

## PURPOSE

The purpose of mandatory continuing education (CE)/compliance, as cited in the *Kentucky Nursing Laws* (KRS 314), is to require evidence of the nurse's efforts to maintain and update nursing knowledge and skills needed to make competent judgments and decisions in nursing practice, nursing administration, nursing education, and/or nursing research.

**Renewal Requirements:** All nurses must validate the CE/competency requirement every year to renew their nursing license.

**Please note: This Brochure covers is in effect for the 2021 CE audit.**

The CE/competency earning period is the same as the licensure period, November 1 through October 31 of each year.

**LICENSURE & EARNING PERIOD:**  
11/01/2020 – 10/31/2021

**FOR RENEWAL OF LICENSE BY:**  
10/31/2021

**# OF CONTACT HOURS:**  
14 or equivalent

## Online and/or Home Self-Study CE

Regardless of state of residence, nurses may earn all (or any combination of) contact hours from online or self-study home course offerings approved or recognized by the KBN (see **list of National Organizations recognized by KBN for approval of CE offerings**).

## HOW TO EARN CONTINUING EDUCATION

Pursuant to Kentucky Administrative Regulation 201 KAR 20:215, validation of CE/competency must include **one** of the following (**options CANNOT be combined to equal fourteen (14) contact hours**):

1. Proof of earning fourteen (14) approved contact hours; **OR**
2. Proof of earning seven (7) approved contact hours, PLUS a nursing employment evaluation that is satisfactory for continued employment. Evaluation must be signed by the nurse's supervisor and include the employer's name, address, and phone number. The evaluation must cover at least six (6) months of the earning period (November 1 - October 31); **OR**
3. Current national certification or recertification related to the nurse's practice role in effect during the entire period, or initially earned or renewed during the period (does not include clinical certifications such as ACLS, PALS, NRP, etc...); **OR**
4. Successful completion of a postlicensure academic course at a college, university, or postsecondary vocational institution. Must be relevant to nursing practice (e.g. nursing course designated by a nursing course number and beyond the prelicensure curriculum) OR an academic course applicable to the nurse's role and beyond the prelicensure curriculum. The course must have been completed during the earning period with an awarded grade of "C" or better, or a grade of "pass" on a pass-fail grading system. Calculation of contact hours: One (1) semester or trimester hour of academic credit = 15 contact hours; One (1) quarter hour of academic credit = 12 contact hours. May request course review for approval of applicable nursing content pursuant to 201 KAR 20:215 Section 7; **OR**
5. Participation as a preceptor for at least one nursing student or new employee. 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. Preceptorship shall be evidenced by written documentation from the educational institution or preceptor's supervisor; **OR**
6. Publication of an article in a peer-reviewed, health-related journal; **OR**
7. A nursing continuing education presentation that is designed and developed by the presenter, presented to nurses or other health professionals, is evidenced by a program brochure, course syllabi, or a letter from the offering provider identifying the licensee as the presenter of the offering; and offered by a provider approved pursuant to 201 KAR 20:220. The number of contact hours earned shall be twice the number of contact hours offered to presentation attendees; **OR**
8. Completion of a nursing research project as principal investigator, coinvestigator, or project director. Must be qualitative or quantitative in nature, utilize research methodology, and increases knowledge resulting in improved outcomes or changes in behavior. Submission must include a project abstract and a summary of the findings

### Not Accepted as CE:

- Prelicensure general education courses, either electives or those designated to meet degree requirements.
- Activities that are part of an employing agency's staff development program designed to provide information related to the work setting; on-the-job training, orientation, basic cardiopulmonary resuscitation (BLS/CPR), or equipment demonstrations.

## APRN CONTINUING EDUCATION REQUIREMENTS

An APRN's board certification satisfies the fourteen (14) contact hour requirement needed for RN licensure renewal (national certification), as long as the APRN certification was initially attained during the licensure period, has been in effect during the entire licensure period, or has been renewed during the licensure period. If these requirements are met, APRNs do not need to earn 14 contact hours of CE to renew their RN licenses.

**Pharmacology CE:** Five (5) contact hours of approved pharmacology CE must be earned by all APRNs each licensure period. CE Certificates should reflect specific pharmacology contact hours awarded. To qualify as pharmacology, content shall include drug-specific information, safe prescribing practices, safe medication administration, prescribing methodologies, new regulations, or similar topics. Objectives for the contact hours related to pharmacology shall be identified. Casual mention of medications or medical treatments shall not qualify.

**APRNs with a CAPA-CS:** Pursuant to 201 KAR 20:215(5)(b), of the five (5) approved pharmacology contact hours required for APRN licensure renewal, one and one-half (1.5) of these approved contact hours must be on the use of KASPER, pain management, or addiction disorders each licensure period. These hours may count as part of the required five (5) pharmacology contact hours.

**APRNs with a DEA-X Registration:** Pursuant to 201 KAR 20:065, an APRN who has obtained a DEA-X registration shall complete a total of four (4) contact hours annually in addiction disorders, which shall include 1.5 hours in addiction disorder pharmacology CE. The same CE certificates may be applied to all three of the requirements listed above.

In addition to the standard methods of CE approval, APRNs are allowed to use continuing medical education (CME) credits for pharmacology (provided the credits are pharmacology-related), **if the provider offering the course is recognized by their national certifying organization (e.g. AANP, ANCC, etc...)**

## LPN AND RN MANDATORY CONTINUING EDUCATION REQUIREMENTS

**Domestic Violence CE:** Three (3) contact hours of approved domestic violence CE must be earned within three (3) years of Kentucky licensure by nurses who are either seeking licensure by **endorsement** from another state or licensure by **examination** for candidates **educated outside of Kentucky**. Nurses who graduated from a Kentucky nursing program AFTER MAY 1998 are **not** required to complete this continuing education activity as the content was included within the nursing program's curriculum. **This is a one-time requirement.**

**Pediatric Abusive Head Trauma (Shaken Baby Syndrome) CE:** One and one-half (1.5) contact hours of approved CE as required by KRS 314.073(6) covering the recognition and prevention of pediatric abusive head trauma must be earned within three (3) years of Kentucky licensure by nurses who are either seeking licensure by **endorsement** from another state or licensure by **examination** for candidates **educated outside of Kentucky**. Nurses who graduated from a Kentucky nursing program AFTER DECEMBER 2011 are **not** required to complete this continuing education activity as the content was included within the nursing program's curriculum. **This is a one-time requirement.**

## CE APPROVAL

KBN approves providers to offer nursing CE contact hours. These providers are assigned a KBN approval number formatted as X-XXXX and an approval expiration date. If the provider from which a nurse wants to take, or has taken, CE has an approval number and current expiration date (as of the course date), the hours will be accepted toward his or her renewal. A list of KBN-approved providers ("CE Provider List") can be found on the KBN website at: <https://kbn.ky.gov/ce/Pages/ceformspubs.aspx>. Additionally, if a CE course is offered by a provider that is approved by one of the national nursing organizations listed below or any state board of nursing, it will be accepted by the KBN for the same number of contact hours:

### NATIONAL NURSING ORGANIZATIONS RECOGNIZED BY KBN FOR APPROVAL OF CE OFFERINGS:

American Association of Nurse Practitioners (AANP)	National Federation of Licensed Practical Nurses (NFLPN)
National Association of Nurse Practitioners in Women's Health (NPWH)	American Nurses Credentialing Center (ANCC) of the
American Assn. of Critical Care Nurses (AACN)	American Nurses Association (ANA)
Nat'l Assn. of Pediatric Nurse Practitioners (NAPNAP)	National League for Nursing (NLN)
American Assn. of Nurse Anesthetists (AANA)	Association of Women's Health, Obstetric, and Neonatal
Nat'l Assn. for Practical Nurses Education & Service (NAPNES)	Nurses (AWHONN)
American College of Nurse-Midwives (ACNM)	<b>Other State Boards of Nursing</b>

## SANE CREDENTIAL REQUIREMENTS

Sexual Assault Nurse Examiner (SANE) credentialed nurses are required to earn five (5) contact hours of approved sexual assault CE **each licensure period** required by 201 KAR 20:411, Section 8. Forensic medicine or domestic violence CE will meet this requirement. These hours may count as part of the required fourteen (14) contact hours of continuing education needed for renewal of the RN license.

## VERIFYING CE/COMPETENCY - Certificates

A continuing education offering shall not be repeated within a licensure period. Licensees should retain all copies of certificates of attendance/completion (grade reports, pass-fail certificates, or other documents) verifying successful completion of CE/competency offerings **for a minimum of five (5) years**. Copies of mandatory continuing education requirements (e.g. Domestic Violence and Pediatric Abusive Head Trauma) should be retained for as long as a nurse holds a current/active license in Kentucky.

A certificate of attendance/completion shall specify: Name of Participant; Offering title, date, and location; Number of contact hours awarded; the approval source (**KBN or other KBN recognized approver**). At the time of license renewal, an applicant is required to certify that he/she has met (or will meet by October 31) the required CE/competency earnings. **Certificates should be maintained and submitted to the KBN ONLY if specifically requested.** Following each licensure renewal period, individuals are randomly selected for an audit. Those individuals selected for audit will be required to upload copies of CE certificates to validate completion of approved CE/competency requirements through CE Broker. The Board reserves the right to request proof of compliance with CE/competency requirements from any and all licensees at anytime.

### What if a continuing education (CE) activity is not recognized by the KBN: Individual Review

An individual review may be requested for non-approved continuing education activity that was completed during the earning period. Within thirty (30) days after the expiration of the immediate past licensure period, an Individual Request for Review of CE Activities application and \$10 fee should be submitted to the KBN. The application for Individual Review can be obtained on the KBN website at: <http://kbn.ky.gov/ce/Pages/ceformspubs.aspx>. Within approximately eight (8) weeks of receipt of the submitted materials and fee, the KBN will notify the individual of the review outcome, (e.g. approval or rejection). The KBN Notification of CE/Competency Approval should be retained for a minimum of five (5) years. Individual review is not required if an offering is approved for continuing education by the KBN or an organization recognized by the KBN (**see list of National Organizations recognized by KBN for approval of CE offerings**).

## FOR ADDITIONAL INFORMATION

For additional information, visit the KBN website at <http://kbn.ky.gov/ce> or contact Michelle Gary, Practice Assistant & Continuing Competency Coordinator, at 502-429-3333 or [michellea.gary@ky.gov](mailto:michellea.gary@ky.gov).