

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

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Subject: <b>CONTINUING EDUCATION APPROVAL</b>		Original Issue Date: June 1991	Policy #: <b>200</b>
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Individuals / 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)	
		Provost, College of Nursing & Allied Health (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.

**Unacceptable Courses per BRN**

- Courses which deal with self-improvement, changes in attitude, self-therapy, self-awareness, weight loss and yoga
- Economic courses for financial gain, e.g. investments, retirement, preparing resumes, techniques for job interviews, etc.
- Courses designed for lay people
- Liberal Arts courses in music, art, philosophy, and others, when unrelated to patient/client care
- Orientation programs - orientation meaning a specific series of activities designed to familiarize employees with the policies and procedures of an institution
- Courses which focus on personal appearance in nursing

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- CPR and BLS courses, basic EKG/dysrhythmia courses as well as basic IV courses that are similar to those used to certify licensed vocational nurses to start IVs

A course with identical content and objectives taken twice during the same renewal cycle will have its contact hours counted only once.

**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.

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, 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.

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**CONTINUING EDUCATION APPROVAL****Course Advertisement/Flyer**

The following must be included in public advertisement:

- Clear, concise description of course content/objectives
- Provider name: LAC+USC Medical Center, 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.

**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:

- New Employee Orientation
- Critical care
- Emergency 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:

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- Course description/outline
  - Course objectives / Student Learning Outcomes
    - 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
    - Submit completed applications to OES Office Manager a minimum of three days prior to program if pre-printed roster is desired.
      - Ensure LAC + USC employees complete LAC + USC form and obtain immediate supervisor approval
      - Ensure non - LAC + USC employees complete non – LAC +USC employees form and include their address for certificate mailing
      - Ensure all license and employee numbers are completed.
- Applications will be returned to the course coordinator for post-course completion.

**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.

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**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  
LAC + USC Nursing Policy #150: Maintenance of Required Manuals/Records  
CONAH Policy #400: Class/Program Registration – Continuing Education  
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  
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