

**GUIDELINES  
FOR  
CONTINUING EDUCATION  
PROVIDERS**

**PUBLISHED BY:**

**KENTUCKY BOARD OF NURSING  
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# Preface

The purpose of this document is to provide information about the Kentucky Board of Nursing's standards, criteria, policies, guidelines, nursing laws, and regulations for mandatory continuing education/competency for nurses in Kentucky.

When the term "Board" is used, it refers to the Kentucky Board of Nursing.

When the term "Continuing Education" appears, the reference is to mandatory continuing education for nurses.

Each section of this document contains standards to be met, forms, and copies of relevant Kentucky administrative regulations.

All forms may be duplicated or downloaded from the KBN website at <http://kbn.ky.gov>.

Kentucky Nursing Laws may be duplicated or downloaded from the KBN website at <http://kbn.ky.gov/laws/>

Kentucky Board of Nursing Administrative Regulations may be duplicated or downloaded from the Internet at:  
<http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>

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# CONTINUING EDUCATION IN KENTUCKY

## History:

To assure the public that each nurse licensed in the Commonwealth of Kentucky has reasonably current knowledge of the nursing science and skills needed to provide for the health and safety of persons receiving nursing care, the 1978 General Assembly enacted a continuing education requirement for licensure renewal that became effective in 1982.

## Purpose:

As stated in the *Kentucky Nursing Laws* (KRS 314), the purpose of mandatory continuing education is to require evidence of the nurse's efforts to update his/her knowledge of nursing science and to maintain or develop new nursing skills.

Therefore, any approval granted to a continuing education provider shall be based upon evidence of the ability to plan learning activities that present current nursing content that supports competent judgments and decisions in nursing practice, nursing administration, nursing education, and/or nursing research relevant to the performance of those acts for which nurses are licensed. Content classified as "continuing education" extends beyond the nurse's knowledge from his/her basic prelicensure program.

## Using the term "CEU" vs "Contact Hour":

Continuing education is awarded for courses based on that course having specific learning objectives, a structured outline, and qualified faculty. The accrediting body dedicates the unit of measurement or amount of "credit" awarded for successful completion of the requirements of the continuing education.

For years there has been great confusion between the uses of the terms "CEU" and "Contact Hour." Contact hours refer to the stated amount of time an individual was present during a course. One **contact hour** is equivalent to 50 minutes of clock time.

**Continuing Education Unit** (CEU) is the term used as the unit of measurement by colleges and universities to designate 10 contact hours. **The terms contact hour and CEU cannot be used interchangeably.** You can see that while one CEU is equivalent to 10 contact hours, 10 contact hours **does NOT** equal one CEU.

Kentucky and most nursing continuing education providers require offerings to be determined in **contact hours**. Kentucky's requirement for yearly license renewal is 14 contact hours or the equivalent. The yearly earning period is from November 1 through October 31 of the licensure year.

[Reference: *Kentucky Nursing Laws* – 314.011; 314.073; <http://kbn.ky.gov/laws/> [Definitions for mandatory continuing education]; 201 KAR 20:200, [Continuing competency requirements]; 201 KAR 20:215, <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>

## Requirements for Licensure in Kentucky:

According to KBN Administrative Regulation 201 KAR 20:215, validation of CE/competency must include **one** of the following:

1. Proof of earning 14 approved contact hours; **OR**
2. A national certification or recertification related to the nurse's practice role (in effect during the whole period or initially earned during the period); **OR**
3. Completion of a nursing research project as principal investigator, coinvestigator, or project director. Must be qualitative or quantitative in nature, utilize research methodology, and include a summary of the findings; **OR**
4. Publication of a nursing related article; **OR**
5. A professional nursing education presentation that is developed by the presenter, presented to nurses or other health professionals, and evidenced by a program brochure, course syllabi, or a letter from the offering provider

identifying the licensee’s participation as the presenter of the offering; **OR**

6. Participation as a preceptor for at least one nursing student or new employee undergoing orientation (must be for at least 120 hours, have a one-to-one relationship with student or employee, may precept more than one student during the 120 hours, and preceptorship shall be evidenced by written documentation from the educational institution or preceptor’s supervisor); **OR**
7. Proof of earning 7 approved contact hours, **PLUS** a nursing employment evaluation that is satisfactory for continued employment (must be signed by supervisor with the name, address, and phone number of the employer included), and cover at least 6 months of the earning period.
8. Certain college credit courses may be used to meet the CE Requirements. Nursing courses, designated by a nursing course number, and courses in physical and social sciences such as Psychology, Biology, and Sociology will count toward CE hours. **One semester credit hour equals 15 contact hours; one quarter credit hour equals 12 contact hours.**

[Reference: 201 KAR 20:215. Continuing competency requirements.] <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>

## STANDARDS FOR VERIFICATION OF MANDATORY CONTINUING EDUCATION EARNING

Following each licensure renewal period, individual licensees (selected by random audit) will be required to submit documented evidence validating continuing education/competency. Verification of mandatory CE/competency earning is not otherwise reported to the Board unless requested.

It is imperative that individual licensees retain for a minimum of five (5) years following the licensure period all copies of certificates of attendance (grade reports, pass—fail certificates, or other documents) verifying successful completion of approved continuing education offerings and/or competency. The domestic violence and Pediatric Abusive Head Trauma CE certificate should be retained indefinitely.

[References: 201 KAR 20:200. Definitions for mandatory continuing education; 201 KAR 20:215. Continuing competency requirements.], <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>

## CE EARNING REQUIREMENTS

As a prerequisite for license renewal, all individuals licensed under provisions of Chapter 314 shall be required to document the completion of continuing education requirements of fourteen (14) contact hours in a given licensure period as prescribed in regulations promulgated by the Board.

KBN has an annual renewal process for all licensees. The CE/competency earning period is the same as the licensure period, i.e., November 1 through October 31 of each year. Licensees who recently reinstated a lapsed license need to refer to the KBN website at <http://kbn.ky.gov>, or contact the KBN office for information on required CE/competency for renewal of licensure.

[Reference: *Kentucky Nursing Laws* — 314.073, Continuing competency requirements], <http://kbn.ky.gov/laws/>

<b>SCHEDULE OF CE EARNING PERIODS FOR LICENSURE RENEWAL OF KENTUCKY LICENSES [REGISTERED NURSE and LICENSED PRACTICAL NURSE]</b>		
EARNING PERIOD	EARNING REQUIREMENT	FOR RENEWAL OF LICENSE BY
Nov. 1 <sup>st</sup> – Oct. 31 <sup>st</sup>	14 Contact Hours or Equivalent *	Oct. 31 <sup>st</sup> of Licensure Year

\* See pages 4-5 for details of methods to validate competency. [Reference: 201 KAR 20:230. Renewal of license., 201 KAR 20:215. Continuing competency requirements.] <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>

# STANDARDS FOR RECOGNITION OF ACADEMIC CREDIT EQUIVALENCY FOR CONTINUING EDUCATION CONTACT HOURS

The Kentucky Board of Nursing will convert academic course work into contact hour equivalents using the following review criteria:

1. A nursing course, designated by a nursing course number, and **beyond the prelicensure curriculum of the individual participant.**
2. A course in the psychological, biological, sociological, or physical sciences, which is **beyond the prelicensure curriculum** of the individual participant.
3. An academic course applicable to nursing practice and appropriate for the nurse employed in fields of clinical practice, administration, education, or research. A licensee may request course review for approval of applicable nursing content by submitting an "Application for Individual Review".

**One semester college credit hour equals 15 contact hours. One quarter college credit hour equals 12 contact hours.** Prelicensure general education courses, either electives or designated to meet degree requirements, are not acceptable. CPR/BLS, in-service education, or nurse aide training are not acceptable for nursing CE. Questions regarding specific courses and/or circumstances should be directed to the Continuing Competency Program Coordinator at KBN.

[Reference: *Kentucky Nursing Laws* – 314.011; <http://kbn.ky.gov/laws/> ,  
201 KAR 20:215. Continuing competency requirements. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

## Earning Continuing Education Hours:

Continuing education contact hours applicable to licensure renewal requirements may be earned by completing any of the following educational activities:

- Offerings provided by a KBN approved continuing education provider;
- Offerings approved by organizations recognized by KBN (Table 1);
- Academic courses with nursing content beyond that of the prelicensure level;
- Self-study or distance learning courses approved by organizations recognized by KBN.

<b>TABLE 1</b>
<b>NURSING ORGANIZATIONS RECOGNIZED BY THE KENTUCKY BOARD OF NURSING FOR APPROVAL OF CONTINUING EDUCATION OFFERINGS</b>
<ul style="list-style-type: none"> <li>• American Academy of Nurse Practitioners (AANP)</li> <li>• American Association of Critical—Care Nurses (AACN)</li> <li>• American Association of Nurse Anesthetists (AANA)</li> <li>• American College of Nurse—Midwives (ACNM)</li> <li>• American Nurses’ Association Credentialing Center (ANCC) of the American Nurses Association (ANA)</li> <li>• Association of Women’s Health, Obstetrical and Neonatal Nurses (AWHONN)</li> <li>• National Association of Nursing Practitioners in Women’s Health (NPWH)</li> <li>• National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)</li> <li>• National Association of Practical Nurses Education and Service (NAPNES)</li> <li>• National Federation of Licensed Practical Nurses (NFLPN)</li> <li>• National League for Nursing (NLN)</li> <li>• Other State Boards of Nursing</li> </ul>

[Reference: 201 KAR 20:215. Continuing competency requirements. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

# KENTUCKY HIV/AIDS Eliminated as a Mandatory CE Requirement

In summer of 2015, the legislature passed House Bill 248 that eliminated the mandatory HIV/AIDS continuing education. Effective June 24, 2015 nurses are no longer required to take continuing education classes dedicated to HIV/AIDS.

If nurses wish to take a course in HIV/AIDS as part of the 14 required contact hours for renewal, the course must be offered by an approved CE provider or approved through the Cabinet for Health and Family Services (CHFS). CHFS offers a list of CHFS-Approved HIV/AIDS Education Courses on their website. For additional information about content requirements for the HIV/AIDS courses, you may wish to contact the Cabinet for Health and Family Services at 502-564-6539, ext. 3555.

## DOMESTIC VIOLENCE CONTINUING EDUCATION REQUIREMENT

KRS 194A.540 mandates domestic violence training requirements for multiple individuals and groups involved in the potential prevention, intervention, or response to domestic violence situations. The bill contains the following provisions for nurses licensed in Kentucky:

(2) The course shall include the dynamics of domestic violence, effects of domestic violence on adults and child victims, legal remedies for protection, lethality and risk issues, model protocols for addressing domestic violence, available community resources and victim services, and reporting requirements. The training shall be developed in consultation with legal, victim services, victim advocacy, and mental health professionals with an expertise in domestic violence.

(3) No later than June 30, 1999, every health care or mental health professional licensed or certified pursuant to KRS Chapters 309, 311, 319, 335, or 314 on the effective date of this Act shall successfully complete a 3-hour training course which meets the requirements of subsection (2) of this section. Persons who are granted licensure or certification after the effective date of this Act shall successfully complete the training within 3 years of the date of initial licensure or certification.

Thus, all nurses with active licensure status on July 15, 1996 had a mandatory requirement to earn 3 hours of KBN approved domestic violence CE before July 1, 1999. This is a one-time earning requirement. Any nurse licensed after July 15, 1996, has 3 years from the date of initial licensure to earn the 3 hours of domestic violence CE.

Compliance monitoring includes random audits that started in January 2000. Nurses should retain certificates of attendance/completion indefinitely. Copies of CE certificates of completion should not be submitted to KBN unless requested.

Any approved nursing CE provider that would like to offer Domestic Violence continuing education should refer to KRS 194A.540 in the development of the offering. KRS 194A.540 can be accessed at the following link: <http://www.lrc.ky.gov/Statutes/chapter.aspx?id=38056>. For any additional information or questions regarding KRS 194A.540, please contact the Cabinet for Health and Family Services.

## INTRAVENOUS (IV) THERAPY CONTINUING EDUCATION

Effective September 15, 2004, KBN approved the Kentucky Administrative Regulation, 201 KAR 20:490, governing licensed practical nurse intravenous (IV) therapy scope of practice. The regulation identifies IV therapy functions that are recognized as being within the current scope of LPN practice, as well as identifies functions that will be an expansion of that practice.

An LPN who has met the education and training requirements may perform select functions except as limited and under supervision as stated in the regulation. The regulation requires that the education and training of LPNs who perform IV therapy contain specific components. For questions regarding LPN intravenous therapy scope of practice, please contact Lahoma Prather, Nursing Practice Consultant, via email at [Lahoma.Prather@ky.gov](mailto:Lahoma.Prather@ky.gov) or by phone at 502-429-3307 or 800-305-2042, ext. 330. [Reference: 201 KAR 20:490. Licensed practical nurse intravenous therapy scope of practice. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

## PHARMACOLOGY CONTINUING EDUCATION

Advanced practice registered nurses (APRNs) are required to earn 5 contact hours of approved continuing education in pharmacology each licensure period. APRNs with a CAPA-CS are required to earn 1.5 approved CE contact hours on the use of KASPER, pain management, or addiction disorders. These hours may count as part of the required pharmacology hours. [Reference: 201 KAR 20:215. Continuing competency requirements. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>].

## SEXUAL ASSAULT NURSE EXAMINER (SANE) CONTINUING EDUCATION

Credentialed Sexual Assault Nurse Examiners (SANE) must earn 5 contact hours of approved sexual assault continuing education each licensure period. Forensic medicine or domestic violence CE will meet this requirement. These hours count as part of the CE requirement for the period in which they are earned. [Reference: 201 KAR 20:215. Continuing competency requirements. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

## APPROVAL AS A CE PROVIDER

A provider of continuing education may be any individual, organization, or entity approved by KBN. A potential provider should apply to KBN for approval in accordance with regulatory requirements. Evidence of compliance with the administrative standards specified in 201 KAR 20:220. Nursing continuing education provider approval, is required at the time of application. An application for initial provider approval may be submitted at any time. Retroactive approval shall not be granted.

### INITIAL APPROVAL

Submitting an Initial Provider Approval application is the first step in the approval process, and is required of all nursing continuing education providers for the Commonwealth of Kentucky. [Reference: Application for Provider Approval; 201 KAR 20:220. Nursing continuing education provider approval. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

### CONTINUING APPROVAL

Provider approval should be renewed approximately 120 days prior to expiration of the current approval date for the providership. Continued provider approval is contingent upon evaluation of the provider's past performance and current compliance with Board regulations, standards and criteria for continuing education.

KBN reserves the right to conduct a random audit of providers at any time. [Reference: Application for Provider Renewal; 201 KAR 20:220. Nursing continuing education provider approval. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

### DENIAL, REVOCATION, SUSPENSION, OR PROBATION OF APPROVAL

KBN may deny, revoke, suspend, or probate approval, or otherwise discipline any approved provider, continuing education activity, or other approved entity for just cause. [Reference: 201 KAR 20:220. Nursing continuing education provider approval. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

## RECORDS AND REPORTS

The provider shall have a system for maintaining and retrieving the records of continuing education offering(s) and participant attendance which facilitates the verification of attendance, contact hours earned, and evaluation of the learning activity.

## Record-Keeping System

The provider's record-keeping system shall provide for the maintenance and retrieval of reports and records for a minimum of 5 years.

1. Records shall be maintained in an accurate and confidential manner.
2. A certificate of attendance shall be awarded only to those successfully meeting the learning requirement of the activity.
3. The provider's records shall indicate whether or not each nurse successfully completed offering requirements, and the number of contact hours awarded to each participant meeting earning requirements.
4. The provider shall indicate any nurse(s) attending but not meeting earning requirements.

## Records Numbering System

KBN's system of assigning provider offering numbers is designed to promote maintenance of accurate records and data retrieval.

1. **Provider Core Number**: A five-digit number assigned by KBN constitutes the provider's permanent core number.
  - a) The core number is assigned when an application for providership is approved by KBN.
  - b) The core number is permanent and remains constant from year to year.
  - c) The provider number is nontransferable, and shall be used to identify all communications, records, and/or reports of the provider.
2. **Components of Provider Core Number Digits**.
  - a) **Category of Provider**. The first digit of the provider offering number shall identify the category of the provider.
    - (1) "1" = Professional nursing organization whose membership is restricted to nursing; e.g., KNA, KSALPN, AORN.
    - (2) "2" = Related nursing organizations whose membership includes non-nurses; e.g., KLN, EDNA. Or are organized only on a state or local level.
    - (3) "3" = Education institution's program of offering(s) of continuing education for nurses; e.g., school of nursing or department of continuing education for nursing.
    - (4) "4" = Health service agency employer of nurses; e.g., health department, nursing home, hospital.
    - (5) "5" = Health related organizations; nonprofit and/or tax exempt organizations whose services are primarily education and/or research; e.g., American Cancer Society, American Diabetes Association.
    - (6) "6" = Commercial organizations.
    - (7) "7" = Other.
  - b) **Chronological Number**. The second, third, fourth, and fifth digits of the provider's core number shall be assigned by the Board;
  - c) **Expiration Date**. The sixth, seventh, and eighth digits represent the month and year of the expiration date of providership approval; e.g., 1-11 (January 1, 2011).
  - d) **Offering Number**. Additional digits are assigned by the provider.
    - (1) If an offering is repeated during the approval period, the provider may wish to use the same offering number assigned for the first presentation.
    - (2) Revisions of the offering during the approval period should not require a change of the offering number.
  - e) **Sequential Listing of Provider Offering Number**. The digits of the provider offering number shall be listed in sequence to identify a Board approved provider and offering:
    - (1) The sequential listing resembles a social security number: 3-0916-1-12-015.
    - (2) The first digit "3" identifies the category of the provider as an educational institution.
    - (3) The next four digits "0916" indicate the chronological number assigned by the Board to the provider at the time of approval (Provider Core # = 3-0916).
    - (4) The next three digits "1-12" indicate that the provider approval expiration date is January 1, 2012.
    - (5) The provider assigned offering number is "015" which shall identify the offering regardless of the number of times presented during the approval period.
3. The provider offering number shall appear on the certificate of completion to identify the contact hours credited.
4. The provider offering number shall be listed on offering announcements and/or advertisements of an offering.

## **Participant Roster**

The participant roster shall list the names of all individuals who attend the offering. Each nurse shall be identified by RN or LPN, license or social security number. The offering shall be identified by title, provider offering number, and date. The number of contact hours listed shall be accurate and earned by each nurse in accordance with KBN standards and criteria.

## **Offering Records**

For each offering which awards contact hour credit for continuing education, the provider shall keep the following information filed in a manner to facilitate data retrieval:

- Offering number
- Title
- Participant Attendance Roster
- Written Behavioral Objectives
- Outline of Content
- Synopsis or Copies of Learning Aids and Handouts
- Date(s) and Time(s) of Presentation of each Session of an Offering
- Contact Hours
- Expiration Date of KBN Approval
- Instructor(s) and Planner(s) Curriculum Vitae
- Summary of Participant Evaluations
- Requirements for Earning Contact Hours, and
- Any Pre-Offering Announcements

## **Summary of Participant Evaluations**

Participants' achievement of the behavioral objectives of offerings shall be summarized for each offering and retained in the offering record.

This summary of participant evaluations shall be reported to KBN (at the time of the providership renewal) as a raw score when any offering evaluation summary reflects a greater than 20 percent below average ranking for any one evaluation item.

## **Quality Assurance/Audit of Records**

As part of KBN's quality assurance program for mandatory continuing education, the continuing education activity of approved providers shall be subject to an audit by KBN. The audit may be a review of all provider activity or a random sampling of these.

1. KBN or its designee may at any time during the continuing education year conduct an audit. At the discretion of KBN, an audit may be conducted to: evaluate the performance and/or compliance with KBN's standards, criteria and/or regulations and/or to investigate complaints.
2. At the discretion of KBN, any one, or all, or a combination of the following methods of auditing may be used to evaluate the provider's educational unit and/or its continuing education activity.
  - a) Structural audit-evaluation of resources and facilities.
  - b) Process audit-evaluation of the planning process.
  - c) Retrospective audit-evaluation of records and reports.
  - d) Outcome audit-evaluation of offering presentation.
3. If an entity chooses neither to comply nor to cooperate with the audit process, KBN approval shall be immediately withdrawn.

## **Contact Information:**

If you have any questions, please contact Beth A. Tanner, Continuing Competency Program Coordinator, via email at [BethA.Tanner@ky.gov](mailto:BethA.Tanner@ky.gov) or by phone at 502-429-7191 or 1-800-305-2042 Ext. 7191.

You may also contact Education Consultants, Myra Goldman via email at [MyraK.Goldman@ky.gov](mailto:MyraK.Goldman@ky.gov) or by phone at 502-429-3315 or 1-800-305-2042 Ext. 3315, and Teresa Mauk via email at [Teresa.Mauk@ky.gov](mailto:Teresa.Mauk@ky.gov) or by phone at 502-429-7196 or 1-800-305-2042 Ext. 7196.