

**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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Committees Consulted: EDCOS Faculty	Reviewed & Approved by: EDCOS Administration	Approved by:  (Signature on File) Dean, EDCOS

**PURPOSE:**

To provide guidelines for obtaining approval for continuing education hours.

**POLICY:**

**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 Institution.

The course description, objectives and outline must clearly state how the content relates to the practice of nursing.

**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 continuing education hours must be requested at least three weeks prior to the course. Approval will not be granted retroactively.

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## **CONTINUING EDUCATION APPROVAL**

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 courses offered by BRN-approved providers, these include but are not limited to Licensed Vocational Nurses, Certified Nursing Assistants, Respiratory Therapists, and Physician's Assistants.

### **Instructor Curriculum Vitae or Resume**

RN instructor requirements:

- 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 requirements:

- 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.

### **Course Advertisement/Flyer**

The following must be included in public advertisement:

- Clear, concise description of course content/objectives
- Provider name: 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 for paying registrants.

Health care provider may complete courses that are not included in 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.

### **Certificates/Records**

Certificates of completion adhere to BRN requirements for continuing education providers.

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Course records are maintained for a minimum of 4 years.

**EXCEPTION:**

Records of classes/programs that validate competency are kept indefinitely. These include, but are not limited to:

- Central Orientation
- Critical care
- Emergency room nursing.

**PROCEDURE:****Pre-Program**

Individuals requesting approval to issue contact hours must submit the following to Dean, EDCOS/designee a minimum of three weeks prior to class/program:

- Course description/purpose/outline
- Course objectives
  - Description of measurable behaviors or outcomes the participant will demonstrate or achieve upon completion (Instructor goals are not acceptable)
- Speaker(s)' curriculum vitae(s) or resume(s)
- Flyer/advertisement
  - Submit to Office of Educational Services (OES) for approval prior to distribution.
- Posttest
  - Dean, Nursing Programs/Coordinator shall determine if participants are to demonstrate understanding of the class or seminar content
  - Certification classes and clinical competency-related courses require a method of evaluation
  - Multiple choice format preferred for written tests
- Course evaluations must include at least the following (EDCOS class/program evaluation forms may be used):
  - Extent to which course met the objectives
  - Applicability or usability of new information
  - Instructor's mastery of subject
  - Appropriateness of teaching methods used
  - 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 desired. Applications will be returned to the course coordinator for post-course completion.
    - LAC+USC employees (pink form)
      - Completed by participant
      - Signed by immediate supervisor
    - Non-LAC+USC employees (green form)
- Rosters
  - Blank rosters are available from EDCOS
  - Pre-printed roster will be available from EDCOS one working day prior to class, if class/program applications are completed and submitted

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- Roster must be legible and include:
  - Class title, date, time, location, contact hours
  - Participant name, title, license number, employee number, location for certificate mailing.

**Post Program**

Individuals requesting approval to issue contact hours must submit the following to OES staff no later than 30 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 Systems.

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.

Course evaluation summary:

- Write "Summary of Evaluations" on top of blank Class/Program Evaluation form and summarize participants' evaluations.
- OES will compile summary evaluations if requested. Individual participant course evaluations must be submitted.

**Certificates of completion**

OES will:

- Issue certificates within ninety days of course completion, if all paperwork is submitted and complete
- Ensure certificate contains all BRN required information (Blank certificates are not issued).

**Course Records**

OES will maintain course records for a minimum of four years including:

- Course outline, dates, locations
- 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

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**REFERENCES:**

LAC+USC Healthcare Network Dept. of Nursing Policy #150: Maintenance of Required Manuals/Records

College of Nursing Policy #701: Seminar/Workshop Planning and Development

College of Nursing Policy #440: File Maintenance

California BRN Continuing Education Program: Instructions for Providers