

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

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Subject: <b>CLASS/PROGRAM COMPLETION – CONTINUING EDUCATION</b>		Original Issue Date: 1996	Policy # <b>414</b>
		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	Approved by:  Provost, College of Nursing & Allied Health (Signature on File)	

## **PURPOSE:**

To ensure class/program certificates of completion; American Heart Association (AHA) cards: Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS); Crisis Prevention Institute (CPI); and other cards are processed and ordered by the Office of Educational Services (OES) in a timely and standardized manner

## **POLICY:**

Faculty complete class/program paperwork in accordance with Education and Consulting Services (EDCOS) policy #200: Continuing Education Approval.

AHA and CPI cards are ordered within one week after class/program completion.

Certificates are issued within 90 days after class/program completion.

## **PROCEDURE:**

Faculty:

- Submits class/program paperwork within specified time frames after class/program completion
  - Class/program: No later than 15 days
  - BLS/ACLS/PALS/Pediatric Emergency Assessment Resuscitation & Stabilization (PEARS): Directly to Office Manager within one week
  - CPI roster: By the following work day
- Enters name (person submitting work) and date work logged in on Class/Program Tracking Log in row that corresponds to number on class/program roster.  
OES enters class/program number, name, and date when OES generates roster.
- Enters class/program number, name, and date if not previously entered on log
- Checks column on Class/Program Tracking Log to indicate type of paperwork submitted:
  - Original roster
    - EDCOS class/program
    - AHA/University of Southern California (USC): Life Support programs
    - CPI: Non Violent Physical Crisis Intervention (NVPCI) Initial & Refresher programs
    - Educational Resource Center (ERC)
  - Class/program applications (C/PA)
  - Lesson plans (LP)
  - Exam copy
  - Instructor curriculum vitae (CVs)

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- Participant evaluations (Evals)
- Leaves column blank if indicated paperwork not submitted.

Office of Educational Services (OES) staff as assigned:

- Verifies that paperwork matches information entered on log:
  - Class/program applications
  - Lesson plan, exam copy, instructor CV(s)
- Reviews roster(s) and applications for class title, dates, CEs, employee/license number
  - Grades entered on roster and class application for each participant
  - Reason indicated for "Inc." grades
- Returns incomplete paperwork to instructor with due date for completion
- Follows up to ensure completed paperwork is returned
- Enters information on Office Management section of Tracking Log
  - Name of instructor to whom incomplete paperwork returned
  - Due date for return of incomplete paperwork
  - Date instructor resubmitted paperwork
  - Date instructor's supervisor notified if noncompliant
- Corrects participant information in computer from roster e.g., misspelled names, added license number, etc.
- Enters grades into computer
- Prints distribution sheet, sorted by service.

**BLS/ACLS/PALS/PEARS Cards**

In addition to the above steps, the following are required as indicated:

Faculty:

- Signs AHA roster signature page and returns it to OES staff
- Submits roster directly to Office Manager within one day post program.

OES staff:

- Verifies that names on AHA/USC roster match names of participants on EDCOS roster who successfully completed the class
- Mails original AHA/USC Roster and Skills Checklist (if applicable) to the Center for Life Support
- Distributes copy of AHA/USC Roster to:
  - All instructors who participated in class
  - Class/program files
- Enters date roster sent, date cards received, and number of cards received on Card Tracking Log
- Types on the card:
  - Participant's name, (first name then last name)
  - Course location (LAC College of Nursing & Allied Health (can use stamp)
  - Instructor (e.g.: Mark Hollinger).

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### **NVPCI Program and Refresher Class**

Faculty:

- Obtains signatures of all instructors who taught the class on CPI roster within two hours of start of last class day
- Submits EDCOS roster to OES staff for generation of CPI roster and cards
- Instructs participants to give a copy of card to their supervisor.

OES staff/designee who coordinates in-class distribution of cards:

- Types participant names on CPI roster
- Writes/types participant's name on CPI card, with number of class hours
  - Non Violent Physical Crisis Intervention (NVPCI) initial class: 16 hours
  - NVPCI Refresher: 8 hours
- Collects original tests and evaluations
- Instructs participants to sign EDCOS roster for receipt of card
- Distributes CPI cards to successful participants at the end of class/program
  - Participant must be present to receive card.

OES staff/designee:

- Verifies that all participants listed on the roster returned their completed test/evaluation in exchange for CPI card
- Submits the following to the CPI within one working day of class/program:
  - Original CPI roster signed by all instructors who taught in the class
  - Original tests and evaluations
- Seals completed CPI roster and all original tests/evaluations in envelope and mails to:  
CPI National Crisis Prevention  
10850 W. Park Place, Suite 600  
Milwaukee, WI 53224
- Provides copy of CPI roster to all instructors who taught in the class.

Office Manager:

- Verifies number of new cards received (4-6 weeks after CPI roster and tests sent)
- Enters number on CPI Card Tracking Log.

### **Certificates of Completion**

OES staff:

- Issues a certificate of class/program completion within 90 days  
All components of class/program providing contact hours must be successfully completed
- Includes the following on the certificates:
  - Class/program name
  - Class/program date
  - Number of contact hours
  - Participant's name
  - Participant's professional license number
  - Ward, Service
- Enters date certificates ready for distribution on Class/Program Tracking Log.

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The following provide no contact hours, however a certificate will be issued upon successful completion:

- Challenge Exams
- RN I.V. and Blood Withdrawal Retraining Program
- I.V. Therapy and Blood Withdrawal Skills

Participants have six months from date of IV Therapy/Retraining theory component to submit completed Skills Checklist in order to receive certificate of completion.

- Office Manager/designee:
  - Verifies submitted Skills Checklist is complete
  - Types certificate
  - Enters final grade on roster.

**Duplicate Certificates**

OES staff:

- Informs participant of duplicate certificate fee
- Verifies participant eligibility for duplicate certificate
- Sends participant to ERC to pay fee
- Types certificate when participant presents receipt.

ERC staff collects fee in accordance with ERC Policy #150: Collection, Security, and Disbursement of Fees.

**Continuing Education Data Base**

Designated OES staff maintains and updates Data Base alphabetically by year.

**PROCEDURE DOCUMENTATION:**

Class/Program Tracking Log

AHA/CPI Card Tracking Log

Class/Program rosters: EDCOS, AHA/USC, CPI, ERC

**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 #416: Class/Program Certificates of Completion and Card Distribution –  
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