

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Page 1 Of 4

Subject: <b>CLASS/PROGRAM REGISTRATION – ALLIED HEALTH</b>		Original Issue Date: 2020	Policy #: <b>860</b>
		Supersedes:	Effective Date: March 26, 2020
Individuals / Committees Consulted: Office of Educational Services Director, Allied Health	Reviewed & Approved by: Director, Office of Educational Services College Governance	Approved by:  Provost, College of Nursing & Allied Health (Signature on File)	

## **PURPOSE:**

To ensure that Allied Health (AH) class/program applications, rosters, and certificates are processed and filed in a standardized and timely manner.

## **POLICY:**

Participant enrollment is approved by immediate supervisor, if required.

Telephone registration is not accepted.

Supervisor/manager is notified of enrollment confirmation or denial and of class/program cancellation.

Rosters are created for all class/programs.

Rosters adhere to requirements specified by California Department of Public Health.

Certificates of Completion towards renewal of CNA certification are given for classes approved by the California Department of Public Health and at successful completion of class.

CNA course certificates are issued same day as class/program completion.

Class/Program records are maintained per regulatory agency standards.

## **PROCEDURE:**

### Registration/Applications:

Director, AH/designee:

- Determines class/program minimum/maximum enrollment, prerequisites, and other specialty requirements
- Submits annual class/program schedule to Director, Office of Educational Services (OES)
- Submits class/program flyer to OES designee one (1) week prior to nurse manager notification of course/open course enrollment
- Notifies OES designee immediately of changes to AH course schedules and course cancellations.

OES Staff:

- Time stamps course/program application when received
- Gives course/program application to designated OES staff member.

Subject:

**CLASS/PROGRAM REGISTRATION – ALLIED HEALTH**

Designated OES staff member:

- Creates and labels class/program folder, based on information from AH annual course schedule and flyers
- Labels folder with class/program:
  - Name
  - Date(s)
- Reviews course/program application for:
  - Legibility of participant's name
  - Accuracy of class/program name and date
  - Immediate supervisor signature
- Enters applicant information into preliminary roster as received:
  - Last name (in caps), first name
  - Employee title
  - Ward
  - Service
  - Employee and license/certification numbers, if applicable
- Processes course/program applications for confirmed participants:
  - Checks "Yes" on course/program, initials, and dates following notification of applicant's supervisor/manager
  - Files applications in course/program folder
- Processes course/program application for denied participant:
  - Checks "No" on course/program application, initials, and dates following notification of applicant's supervisor/manager
  - Enters reason for denial e.g., course full, course cancelled, etc.
  - Files application in course/program folder
- Notifies supervisor/manager via email if:
  - Participant name is illegible
  - Course/program application not signed by immediate supervisor
  - Course/program not offered by AH
  - Incorrect class title/date

Roster:

AH designee:

- Obtains class roster and applications from designated OES staff member minimum two (2) business days prior to class date
- Returns finalized roster following class to designated OES staff member

Designated OES staff member:

- Creates preliminary electronic roster prior to class/program based on annual AH class schedule and class program flyers.
- Provides printed roster and applications to AH designee minimum two (2) business days prior to class date
- Roster includes class/program:
  - Title
  - Date(s) and times

Subject:

**CLASS/PROGRAM REGISTRATION – ALLIED HEALTH**

- Location
- Instructor/coordinator
- Number of continuing education units (CEUs)/continuing education (CEs)
- Roster includes applicant:
  - Name
  - Employee and license/certification number
- Alphabetizes before printing roster
- Prints roster and blank pages as needed
- Enters class/program title and date on Tracking Log. Writes corresponding Tracking Log number in upper right corner of roster.
- Receives finalized class roster and applications from AH designee at completion of class/course
- Updates/corrects participant information on electronic roster provided from finalized roster. e.g., misspelled names, missing license number, etc.

Certificates:

Designated OES staff member:

- Assigns certificate number to participant
- Generates certificate from corrected electronic roster
- Provides original certificate to participant same day as course
- Sends course applications with copy of certificate of completion to Nursing HR (NHR) only for LAC+USC participants

Duplicated Certificate:

OES staff:

- Informs participant to request duplicate in writing (use Transcript Form)
- Informs participant of duplicate certificate fee
- Verifies participant eligibility for duplicate certificate
- Sends participant to Cashiers office
- Generates certificate following submission of receipt.

File Maintenance:

Class/Program records are maintained per regulatory agency standards and kept a minimum of four (4) years.

OES:

- Creates folder with class/program:
  - Name
  - Year
- Files class/program records by year, then alphabetically according to the title of the class/program

AH Program Coordinator:

Subject:

**CLASS/PROGRAM REGISTRATION – ALLIED HEALTH**

- Files and maintains class/program “original” lesson plans/outlines and discards outdated “originals” as necessary
- Maintains guest speaker curriculum vitae (CV) files.

**PROCEDURE DOCUMENTATION:**

Class/Program Folder  
Class/Program Application  
Class/Program Roster  
Class/Program Tracking Log  
Educational Record Database  
Transcript Form  
Certificates of Completion

**REFERENCES:**

**For CNA:**

State of California- Health and Human Services Agency  
California Department of Public Health (CDPH)  
Licensing and Certification Program (L&C)  
Aide and Technician Certification Section (ATCS)

**For RN:**

State of California  
Department of Consumer Affairs  
Board of Registered Nurses (BRN)  
Continuing Education Provider Section

**For LVN:**

State of California  
Department of Consumer Affairs  
Board of Vocational Nursing and Psychiatric Technicians (BVNPT)  
Intravenous Therapy and Blood Withdrawal Provider Certification Section

**REVISION DATES:**