minimum of six months in advance to allow sufficient time to coordinate the travel for the two site visitors who will conduct the consultation visits.

I will serve as your mentor as you continue through the Candidacy process. As your mentor, I will address any questions that you may have about the process; interpret any of the ACEN requirements; review drafts of Candidacy materials; and offer advice as needed.



The [2023 Standards and Criteria](#) and [ACEN Accreditation Manual Supplement for International Programs](#) as well as the [2023 Program Guidelines](#) and the [Written Report Instructions: Candidacy Presentation](#). Information about these resources can be accessed on our website at [www.acenursing.org](http://www.acenursing.org) under the Candidacy tab.

In reviewing the Candidacy Eligibility Application, I noted that you serve as the Dean who has oversight of the nursing program. However, your various degrees are not in nursing. Therefore, you will not be able to serve as the nurse administrator of record for the program. The application indicates that there is a nurse “acting as a Nurse Administrator.” There needs to be a nurse directly overseeing the program and he/she will need to be listed as the nurse administrator of record and be the primary contact for the program. Without a nurse being responsible for the program, the program is currently not in compliance with Standard I Administrative Capacity and Resources, Criterion I.4, which delineates the qualifications of the nurse administrator of record. Please provide the ACEN with a letter notifying us of the appointment of a nurse administrator of record who will be responsible for the day-to-day activities within the nursing program.

Enclosed you will find the Candidacy Authorization Form. Please complete the Candidacy Authorization Form and return it to the ACEN at your earliest convenience. The receipt of your completed form will initiate the formal Candidacy process.

Please do not hesitate to contact me if you have any questions. I can be reached at (404) 975-5004 or [nard@acenursing.org](mailto:nard@acenursing.org). I am also available to schedule a video-conference call to discuss any additional questions that you may have. I look forward to working with you throughout the accreditation process.

Sincerely,

A handwritten signature in black ink, appearing to read "Nell Ard", is written over a light blue horizontal line.

Nell Ard, PhD, RN, CNE, ANEF  
Director