



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: REQUEST FOR CONTINUING
EDUCATION TIME

Policy No.: A501
Effective Date: 05/1999
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PURPOSE: To describe the procedures for requesting and approving Continuing Education (CE) time.

POLICY STATEMENTS:

1. Continuing Education time may be used for the purpose of meeting CE requirements for re-licensure and/or certification and for gaining new knowledge and skill needed to perform job duties.
2. The amount of time granted is based on the current applicable Memoranda of Understanding (MOU) between the Los Angeles County Department of Health Services and specific employee bargaining units.
3. CE time may be used for Rancho programs, outside educational events, and for approved home study programs.
4. Approval of the use of CE time is made by management based on (a) patient care and service needs and, (b) the potential of the requested program to enhance the employee's job performance.
5. The immediate supervisor will approve or deny the request, and will notify the employee of the decision regarding CE time within seven (7) days after receipt of the request.
6. The employee's timecard is coded only for the amount of time the employee participates in the approved educational program.
7. Home-study course restrictions:
 - a. Will be granted in concert with the appropriate MOU. If the requested home-study course time exceeds the MOU, only the available remaining CE time will be granted.
 - b. The attendance record will reflect the CE time taken off only after successful completion of the program.
 - c. The course completion certificate must be presented to the nurse manager within sixty (60) days of the request.
 - d. Until appropriate documentation of course completion is provided, the attendance record will reflect other benefit time requested by the employee.

PROCEDURE:

- I. To initiate the request for county or non-county courses, the employee:
 - A. Completes the Request for Time Off
 1. Time Request section: specifies Continuing Education time
 - B. Attaches a copy of the class brochure or flyer to the Employees Request for Time Off
 - C. For non-county events: completes additional paperwork as required in Nursing Policy A570 – Travel and Training (if needed).
 - D. Provides the request to supervisor in advance of the next work schedule/cycle posting.

Key Point: Requests submitted after the unit work schedule has been posted will be considered at the discretion of the Nurse Manager or Administrative Nursing Supervisor.

- II. To initiate the request for home-study courses, the employee:
 - A. Obtains prior approval for requested course work from the Nurse Manager using the procedure above.
 - B. Works with the Nurse Manager to schedule personal benefit time to complete the course.
- III. Approval or denial of the request:
 - A. If approved:
 1. Supervisor:
 - a. Indicates approval on the form

- b. Returns a copy of the request to the employee.
- 2. Timekeeper:
 - a. Records the information on the employee's attendance record
 - b. Places the request in the employee's file

Key Point: If the approved request is for a home-study course, codes the attendance record with the approved benefit time.

- B. If the request is denied, the supervisor returns the request to the employee with a written explanation of the reason for the denial in the remarks section of the request form.

IV. Upon completion of the class, the employee:

- A. Notifies the supervisor of completion
- B. Files a copy of the completion slip or class certificate in his/her Education Folder
- C. Records the information on the Education Summary sheet
- D. For home-study courses:
 - 1. Presents the course completion certificate to the nurse manager
 - 2. Initiates the time card correction process to substitute benefit time with T time
 - 3. Completes the process as B & C above.

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References:

Memorandum of Understanding (2019)
Nursing Administrative Policy A570 – Travel and Training Reimbursement

Reviewed/Revised:

05/99 – Revised
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