

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
EDUCATION AND CONSULTING SERVICE
POLICY & PROCEDURE MANUAL**

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Subject: CONTINUING EDUCATION APPROVAL	Original Issue Date: June 1991	Policy #: 200
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Committees Consulted: Office Manager College Administration	Reviewed & Approved by: EDCOS Shared Governance EDCOS Critical Care/Specialty Service Council College Planning	Approved by: Dean, EDCOS (Signature on File)

PURPOSE:

To provide guidelines for approving Class/Program continuing education hours

POLICY:

Approved classes/programs adhere to the California Board of Registered Nursing (BRN) requirements for Continuing Education Program providers.

Course Content

Course content must be:

- Relevant to nursing practice and related to:
 - Scientific knowledge or technical skills required for the practice of nursing or
 - Patient care
- Current
- At a level above that required for licensure
- In compliance with certifying organization standards, e.g., American Heart Association, Crisis Prevention Institute.

The course description, objectives, and outline must clearly state how the content relates to the practice of nursing.

Course Credit

Contact Hours:

- Each contact hour is equivalent to at least 50 minutes of actual instruction
 - One hour of didactic theory equals one contact hour
 - Three hours of course-related clinical practice equals one contact hour
- Classes must be at least 50 minutes in length
- Actual instruction time (50 minutes) must not include introductions, instructions, evaluations, or break time.

Academic Units:

- One quarter unit equals ten contact hours
- One semester unit equals fifteen contact hours.

Credit for completing a course will be granted only if the participant completes the entire course, i.e., partial credit will not be given. If a person attending the course leaves before the course is over, they will not be issued a certificate of completion. Courses may be divided into segments and contact hours offered for each segment per Dean, EDCOS/designee approval.

Subject:

CONTINUING EDUCATION APPROVAL

Approval for providing continuing education hours must be requested at least four weeks prior to the course. Approval will not be granted retroactively.

Instructors may receive full credit for any courses they co-teach when they attend the whole course and complete all course requirements.

Several California State agencies accept BRN-approved provider courses for renewal of licensure/certification; these include, but are not limited to, Licensed Vocational Nurses, Certified Nursing Assistants, Respiratory Therapists, and Physician's Assistants.

Instructor Requirements

RN instructor:

- Current RN license
- Knowledgeable, current and skillful in the subject matter as demonstrated by:
 - Baccalaureate degree or higher AND validated experience in the subject matter OR
 - Experience in teaching similar subject matter within the past two years OR
 - At least one year's experience within the past two years in the specialized area of instruction.

Non-RN instructor:

- Currently licensed or certified in area of expertise
- Evidence of specialized training in the subject area
- At least one year's experience within the past two years in the specialized area of instruction.

Course Advertisement/Flyer

The following must be included in public advertisement:

- Clear, concise description of course content/objectives
- Provider name: Los Angeles County College of Nursing and Allied Health, Education and Consulting Services
- "Provider approved by the California Board of Registered Nursing, Provider Number 10563, for _____ contact hours." The full statement must be included in all advertisements.
- Refund policy for registrant non-attendance, including time lines.

Health care provider may complete courses that include information that is not part of their scope of practice. However, course completion does NOT authorize them to practice the function if it is not within their current scope of practice. Advertisements should be written so as to ensure applicants are not misled.

Co-Sponsors

When a course is sponsored by two or more BRN-approved continuing education providers, only one provider name and number can be used in connection with the course. That provider must be responsible for adherence to all BRN requirements. The responsible provider's name and number must be stated in all advertisements.

Subject:

CONTINUING EDUCATION APPROVAL**Rosters**

- Blank rosters are available from the Office of Educational Services (OES)
- Pre-printed roster are available from OES two working days prior to class, if class/program applications are completed and submitted
- Roster must be legible and include correct:
 - Class title, date, time, location, instructor name, and contact hours
 - Participant name and signature, title, license number, employee number, and work area.

Certificates/Records

Class/Program documentation is submitted within 15 days after course completion.

Course records are maintained for a minimum of four years after course completion.

EXCEPTION:

Records of classes/programs that validate competency are kept indefinitely. These include, but are not limited to:

- Central Orientation
- Critical care
- Emergency department nursing.

PROCEDURE:**Pre-Program**

Individuals requesting approval to issue contact hours must submit the following to Dean, EDCOS/designee a minimum of four weeks prior to class/program:

- Course description/outline
- Course objectives
 - Description of measurable behaviors or outcomes the participant will demonstrate or achieve upon completion
- Instructor(s)' curriculum vitae or resume
- Flyer/advertisement
 - Submit to OES for approval and conversion to pdf, prior to distribution
 - Distribute approved flyer or request OES to distribute
- Posttest
 - EDCOS Dean/Coordinator shall determine if participants are to demonstrate understanding of the class/program content
 - Certification classes and clinical competency-related courses require a method of evaluation
 - Multiple choice format is preferred for written tests
- Course evaluations must include at least the following:
 - Extent to which course met the objectives
 - Applicability or usability of new information
 - Instructor's mastery of subject
 - Appropriateness of teaching methods
 - Efficiency of course mechanics (registration, room, lighting, audiovisuals, handouts, etc.)
 - Other comments
- Class/Program Applications

Subject:

CONTINUING EDUCATION APPROVAL

- Submit completed applications to OES Office Manager a minimum of three days prior to program if pre-printed roster is desired. Applications will be returned to the course coordinator for post-course completion.
 - LAC+USC employees (pink form). Non-LAC+USC employees and Non-County employees (white form)
 - Completed by participant
 - Signed by immediate supervisor (County employees only)
 - Address included for certificate mailing (Non-County only)

Post Program

Class/program coordinator/instructor submits the following to OES staff no later than 15 days following course completion:

- Class/Program Applications
 - Review for accuracy, i.e., correct class title, class/program hours, contact hours
 - Complete any missing information
 - Complete instructor section. See EDCOS Policy: Grading System.
- Roster:
 - Ensure participant information is complete, legible, and written in ink
 - Ensure that there is a class/program application for each name on the roster
 - Complete grade column. See EDCOS Policy: Grading System
 - "Cert" column is for OES use ONLY.

Certificates of Completion

OES:

- Ensures certificate contains all BRN required information (Blank certificates are not issued).
- Issues certificates within ninety days of course completion, if all paperwork is submitted and complete

Course Records

OES maintains course records for a minimum of four years including:

- Course outline, dates, location
- Instructor curriculum vitae or resume
- Advertisement, if applicable
- Participant names and license numbers
- Record of certificates issued

PROCEDURE DOCUMENTATION:

Seminar/Workshop Development Guidelines form
Continuing Education Approval Worksheet

REFERENCES:

California Code of Regulations: Title 16, Division 14, Article 5. Continuing Education
California BRN Continuing Education Program: Instructions for Providers
Network Nursing Policy #150: Maintenance of Required Manuals/Records
CONAH Policy #400: Class/Program Registration – Continuing Education

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CONAH Policy #402: Class/Program Roster Generation – Continuing Education
CONAH Policy #404: Class/Program Completion – Continuing Education
CONAH Policy #406: Class/Program Certificates of Completion and Card Distribution –
Continuing Education
CONAH Policy #431: File Maintenance – Class/Course/Program
CONAH Policy #701: Seminar/Workshop Planning and Development
EDCOS Policy #300: Grading System

REVISION DATES:

June 1991

April 2002

May 4, 2004

January 25, 2008

November 10, 2011