

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

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Subject: CLASS/PROGRAM ROSTER GENERATION – CONTINUING EDUCATION		Original	Policy #:
		Issue Date: 1996	412
		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 rosters are created in a timely and standardized manner

POLICY:

Rosters are created for all class/programs.

Rosters adhere to requirements specified by California Board of Registered Nursing (BRN) Continuing Education Program: Instructions for Providers.

American Heart Association (AHA) and Crisis Prevention Institute (CPI) card rosters are generated post program in accordance with College policy #416: Class Program Cards and Certificate Distribution.

PROCEDURE:

Designated Office of Educational Services (OES) staff member:

- Creates roster prior to class/program based on annual/monthly calendar and class program flyers. Roster includes class/program:
 - Title
 - Date(s) and times
 - Location
 - Instructor/coordinator
 - Number of continuing education contact hours (CEs)
- Enters information into data base from class/program applications as soon as received:
 - Last name (in caps), first name
 - Employee/license number
- Alphabetizes roster before printing
- Prints roster and blank pages as needed
- Enters class/program title and date on Class/Program Tracking Log. Writes corresponding Tracking Log number in upper right hand corner of roster
- Gives instructor/coordinator the following a minimum of two business days prior to class/program:
 - Class/program applications
 - EDCOS roster
 - AHA/CPI roster signature page.

Subject:

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PROCEDURE DOCUMENTATION:

Class/Program Roster
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 #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

REVISION DATES:

June 9, 2011