

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

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Subject: CLASS/PROGRAM CERTIFICATES OF COMPLETION AND CARD DISTRIBUTION – CONTINUING EDUCATION	Original Issue Date: 1996	Policy #: 416
	Supersedes:	Effective Date: June 9, 2011
	Committees Consulted: Office of Educational Services EDCOS Shared Governance Nursing Program Coordinators College Operations	Reviewed & Approved by: Dean, Administrative and Student Services College Planning Committee

PURPOSE:

To ensure Certificates of Completion, American Heart Association cards (BLS, ACLS, PALS), and Crisis Prevention Institute (CPI) cards are distributed by the Office of Educational Services (OES) in a timely and standardized manner.

POLICY:

Certificates of Completion/cards are distributed to participants no later than 90 days after Class/Program completion.

American Heart Association (AHA) and CPI cards are obtained in accordance with College policy # 414: Class/Program Completion – Continuing Education.

Non Nursing/Non Medical Center participant AHA cards are picked up by participant.

CPI cards are distributed in class in accordance with policy #414.

Cards for Medical Center nursing staff are issued to Nursing Service for distribution to participants.

Certificates of Completion are mailed directly to Nursing Services' participant's ward.

Original, signed Distribution Sheets are kept for two years.

PROCEDURE:

Preparation for Distribution

OES staff member assigned to distribute certificates/cards:

- Receives the following from OES staff assigned to create certificates:
 - Certificates of completion
 - Distribution sheets for each class/program (original and one copy)
 - Roster with initial of OES staff member who created certificates, in upper right-hand corner
 - Any other class program paperwork e.g.: roster, lesson plan, post test
 - Class/program applications (C/PAs)
- Photocopies original certificate
- Stamps "COPY" on the copy of the distribution sheet
- Assembles two certificate distribution packets:

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- Distribution packet #1 includes:
 - o Certificates of Completion – copy
 - o Distribution sheet – original and copy (keep original for file)
 - o C/PAs
- Distribution packet #2 includes:
 - o Certificate of completion – original, sorted by ward
 - o Note stating “Please distribute to employee, return to College if not on this ward”
- Assembles card distribution packets:
 - AHA cards: BLS, ACLS, PALS
 - Original and copy of distribution sheet
 - C/PAs
- Places completed card distribution packets in the area folder for pick up.

Certificate Distribution

Medical Center: Nursing Services

OES staff member:

- Mails original certificates (packet #2) to ward identified on C/PA
- Distributes C/PA, copy of certificate and copy of distribution list (packet #1) to nursing office
- Enters date certificates sent to ward on Class/Program Tracking Log.

Medical Center: Non-Nursing

OES mails certificates of completion to the Department listed on the C/PA.

Non-Medical Center

OES

- Mails certificate of completion to address indicated on the C/PA
- Writes mailing address on original distribution sheet for College records.

AHA Card Distribution

Medical Center: Nursing Services

OES staff member:

- Notifies Nursing Office contact person when AHA cards are ready to pick up
- Counts original distribution sheets in presence of contact person before relinquishing cards
- Asks contact person to verify that cards match names on distribution list
- Counts again after liaison person has checked all cards
- Ensures contact person signs and returns original distribution sheet and takes copy of distribution sheet with cards
- Enters date nursing service picks up cards on Class/Program Tracking Log
- Files original, signed distribution sheet chronologically (most recent date on top) by service.

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Nursing area contact person distributes cards to participants.

Medical Center: Non-Nursing and Non-Medical Center

Participant picks up AHA card.

After Distribution:

OES staff member:

- Files other class program paperwork e.g.: roster, lesson plan, post-test (alphabetically by class/program name).
- Files original, signed distribution sheet in appropriate file (chronologically by service).

PROCEDURE DOCUMENTATION:

Certificates of Completion
Distribution Sheet
Class/Program Tracking Log

REFERENCES:

California Code of Regulations: Title 16, Division 14, Article 5. Continuing Education
California BRN Continuing Education Program: Instructions for Providers
College Policy #410: Class/Program Registration – Continuing Education
College Policy #412: Class/Program Roster Generation – Continuing Education
College Policy #414: Class/Program Completion – Continuing Education
College Policy #431: File Maintenance – Class/Course/Program
EDCOS Policy #200: Continuing Education Approval
ERC Policy #150: Collection, Security, and Disbursement of Fees

REVISION DATES:

June 9, 2011