Subject: **CLASS/PROGRAM REGISTRATION – CONTINUING EDUCATION**	Original Issue Date: 1996 Supersedes:	Policy #: **410** Effective Date: June 9, 2011

Committees Consulted:	Reviewed & Approved by:	Approved by:
Office of Educational Services EDCOS Shared Governance Nursing Program Coordinators College Operations	Dean, Administrative and Student Services College Planning Committee	Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To ensure that class/program registration is processed and confirmed in a standardized and timely manner

POLICY:

Education and Consulting Services (EDCOS) Dean/designee determines class/program minimum/maximum enrollment, prerequisites, and other specialty requirements.

Registration priority is given to LAC+USC Healthcare Network (Network) employees.

Network participant enrollment is approved by immediate supervisor.

Telephone registration is not accepted.

Participants are notified of enrollment confirmation or denial and of class/program cancellation.

Class/program files are created for all continuing education classes.

PROCEDURE:

Designated Office of Educational Services (OES) staff member:

- Creates and labels class/program folder, based on information from EDCOS annual and monthly calendars, and as requested by Office Manager/EDCOS dean/faculty
- Labels folder with class/program:
  - Name
  - Date(s)
  - Time(s)

- Identifies special requirements on the left-hand side of folder e.g., maximum enrollment, participant requirements, prerequisites
  NOTE: Program Coordinator is responsible for final verification that participant special requirements are met.

OES staff member receiving class/program application (C/PA):

- Time stamps lower, right hand corner of C/PA when received
- Gives C/PA to designated OES staff.

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Designated OES staff member:

- Reviews C/PA for:
  - Legibility of participant's name
  - Accuracy of class/program name and date
  - Immediate supervisor signature
    EXCEPTION: Supervisor signature is not required for participants who are not Network employees

- Processes C/PAs for confirmed participant as received
  - Checks "Yes" on C/PA, initials, and dates
  - Files C/PA in class/program folder

- Processes C/PAs for denied participant as received
  - Checks "No" on C/PA, initials, and dates
  - Enters reason for denial e.g., class full, class cancelled, etc.
  - Returns original C/PA to participant
  - Files copy of C/PA in class/program folder
  - Notifies Nurse Manager of denial via e-mail.

- Returns C/PA to Nurse Manager/participant if:
  - Participant name is illegible
  - C/PA not signed by immediate supervisor
  - Class/program not offered by EDCOS

- Notifies participant and Nurse Manager via e-mail of:
  - Incorrect class title/date
  - Enrollment confirmation
  - Enrollment denial

  EXCEPTION: Do not confirm/deny C/PA for:
  - Phase I Expanded Programs
  - Advanced Adult Critical Care Program
  - Advanced Neonatal/Pediatric Critical Care Program
  - Emergency Nursing Program

<u>Non Network Applicants</u>

Designated OES staff member:

- Adheres to program registration procedure with the following exceptions:
  - Supervisor signature not required on C/PA
  - Calls/e-mails participant to confirm or deny registration

- Directs applicant to Educational Resource Center (ERC) for processing of registration fees if indicated (in accordance with ERC Policy #150: Collection, Security, and Disbursement of Fees)
  - Indicates on C/PA that payment was received
  - Gives money/check and a copy of C/PA to ERC designee immediately.

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C/PA Received after Start of Class/Program

Designated OES staff member gives C/PA to Program Coordinator

Class/Program Cancellation

Program Coordinator:
- Notifies Office Manager immediately of class cancellation
- Completes and returns paperwork (roster/C/PA as indicated) to designated OES staff member within one business day of scheduled class.

Office Manager:
- Notifies OES staff of class cancellation
- Assigns OES staff member to place cancellation notice on classroom door as indicated.

Designated OES staff member:
- Notifies participants and Nurse Managers of class cancellation
- Enters person/date/time notified on C/PA.

Center for Life Support ACLS Classes

Enrollment is limited to:
- Six Network RN employees per program
- Participants must also attend one review class during the program (dates are listed in EDCOS annual catalog).

Designated OES staff member:
- Verifies that review class date is included on C/PA
- Processes C/PA in accordance with procedure
- Provides Center for Life Support with participant names two weeks prior to program.

On-Site Registration

Program Coordinator notifies Office Manager of request for registration assistance.

OES Registration Coordinator:
- Determines the number of staff needed to assist
- Generates roster, divided alphabetically (evenly distributed depending on # of participants)
- Gathers all necessary items (see checklist) and ensures transport to registration site.

PROCEDURE DOCUMENTATION:

Class/Program Folder
Class/Program Application
Class/Program Roster
ACLS Memo
On-site Registration Checklist

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REFERENCES:

California Code of Regulations: Title 16, Division 14, Article 5. Continuing Education
California BRN Continuing Education Program: Instructions for Providers
College Policy #412: Class/Program Roster Generation – Continuing Education
College Policy #414: Class/Program Completion – 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